

ARDS AND NORTH DOWN BOROUGH COUNCIL

19 August 2025

Dear Sir/Madam

You are hereby invited to attend a hybrid Meeting (in person and via Zoom) of Ards and North Down Borough Council which will be held at the City Hall, The Castle, Bangor on **Wednesday, 27 August at 7.00pm.**

Yours faithfully

Susie McCullough
Chief Executive
Ards and North Down Borough Council

A G E N D A

1. Prayer
2. Apologies
3. Declarations of Interest
4. Mayor's Business
5. Mayor and Deputy Mayor Engagements for the Month of August 2025 (Copy to follow)
6. Minutes of Council meeting dated 30 July 2025 (Copy attached)
7. Minutes of Committees
 - 7.1. Planning Committee dated 5 August 2025 (Copy attached)
8. Deputation Requests
 - 8.1 Deputation Request – Ards & North Down Business Forum (Report attached)
9. Resolutions
 - 9.1 Facilitating Natural, Low-Carbon and Sustainable Burial Options (Report attached)
 - 9.2 Notice of Motion – CAR-T Cell Therapy (correspondence from Newry, Mourne and Down District Council)
 - 9.3 Notice of Motion – Funding Cuts by Arts Council to National Youth Choir (correspondence from Newry, Mourne and Down District Council)

10. Consultations

10.1. Request for Delegated Authority – DAERA Consultation on New Rules for Selling and Supplying Puppies and Kittens (Report attached)

10.2 Delegated Authority request to September's Place and Prosperity Committee (Report attached)

11. Update to the Scheme of Delegation (Report attached)

12. Sealing Documents

13. Transfer of Rights of Burial

14. Notice of Motion Status Report (Report attached)

15. Notices of Motion

15.1 Notice of Motion submitted by Councillor Boyle and Councillor Irwin

Ards and North Down Borough Council believes that young people deserve a say in who represents them, welcomes the UK Government's announcement to allow people aged 16 and 17 to vote in future Westminster, Assembly and Council elections, believes that this should be in place ahead of 2027 in time for the next Assembly and Council elections; calls on the First and Deputy First Minister to write to the Secretary of State for Northern Ireland to ensure that any necessary UK legislation is passed to meet this timeline.

*****IN CONFIDENCE*****

16. Civic Office Site Selection (Report to follow)

17. Tender for Professional Executive Search and Recruitment Consultancy Services (Report attached)

18. Request for an Easement over land behind the War Memorial, Ballygowan (Report attached)

19. Local Development Plan, draft Plan Strategy (Report to follow)

20. Tender for the Provision of External Cleaning and Tankerage Services (Report attached)

MEMBERSHIP OF ARDS AND NORTH DOWN BOROUGH COUNCIL

Alderman Adair	Councillor Harbinson
Alderman Armstrong-Cotter	Councillor Hennessy
Alderman Brooks	Councillor Hollywood
Alderman Cummings	Councillor S Irvine
Alderman Graham	Councillor Irwin
Alderman McAlpine	Councillor Kennedy
Alderman McRandal	Councillor Kendall
Alderman McDowell	Councillor Kerr
Alderman McIlveen	Councillor McBurney
Alderman Smith	Councillor McClean
Councillor Ashe	Councillor McCollum (Mayor)
Councillor Blaney	Councillor McCracken
Councillor Boyle	Councillor McKee
Councillor Brady	Councillor McLaren
Councillor Cathcart	Councillor Moore (Deputy Mayor)
Councillor Chambers	Councillor Morgan
Councillor Cochrane	Councillor Thompson
Councillor Douglas	Councillor Smart
Councillor Edmund	Councillor Wray
Councillor Gilmour	

ITEM 6

4

ARDS AND NORTH DOWN BOROUGH COUNCIL

A hybrid meeting (in person and via Zoom) of Ards and North Down Borough Council was held at the City Hall, The Castle, Bangor on Wednesday 30 July 2025 commencing at 7.00pm.

In the Chair: The Mayor (Councillor McCollum)

Aldermen:	Adair	McRandal
	Brooks	McDowell
	Cummings (Zoom)	McIlveen
	Graham	Smith
	McAlpine (Zoom)	

Councillors:	Ashe	Irwin
	Blaney (7.02pm)	Kennedy
	Boyle	Kendall (Zoom)
	Brady	Kerr
	Cathcart	McBurney
	Chambers	McClellan (Zoom)
	Cochrane	McCracken
	Douglas	McKee (Zoom)
	Gilmour	Moore
	Hennessy	Thompson
	Hollywood	Smart
	S Irvine	Wray

Officers: Chief Executive (S McCullough), Director of Corporate Services (M Steele), Director of Community and Wellbeing (G Bannister), Director of Environment (D Lindsay), Interim Director of Place (B Dorrian), Head of Communications and Marketing (C Jackson), Head of Administration (A Curtis), Community Planning Manager (P Mackey), Democratic Services Manager (J Wilson) and Democratic Services Officer (P Foster)

1. PRAYER

The Mayor (Councillor McCollum) welcomed everyone to the meeting and commenced with the Chief Executive reading the Council prayer.

NOTED.

2. APOLOGIES

The Mayor sought apologies at this stage.

Apologies had been received from Councillors Harbinson, Edmond, McLaren and Morgan.

NOTED.

3. DECLARATIONS OF INTEREST

The Mayor sought Declarations of Interest at this stage and the following declarations were made.

Aldermen Adair and McIlveen and Councillors Cochrane, Kerr and Kennedy – Item 14 - Request to hold Orange Victims' Day service of commemoration at the Ward Park Cenotaph

NOTED.

4. MAYOR'S BUSINESS

The Mayor commented on the huge loss of life which had taken place in the Borough since the Council had last met which included Sarah Montgomery and her unborn son Liam, Lucas Trainor and Jaidyn Rice. The Mayor expressed her sympathies to all of their friends and families and read out a prayer which had been specially written by her chaplains to help to provide some spiritual guidance.

Continuing she thanked Councillor Cochrane who had joined her on the annual Battle of the Somme pilgrimage earlier this month. While it was a very emotional trip it was an important one to remember all of those who served and had paid the ultimate sacrifice. At this stage she took the opportunity to also extend her thanks to the staff who had supported them both on this trip.

The Mayor remarked that it had been an extraordinary time for sport with the 153rd Golf Open held in Portrush a few weeks ago which had included a brilliant performance by Holywood's Rory McIlroy. She reported that she had also been delighted to host a Civic Reception this month for Comber Recreation Football Team, adding that it was wonderful to see and celebrate sport at all levels.

The Mayor hoped that her colleagues were enjoying the weather and spending more time outdoors in the Borough, adding that she was delighted to see the return of Love Parks week which ran until 2 August 2025. This offered a programme of free events across the Borough celebrating the natural beauty, biodiversity and community spirit of its local parks and green spaces. She thanked the Council's Parks team for delivering such a fun and engaging programme.

Finally she commented that many members would be aware that it was with deep sadness to learn of the death of a former colleague Alderman Angus Carson. Angus served in Ards and North Down Borough Council and the legacy Ards Borough

C.30.07.2025PM

6

Council for 22 years, before he retired in May 2023. Deepest sympathies went out to his wife Jean, and sons Alan and Paul, as well as the wider family circle. At this stage members were asked to stand, if they could, for a minute silence as a mark of respect.

NOTED.

(Councillor Blaney entered the Chamber at this stage – 7.02pm)

5. MAYOR AND DEPUTY MAYOR ENGAGEMENTS FOR THE MONTH OF JULY 2025

(Appendix I)

PREVIOUSLY CIRCULATED:- List of Mayor's/Deputy Mayor engagements for the Month of July.

The Mayor highlighted some of the engagements which she had attended during July ably assisted by Deputy Mayor, Councillor Moore:-

- Next Generation Student Art Exhibition Launch, Ards Arts Centre – The Mayor encouraged everyone to visit this excellent exhibition.
- Pipe Band Championships, Regent House Playing Fields – a fantastic day in Newtownards with over 700 musicians in attendance and where the Deputy Mayor adopted the role of Chieftain for the day.
- Comber Recreation Football Team Civic Event, Bangor Castle – A wonderful occasion to celebrate the teams recent success and the Mayor thanked the Lord Lieutenant for being in attendance.
- Portaferry Gala Festival
- Donaghadee Lifeboat Festival
- Emerald Isle Highland Dance Festival, Nendrum College, Comber

NOTED.

6. MINUTES OF COUNCIL MEETING DATED 25 JUNE 2025

PREVIOUSLY CIRCULATED:- Copy of the above minutes.

RESOLVED, on the proposal of Alderman Adair, seconded by Councillor Ashe, that the minutes be approved and adopted.

7. MINUTES OF COMMITTEES

7.1 Community & Wellbeing Committee dated 18 June 2025

PREVIOUSLY CIRCULATED:- Copy of the above minutes.

RESOLVED, on the proposal of Councillor Ashe, seconded by Alderman McRandal, that the minutes be approved and adopted.

7.2. Audit Committee dated 26 June 2025

PREVIOUSLY CIRCULATED:- Copy of the above minutes.

RESOLVED, on the proposal of Councillor Thompson, seconded by Councillor Hollywood, that the minutes be approved and adopted.

7.3. Planning Committee dated 1 July 2025

PREVIOUSLY CIRCULATED:- Copy of the above minutes.

RESOLVED, on the proposal of Councillor McClean, seconded by Councillor Wray, that the minutes be approved and adopted.

8. DEPUTATION REQUESTS**8.1 Deputation Request – Portaferry Town Boys Club
(Appendix II)**

PREVIOUSLY CIRCULATED:- Report from the Chief Executive advising that a deputation request had been received from Colm Doran of Portaferry Town Boys Football Club.

The request was in relation to how the Club could work in partnership with the Council and other stakeholders to upgrade the playing surface and continue to provide much-needed facilities for the health and wellbeing of the local community.

The request was for the deputation to be heard at the Community and Wellbeing Committee.

RECOMMENDED that Council considers this request.

Councillor Boyle proposed, seconded by Councillor Wray, that the Council accedes to the request and the deputation be heard at the Community and Wellbeing Committee.

RESOLVED, on the proposal of Councillor Boyle, seconded by Councillor Wray, that the Council accedes to the request and the deputation be heard at the Community and Wellbeing Committee.

9. CONFERENCES AND INVITATIONS**9.1. COMMEMORATION OF THE 110TH ANNIVERSARY OF THE 10TH (IRISH) DIVISION'S ACTIONS ON THE GALLIPOLI (Appendix III)**

PREVIOUSLY CIRCULATED:- Report advising that On 10 June 2025, the Chief Executive received a letter from the Dalaradia Cultural and Historical Society outlining that this August marked the 110th anniversary of the landing of the 10th (Irish) Division at Suvla Bay on the Gallipoli peninsula during the First World War. A copy of the letter was enclosed at the attached Appendix. They had reached out to

all Councils in Northern Ireland and the Republic of Ireland to invite them to be represented on a special commemorative Tour to Gallipoli and participate in an Act of Remembrance. The tour would include visiting major battle sites and war cemeteries on the peninsula as well as experience the history and culture of Turkey.

The anticipated dates for the trip were 13 – 18 October 2025 with flights departing and returning to Dublin. As outlined in the letter, they were unable to finalise an itinerary or price until numbers are confirmed but they estimate the cost to be in the region of £1,650 which was inclusive of travel, hotel accommodation in twin rooms and most meals. They had requested that responses were received by 31 July, including a deposit of £500 per person nominated.

RECOMMENDED that Council considers this request.

Alderman McIlveen proposed, seconded by Councillor Gilmour, that the Council sends a representative to the commemorative tour.

The Mayor indicated that she would be unavailable on those dates and as such it was suggested that the Deputy Mayor was asked to consider attending.

Alderman McIlveen further proposed, seconded by Alderman Adair that the Deputy Mayor was asked to consider attending the commemorative tour and if she was unavailable that Councillor Edmund was asked to attend.

RESOLVED, on the proposal of Alderman McIlveen, seconded by Alderman Adair, that the Deputy Mayor was asked to consider attending the commemorative tour and if she was unavailable that Councillor Edmund was asked to attend.

10. RESOLUTIONS

10.1. Causeway Coast and Glens Borough Council - Impact of Second Homes and Holiday Rentals on Housing Stock Supply

PREVIOUSLY CIRCULATED:- Correspondence from Causeway Coast and Glens Borough Council stating that at its Council Meeting held Thursday 26th June 2025, Council considered a Notice of Motion and adopted the undernoted resolution:

“This Council notes the impact of second homes and short-term holiday rentals on the housing stock supply for residents of the Borough and the character of many local communities, which are changing beyond recognition; notes with concern that there is no formal audit of such properties throughout the Borough and resolves to complete such an audit to inform the development of an agreed lobbying plan for Council in discussions with the Northern Ireland Executive. Council believes that any plan should recognise the need to address regulatory gaps in managing short-term holiday accommodation and consider the impact of second homes and short-term holiday rentals as part of the implementation of the Housing Supply Strategy.

Once developed and adopted, an update on the matter will be a standing item on the agenda of the Corporate Policy & Resources Committee. Additionally, the Mayor and Chief Executive will write to all other councils in Northern Ireland to encourage them to engage in similar lobbying efforts”

The Council asked for urgent attention to this request.

RECOMMENDED that the Council consider the correspondence.

RESOLVED, on the proposal of Alderman Smith, seconded by Councillor Kennedy, that the correspondence be noted.

10.2. Derry City and Strabane District Council – Use of Electricity by Data Centres

PREVIOUSLY CIRCULATED:- Correspondence from Derry City and Strabane District Council advising that at a meeting of Derry City and Strabane District Council held on 25 June 2025, the following proposal was passed:

“That Members recognise that data centres are major consumers of electricity that currently threaten Ireland's energy security as well as this Council's commitment to play its part in meeting our obligations to reduce greenhouse gas emissions, as set out in the Strategic Planning Policy Statement, our Local Development Plan 2032 and the Climate Change Act (Northern Ireland) 2022.

Given Ireland operates a single electricity market, this Council notes with concern the significant demand that data centres in the 26 counties now impose on the national grid, which is expected to rise dramatically over the next five years. Moreover, this Council is concerned that the absence of any overarching government policy or guidance on planning for data centres in the Six Counties is not conducive to monitoring and managing energy security and greenhouse gas emissions at a strategic level.

Therefore, in the national interests of energy security and climate change, this Council will write to the Ministers for Infrastructure and the Economy calling for their Departments to: Urgently develop a co-ordinated strategic policy on how planning applications for data centres across all council areas are to be managed and monitored for; their impacts on climate change; their demands on the national grid; including whether proposals that are large scale emitters should be considered as regionally significant developments.

Further, this Council will write to other local authorities calling on them to support our call for a central government policy and guidance on applications for data centres”

The Council indicated that consideration in this important matter would be grateful.

RECOMMENDED that the Council consider the correspondence.

RESOLVED, on the proposal of Alderman Smith, seconded by Councillor Kennedy, that the correspondence be noted.

11. **CONSULTATIONS**

11.1. **Consultation – Drinking in Public Bye-Laws and Powers**

PREVIOUSLY CIRCULATED:- Report from the Director of Community and Wellbeing stating that in April 2018, the Department of Justice (DoJ) carried out a public consultation to review the criminal legislation framework to tackle anti-social behaviour.

Following that consultation a multi-agency, cross-governmental ASB Delivery Group was formed to take forward the outworking's of the consultation. The group was tasked to consider five powers that were consulted upon, as well as four additional powers that were raised as a result of the 2018 consultation.

The ASB Delivery Group considered nine legislative powers as follows:

- Criminal Behaviour Orders (post-conviction order to stop individuals engaging in ASB by placing prohibitions and requirements on them);
- Public Space Protection Orders (order imposing conditions on use of designated areas);
- Closure Powers (power to close premises that are being used, or likely to be used, to commit nuisance or disorder);
- On-Street Drinking (commencement of sections 68 to 72 of the Criminal Justice (NI) Order 2008);
- Powers in section 54 of the Civic Government (Scotland) Act 1982 to address noise nuisance through seizure of sound producing devices;
- Civil Injunctions (power to stop individuals engaging in ASB by placing prohibitions and requirements on them);
- Absolute Grounds for Possession (power for possession of secure and assured tenancies where ASB / criminality had been proven by another court);
- Dispersal Powers (power to direct a person who was in a public place to leave the locality and not return for a specified period); and
- ASB Case Review /Community Trigger (power for victims of ASB to request a review of actions taken to address ASB).

Conclusions of the ASB Legislative Review Delivery Group

The ASB Delivery Group undertook a detailed scoping exercise to identify, where possible, an evidence base that would indicate how successful some of the proposed legislative measures were in addressing ASB in other jurisdictions. It was also necessary to compare the powers under consideration with those already in place in Northern Ireland to ascertain whether their introduction would bring any tangible benefit.

Not all of the powers were deemed suitable for progression and the Delivery Group concluded that legislative amendments could be progressed for four of the nine powers. Therefore, together with the Department for Communities (DfC), DoJ sought views on those four pieces of legislation, policy responsibility for which fell across both departments, with a view to ensuring relevant authorities had effective

and proportionate powers to help address ASB and its effects with communities. The proposals related to:

- Amendments to the Anti-Social Behaviour (NI) Order 2004 (amendments to ASBOs) - DoJ
- Amendments to the Criminal Justice (NI) Order (amendments to on-street drinking legislation) – DoJ / DfC
- Amendments to Housing (NI) Order 2003 (amendments to ASB Injunctions for housing providers) – DfC
- Amendment to the Housing (NI) Order 1983 (introduction of Absolute Grounds for Possession of secure tenancies) – DfC

The purpose of the consultation was to seek the views of stakeholders on those proposed amendments to ensure that powers available to relevant authorities (Councils, Police and Social Housing providers) were proportionate, effective and would have an appropriate impact on addressing ASB and its effects within communities.

Letter dated 6 June 2025 has been received from DfC requesting responses by 29 August 2025 in relation to suggested amendments to Articles 68-72 of the Criminal Justice (NI) Order 2008.

The letter stated that following the consultation a response document was published by DoJ on 4 April 2025 outlining a summary of views shared by respondents regarding drinking in public and the current legislation.

The responses to the consultation clearly indicated that the current legislative framework to tackle drinking-in-public and associated ASB needed to be updated to ensure it was fit for purpose, with an overwhelming majority of respondents agreeing that an explicit power to seize and dispose of alcohol should be available in certain circumstances.

Four councils submitted formal responses to the joint consultation, as did AND PCSP. Those responses were dominated by the following positions:

- there was a need for legislative change to streamline the current system, potentially by commencing the powers in the Criminal Justice (Northern Ireland) Order 2008 ('the 2008 Order');
- additional powers to seize and dispose of alcoholic drinks would be beneficial;
- areas where drinking-in-public is prohibited should be confined to an area designated by the council;
- that police officers should have sole responsibility for enforcement of the rules on drinking in public.

In light of the responses to the consultation, and after undertaking further engagement with DoJ colleagues, DfC was proposing that Articles 68-72 of the 2008 Order should be commenced with the following amendments:

- To provide a specific power to police officers allowing the **seizure** and disposal of open and closed containers of alcoholic drinks in designated areas and in certain

public order situations. It was **not** proposed that council officers would be provided with this power.

- To extend the powers conferred on police officers requiring individuals to stop drinking alcohol in a designated area, and **surrender** any alcoholic drinks in their possession, to council officers. Anyone refusing would be committing an offence and may be issued with an FPN. However, it should be noted that this will be a power which councils **may** use, and each council district will be provided with the option to “opt in”.

Allowing Councils to “opt-in” to using this power in the future was intended to enhance the effectiveness and sustainability of the proposed legislative change. Council may decide that it required this power at some point in the future.

In the event the proposals for legislative reform were approved, DoJ would be responsible for bringing forward primary legislation amending the 2008 Order.

RECOMMENDED that Council welcomes the proposed amendments to Articles 68 – 72 of the Criminal Justice (Northern Ireland) Order 2028 and agrees to consider the option to opt in once legislative reform has been approved.

Councillor Cathcart proposed, seconded by Councillor Gilmour, that the recommendation be adopted.

The proposer, Councillor Cathcart, took the opportunity to express his thanks to the Mayor for her comments in relation to those people who had recently lost their lives in the Borough. Continuing he welcomed the proposals which had been put forward as outlined in the report. He believed that there was much more which could be done if the PSNI had the appropriate additional powers. While what was presented to members here this evening was a step forward, he would be keen to see more powers being granted to tackle the ongoing issues.

At this stage the Mayor commented that those members of the PCSP were only too familiar with the ongoing issues and agreed that there was a need for more to be done. She added that when those powers did eventually become available that the Council would opt fully into that.

RESOLVED, on the proposal of Councillor Cathcart, seconded by Councillor Gilmour, that the recommendation be adopted.

11.2. Consultation – Audit of Inequalities and the Department of Finance draft 5 year Equality Plan and Disability Action Plan (2025 to 2030) (Appendix IV)

PREVIOUSLY CIRCULATED:- Report from Director of Corporate Services stating that the Department of Finance was seeking feedback on its Audit of Inequalities and the draft 5-year Equality Action Plan and Disability Action Plan for the period of 2025 to 2030. This consultation (Appendix) was essential for the Department to meet its statutory duties under Section 75(1) and 75(2) of the Northern Ireland Act 1998, which required them to promote equality of opportunity and good relations. The Council had been asked to provide a response in its capacity as a consultee.

The Council's draft response to this consultation was provided in the attached Appendix.

RECOMMENDED that Council agrees the draft consultation response as detailed in Appendix 2.

Alderman McIlveen proposed, seconded by Alderman Graham, that the recommendation be adopted with the following amendments:

- At Q1.1 insert after bullet point 5: "While the importance of promoting equality of opportunity should not be underestimated, the key goal of employing the best person for any given role should not be forgotten."
- At Q1.3 insert in policy and peer support for diverse groups: "That in the development of policy, such policies need to be reviewed in the light of an evolving legal landscape to ensure that they are relevant, up to date and legally compliant. Furthermore, it is important that advice and expertise is obtained from those whose opinion is not conflicted by their role as lobbyists. We are concerned at the use of the Stonewall Workplace Equality Index as an external benchmarking tool and question its reliability particularly when measuring a politically impartial organisation such as NICS. The algorithm used in the development of the index is not open and transparent and there is an perceived overemphasis by Stonewall on gender identity rather than biological sex. Stonewall is also a lobby group seeking political outcomes rather than an impartial equality monitoring body. This is the same for any external benchmarking by a political lobbying group regardless of its area of work."
- At Q1.7 Remove the words "and Inclusive Language Guide" and insert after "culture": "When involving the civil service at events, it is vitally important that NICS remains, through actions and perceptions, impartial (as per the judgement in Lindsey Smith's judicial review against the Chief Constable of Northumbria Police)"
- At Q1.8 insert at end: "In the establishment of staff networks, to ensure that all s75 groups are able and comfortable to establish staff networks including men, faith-based groups etc."

The proposer Alderman McIlveen commented on his proposed amendments as detailed below.

- Q1.1. Alderman McIlveen acknowledged the need to be able to make reasonable adjustments for disabled people with the end goal of removing barriers for all to get the best person for the job.
- Q1.3. Alderman McIlveen commented that as members would be aware he had a particular issue with the Council engaging lobby groups such as Sustainable NI, to carry out work on its behalf. A similar approach he adopted whenever Stonewall was involved in organisations. His view was that this was a lobby group that had taken to making political gains with a specific destination in mind of where it wished to go. As such he did not believe they were fair when it came to monitoring and therefore it was inappropriate for them to be used

as a benchmarking tool. Instead, he believed that the Council should be engaging an independent and impartial monitoring body to do that.

- Q1.7. Alderman McIlveen indicated that his Party had an issue with the inclusive language guide. It was not felt appropriate to remove the titles of mother and father to be replaced by caregiver, and as such he wished for that to be removed. Continuing he stated that in this particular response they were talking about the Northern Ireland Civil Service (NICS) attending a recent Pride Parade. While there was no issue with them attending Pride, they would however have issues with them participating in a Pride parade as it should remain impartial at all times.
- Q1.8. Mention was made of the establishment of staff networks and from speaking to members of the NICS particularly in relation to faith-based groups, for instance, they felt they were not given the opportunity to do that. Under Section 75 they had the rights to do that and as such should be encouraged to express their interests.

Commenting as seconder Alderman Graham stated that the proposer had covered the main points comprehensively. Ultimately, the Council wanted to obtain strictly impartial advice based upon legalities and when it came to the best person getting the job that had always been the end goal. Crucially he believed that what needed to be kept in mind was allowing people and individuals to do whatever they wished outside their particular organisation while maintaining a degree of impartiality and neutrality while working within that corporate body.

At this stage Councillor Irwin indicated that she would not be speaking for long particularly as the amendments had only come through five minutes before the meeting, thereby giving members insufficient time to consider them. She indicated that the Alliance Party would not be supporting the amendment and was instead content with the consultation response as drafted. However, she added that she did have a few points to make around employing the best person for any given role, and agreed that was the correct procedure especially as anyone involved in employment and recruitment was aware of that so therefore, she was unsure why that needed to be included. Continuing she referred to the inclusive language guideline commenting that the alternative to inclusive language was language which explicitly excluded members of the community, which was a step backwards and therefore she was not sure why there would be an issue with that. In terms of Stonewall, she stated that the Alliance Party was supportive of having Stonewall as some form of guidance to measure how members of the community were actually looked after and were being looked after in their employment. At this stage Councillor Irwin read an extract from Stonewall:

“They say that in the workplace, everyone should feel safe, welcomed, and free to be themselves. And that... Employers should have the confidence and tools they need to become LGBTQ plus inclusive leaders, and that's what the index is about”.

Councillor Irwin stated that was something which she was absolutely in favour of helping to happen and as such she reiterated that the Alliance Party would not be supporting the proposal.

As there was dissent in the Council Chamber a vote was taken by a show of hands.

RESOLVED, on the proposal of Alderman McIlveen, seconded by Alderman Graham, with 20 voting For, 11 voting Against and 2 Abstentions, that the recommendation be adopted with the following amendments:

- At Q1 .1 insert after bullet point 5: “While the importance of promoting equality of opportunity should not be underestimated, the key goal of employing the best person for any given role should not be forgotten.”
- At Q1.3 insert in policy and peer support for diverse groups: “That in the development of policy, such policies need to be reviewed in the light of an evolving legal landscape to ensure that they are relevant, up to date and legally compliant. Furthermore, it is important that advice and expertise is obtained from those whose opinion is not conflicted by their role as lobbyists. We are concerned at the use of the Stonewall Workplace Equality Index as an external benchmarking tool and question its reliability particularly when measuring a politically impartial organisation such as NICS. The algorithm used in the development of the index is not open and transparent and there is an perceived overemphasis by Stonewall on gender identity rather than biological sex. Stonewall is also a lobby group seeking political outcomes rather than an impartial equality monitoring body. This is the same for any external benchmarking by a political lobbying group regardless of its area of work.”
- At Q1.7 Remove the words “and Inclusive Language Guide” and insert after “culture”: “When involving the civil service at events, it is vitally important that NICS remains, through actions and perceptions, impartial (as per the judgement in Lindsey Smith’s judicial review against the Chief Constable of Northumbria Police)”
- At Q1.8 insert at end: “In the establishment of staff networks, to ensure that all s75 groups are able and comfortable to establish staff networks including men, faith-based groups etc.”

11.3. Consultation – Response to the NI Anti-Poverty Strategy (Appendix V)

PREVIOUSLY CIRCULATED:- Report from the Chief Executive stating that the Department for Communities launched a public consultation on the draft Northern Ireland Anti-Poverty Strategy 2025–2035 on 17 June 2025, with responses due by 19 September 2025. This was the first dedicated, cross-departmental strategy aimed at tackling poverty in Northern Ireland in a holistic and sustained manner.

The strategy was a statutory requirement under Section 28E of the Northern Ireland Act 1998, which was inserted by the Northern Ireland (St Andrews Agreement) Act 2006, and was designed to address both the causes and consequences of poverty through a whole-systems approach.

The draft strategy was structured around a 10-year vision and organised under three strategic pillars:

- **Pillar 1 - Minimising the Risk of Falling into Poverty**
- **Pillar 2 - Minimising the Impacts of Poverty**

- Pillar 3 - Supporting People to Exit Poverty**

Councils and other stakeholders had been invited to respond to the consultation, which would inform the final version of the strategy. The draft Council response was attached for consideration.

Summary of the Draft Anti-Poverty Strategy Commitments

Pillar 1: Minimising Risks

<p>Focuses on early intervention and prevention by addressing key risk factors such as:</p> <ul style="list-style-type: none"> Educational disadvantage Family instability Debt Disability Substance use Ethnic inequality 	<p>Key Actions Include:</p> <ul style="list-style-type: none"> Expansion of the Extended Schools Programme Development of a Disability Employment Strategy Research into the impact of the two-child limit Implementation of a local Financial Wellbeing Strategy
--	---

Pillar 2: Minimising Impacts

<p>Aims to reduce the immediate effects of poverty on individuals and families by improving access to:</p> <ul style="list-style-type: none"> Financial support Education Health services Safe and inclusive communities Affordable housing and transport 	<p>Key Actions Include:</p> <ul style="list-style-type: none"> Continued welfare mitigations and fuel poverty interventions Affordable school uniforms legislation Delivery of a new Safer Communities Strategy Expansion of advice services and rural support frameworks
--	---

Pillar 3: Supporting People to Exit Poverty

<p>Focuses on long-term solutions to help individuals and families move out of poverty through:</p> <ul style="list-style-type: none"> Employment and economic development Skills and training Childcare provision 	<p>Key Actions Include:</p> <ul style="list-style-type: none"> Development of a Good Jobs Charter and Employment Rights Bill Implementation of inclusive pathways to work Investment in childcare subsidies and early learning strategies
---	--

Draft Council Response

This was an important strategy and its commitment to a rights-based, outcomes focused collaborative approach were welcome. A draft response had been prepared (see attached).

While the strategy was welcome, the draft response expresses concern that it did not go far enough and primarily consists of existing actions that had not yet delivered the necessary impact.

Bolder measures and a genuinely joined-up, whole-systems approach were required—one that addresses root causes, strengthens coordination, and was grounded in evidence and lived experience.

The draft response made the following key points:

- **Poverty is deepening despite current efforts.** Most listed actions were already underway, yet hardship was rising. A step change was needed—not more of the same.
- **Prevention must be central.** Early intervention—through affordable housing, mental health support, family services, and addressing rural isolation—was essential, as highlighted in *Ards and North Down's Poverty and Hardship Report (2024)*.
- **The system must work better for people.** The welfare system could be rigid and stressful. Delays, sanctions, and study restrictions often trapped people in poverty.
- **Intergenerational poverty must be addressed.** Long-term disadvantage, low aspiration, trauma, and paramilitary influence require sustained, targeted support.
- **Local, place-based solutions matter.** Poverty varies across and within Council areas. Councils and community groups must be empowered to respond flexibly to local need—especially in rural areas.
- **Lived experience and local data are vital.** Ongoing co-design and the use of Council-level data, such as that gathered in Ards and North Down, should inform and monitor delivery.
- **Cost-of-living pressures require urgent action.** Rising prices for food, fuel, rent, and other essentials demand continued emergency support alongside longer-term change.

RECOMMENDED that Council approves the attached draft response for submission to the Executive Office.

Councillor McBurney proposed, seconded by Councillor Irwin, that the recommendation be adopted with the following amendments:

- Question 8b (page 9)

Add before 'Additional actions to consider include': 'In addition, there is a requirement for the Strategy to be cognisant of external decisions impacting poverty in Northern Ireland. To ensure the Strategy adequately considers emerging risks,

particularly for disabled people, there should be a commitment to protecting disabled people from additional hardship and ensuring they are adequately supported to remain in or access meaningful work, where appropriate. Prioritising enhanced employment support, accessible workplaces, and tailored services for disabled people is critical as the UK Government make changes to disability benefits impacting people across Northern Ireland.

- Question 16 (page 14) in addition to the current recommendations add the following immediately after the end of the first bullet point:

Time-bound targets are critical for success. We recommend the inclusion of time-bound targets to reduce poverty over the short, medium and long-term as recommended by the Public Accounts Committee and the NI Audit Office.

Funding the strategy. Change won't happen without investment. The anti-poverty strategy needs to be fully funded to ensure the vision of poverty eradication is realised.

Learning from others. Council supports the adoption of evidence-based interventions and long-term commitments that reflect the scale and complexity of poverty — including learning from other parts of the UK where appropriate. We would strongly recommend the NI Executive consider introducing legally binding targets for child poverty following the lead of the Scottish government.

In addition, to provide evidence of the importance of taking a holistic approach to tackling poverty the AND Poverty and Hardship Report should be submitted as a supplementary document along with consultation response.

The proposer, Councillor McBurney stated that she welcomed the opportunity the Council had to respond to The Executive's Anti-Poverty Strategy. She believed that it was important to do so on behalf of the many households the Council represented who were experiencing financial hardship. Poverty was a major issue facing too many families and individuals in the Borough, and across Northern Ireland. The Ards and North Down Poverty and Hardship report, shared with all members recently, revealed a stark picture of poverty across the Borough. According to latest figures from the End Child Poverty Coalition the child poverty rate for the Borough sat at 20.9%.

Councillor McBurney stated that no one had escaped the news when it came to the UK Government plans to cut disability benefits. Although the move to change PIP had been paused for now, the Government agenda remained fixed on reducing the spend on disability benefits with major changes also on the horizon to Universal Credit. The decisions made at Westminster would have a significant impact upon disabled people in the Borough and across Northern Ireland. As such she believed that the Executive Anti-Poverty Strategy needed to be prepared for those external decisions, and she was unable to see any evidence of that in the consultation document. According to the statistics quoted in the consultation document, the NI rate of employment for those who were deaf, and disabled was 32.7%, compared to an employment rate of 81.8% for those who did not have a disability. This told her that employment support for disabled people was inadequate and needed to become

a priority in the face of major reform to financial support. Councillor McBurney stated that she believed it was important to include this as an additional action that required consideration.

Moving on to question 16 of the draft response where the officers had included recommendations, Councillor McBurney believed those could be built upon in order to submit a more robust response which reflected what experts were saying around the current content. She stated that if the Executive was serious about tackling poverty, a good place to start would be the introduction of time-bound targets to ensure the success of the Strategy. Without them it would be difficult to focus efforts and achieve success. Councillor McBurney stated that she was not the first person to raise this as an issue with the current strategy, adding that she believed that it was important to include this in the recommendations and reinforce the point many sector experts had made including the Public Accounts Committee and the NI Audit Office. Continuing Councillor McBurney stated that when it came to funding projects, everyone was familiar with the need to invest to achieve and tackling poverty was no different. The Executive Strategy needed to be fully funded, and she believed it was important that as a Council which wanted to eradicate poverty, this was raised as a recommendation in its response.

Councillor McBurney's final amendment to the recommendations related to the importance of learning from others in order to increase the chances of success. She welcomed the cross departmental focus of the consultation document which while important stated that there was also the need to learn from other jurisdictions. Scotland had been leading the way in the UK when it came to tackling poverty and she believed it was important that learning from others was baked into the Strategy from the outset. Councillor McBurney expressed the view that when it came to getting serious about eradicating poverty, targets were critical to focusing efforts including allocating resources but also for measuring progress and allowing accountability. She added that this Strategy could not be another one that simply got dusty on a shelf. As such she stated that her final amendment related to including the AND Poverty and Hardship Report as supplementary evidence. The Community Planning team had produced a comprehensive report which not only provided a picture of localised poverty but also an excellent evidence base for adopting a holistic response to tackling poverty. As such she believed it was important this was submitted along with the Council's response which was why she was recommending that to members. She asked members for their support for her amendments to the response and thanked everyone for listening.

At this stage the seconder, Councillor Irwin reserved her right to speak on the matter.

Councillor McKee indicated that he was content to support the amendment as put particularly given the time elapsed during which the matter of poverty had been ignored with one in four children now living in poverty. He too agreed with the many calls made by a large number of organisations in respect of this issue and as such he welcomed the suggested response to the consultation.

Alderman Smith also rose in support of the amendment adding that he believed further thought was required around the funding of the Strategy. He commended officers for their efforts in the responses on behalf of the Council with the emphasis

on the best way to eradicate poverty. Referring to 3A of the Consultation, Alderman Smith indicated that he did have an issue with this acknowledging that while families took many forms, what mattered most was a safe, stable and nurturing environment. Research showed that a two-parent family had the greatest likelihood of avoiding and escaping poverty and as such he did not believe it should be so readily dismissed. Page 15 of the Strategy alluded to this stating “research demonstrated that children and families that broke up were twice as likely to be in poverty” and he believed that officers needed to take those comments on board. Turning to the Strategy itself, Alderman Smith expressed disappointment around the definition of poverty noting that there was no baseline data for this. He reported that following a quick Google search, which had brought up a variety of results, he noted that child poverty in Northern Ireland was 23% with North Down having the lowest rate in Northern Ireland at 18%. He therefore believed that the Strategy would benefit from a bit more context and research. When considering the proposed measures on page 29, he noted they were all related to relative poverty rather than absolute poverty. As such he was unclear why they had only picked on one measure but identified two types of poverty throughout the Strategy. In summing up Alderman Smith stated that the Council response was good with detailed thought throughout and as such he was happy to support it and the amendments which had been put forward.

At this stage Councillor Wray expressed the view that this was actually one of the best responses that he had seen and while there were a lot of issues within it, Councillor McBurney had teased some of those out and he believed the Council’s response was a good one. Continuing he highlighted a number of issues which had stood out for him in terms of the Council’s response. Mental health was only mentioned under substance misuse, and he believed mental health should be recognised as a key outcome under Pillar 1. Pillar 2 referenced consideration of the use of ACEs as indicators which were not the only indicator, and he believed key issues such as transport should be included in the Strategy especially given its impact on rural communities. He took the opportunity to thank officers for their work carried out to date.

Councillor Kendall expressed her thanks to Councillor McBurney for bringing forward her amendment expressing her support for it. She also welcomed the response put forward at 3A by officers agreeing that families needed to be stable and nurturing while mindful that many children currently living in poverty were actually in working, stable households. As such she welcomed the response particularly given the stance of so many charities and anti-poverty groups in Northern Ireland regarding the current Strategy falling short. She believed people living in poverty in Northern Ireland deserved more and as such she welcomed the amendment put forward by Councillor McBurney.

At this stage the seconder, Councillor Irwin congratulated officers on their well written Council response which was very detailed and continuing she thanked Councillor McBurney for the work which she had put into her amendment in order to make sure that all bases were covered. Continuing she took the opportunity to mention a few points. Regarding the attacks on the disabled community by the UK Government and the Bill effectively being picked apart in the Commons, the fact remained that those cuts would have affected Northern Ireland disproportionately. Particularly with over 11% of residents in Northern Ireland receiving personal

independent payments, which she added was higher than anywhere else in the UK. In terms of time-bound targets and being fully funded, those she believed were the things which made a Strategy like this worth the paper it was written on given the huge impact poverty had on health, education and future aspirations. Councillor Irwin noted that it had taken 19 years to get to this stage and while some of her colleagues believed that it was a mediocre first attempt which required some strengthening, the Council was doing its part with its response and what was being proposed here. Councillor Irwin urged anyone who disagreed with what was in the Strategy or believed that were things which were missing to respond to the consultation and highlight those things so that the Department was aware. Clear outcomes and targeted interventions were the best way she believed of supporting the people who needed it the most. Councillor Irwin once again thanked Councillor McBurney for her amendments.

By way of summing up Councillor McBurney thanked members for their contribution to the debate, and once again took the opportunity to put on record her thanks to officers for their responses which had been brought forward.

RESOLVED, on the proposal of Councillor McBurney, seconded by Councillor Irwin, that the recommendation be adopted with the following amendments:

- **Question 8b (page 9)**

Add before ‘Additional actions to consider include’: ‘In addition, there is a requirement for the Strategy to be cognisant of external decisions impacting poverty in Northern Ireland. To ensure the Strategy adequately considers emerging risks, particularly for disabled people, there should be a commitment to protecting disabled people from additional hardship and ensuring they are adequately supported to remain in or access meaningful work, where appropriate. Prioritising enhanced employment support, accessible workplaces, and tailored services for disabled people is critical as the UK Government make changes to disability benefits impacting people across Northern Ireland.

- **Question 16 (page 14) in addition to the current recommendations add the following immediately after the end of the first bullet point:**

Time-bound targets are critical for success. We recommend the inclusion of time-bound targets to reduce poverty over the short, medium and long-term as recommended by the Public Accounts Committee and the NI Audit Office.

Funding the strategy. Change won’t happen without investment. The anti-poverty strategy needs to be fully funded to ensure the vision of poverty eradication is realised.

Learning from others. Council supports the adoption of evidence-based interventions and long-term commitments that reflect the scale and complexity of poverty — including learning from other parts of the UK where appropriate. We would strongly recommend the NI Executive consider introducing legally binding targets for child poverty following the lead of the Scottish government.

In addition, to provide evidence of the importance of taking a holistic approach to tackling poverty the AND Poverty and Hardship Report should be submitted as a supplementary document along with consultation response.

(Councillor Brady left the Chamber at this stage – 8.00pm)

12. ARTS PROJECT GRANTS ROUND 2 (FILE ART 05/R2/25)

PREVIOUSLY CIRCULATED:- Report from the Director of Community and Wellbeing stating that the second round of the Arts Project Grants for 2025-2026 opened for application on Tuesday 1 April 2025 with a deadline of Tuesday 13 May 2025. The grants were advertised in the local press, social media and on the Councils web site.

An assessment panel met on Tuesday 27 May to assess eight applications received by the closing date. The panel comprised of the following Ards & North Down Council Officers:

- Emma Keenan, PCSP Officer
- Moira O'Rourke, Heritage Development Officer
- Amy McKelvey, Community Arts Development Officer

A maximum of £1,000 could be applied for per application.

Table 1 below provided a summary of the applications, the scores received and comments.

	Name of Organisation	Requested Amount	Project	Score	Comments	Award Rec
1	Ards Camera Club	£1000	Waterways of North Down & Ards	56	Did not provide sufficient detail of the facilitators which is required for scoring	0
2	Boom! Studios	£1000	Eco Artists – The Art of Environmental Sustainability	90	Excellent application and valuable project to develop environmental skills of local artists	£1000
3	Hollywood Shared Town	£1000	World Music Concert Series for Primary Schools	84	Impressive project with local Primary Schools and Beyond Skin music engagement	£1000
4	Kilcooley Women's Centre	£1000	Bangor Uke Ladies	70	Good project however KWC have already received max funding per	£0

					group in this financial year	
5	Kilmood Art Club	£760	Art in the Community	68	Accessible and varied arts workshops	£760
6	Northern Attitudes	£1000	Hollywood Scratch Night	50	Lack of clarity and focus in project description. Unclear outcomes.	£0
7	Orchardville	£960	Orchardville Performs	90	Excellent application and project working with vulnerable adults	£960
8	Portaferry Gala Festival	£636	Sewing the Scene – Festival Flags & Bunting	56	Budget and evidence need for project was poor	£0
	Total	£7,356				£3,720

The available budget was £3,810 and applications totalled £7,356. The pass mark was 60%. Three applications scored below the pass mark due to a lack of information, unclear outcomes, perceived need for the projects, and poor budgeting. Kilcooley Women's Centre scored above the pass mark but have already received the maximum amount of funding for this financial year so are not eligible to receive further funding until 26/27.

Four other organisations scored above the pass mark and are eligible for funding making the total amount of funding recommended £3,720.

This round of funding was administered using the Councils previous grants policy. An updated application pack would be brought to the Community and Wellbeing Committee meeting in September 2025 for approval under the new grants policy prior to the 2026/2027 scheme being launched.

RECOMMENDED that Council approves the four successful applications and awards detailed in table 1, totalling £3,720.

Councillor Wray proposed, seconded by Alderman Smith, that the recommendation be adopted.

Speaking as proposer, Councillor Wray asked if feedback was provided to those unsuccessful applicants. In respect of Kilcooley Women's Centre he asked if they were aware that they had reached the maximum amount of funding for this financial year.

In response the Director of Community and Wellbeing advised that this was round two of the Grant funding and at the commencement of the funding process the amount of funding available to each organisation had been made clear.

In the light of that, Councillor Wray asked that in future, consideration was given to making that clear at the outset to all Groups and ensure feedback was provided to all unsuccessful applicants.

RESOLVED, on the proposal of Councillor Wray, seconded by Alderman Smith, that the recommendation be adopted.

13. ADDITIONAL FUNDING TO SUPPORT SOCIAL AND RACIAL COHESION (FILE GREL433)(Appendix VI)

PREVIOUSLY CIRCULATED:- Report from the Director of Community and Wellbeing stating that following the recent social unrest in Ballymena in June 2025 that led to heightened racial tensions across Northern Ireland. The Executive Office offered to support Councils in delivering projects to support social and racial cohesion as part of wider delivery under the District Councils Good Relations Plan, (DCGRP). An additional resource of up to £20,000 per Council was made available. The additional resource did not require match funding.

The priority focus of the funding was to involve local groups in projects delivering fast paced interventions to improve social and racial cohesion in the local area.

Given the short notice of this possibility, officers undertook to make an application and this was submitted to TEO by the closing date of 8 July 2025, with TEO being made aware that if successful the use of the funding would first need to be approved by Council.

The bid was approved by TEO and the sum of £20,000 had been offered.

RECOMMENDED that Council considers the offer and accepts the additional funding towards its Good Relations Action Plan, to be used to develop projects that will support social and racial cohesion in the Borough.

Councillor Boyle proposed, seconded by Councillor Wray, that the recommendation be adopted.

Commenting as proposer, Councillor Boyle welcomed the report and thanked officers for the work undertaken to secure the funding, adding that he would look forward to reading the reports detailing how it had been spent.

The seconder, Councillor Wray also welcomed the report particularly after the recent incidents which had occurred in Ballymena. He asked if it was planned to deliver the proposed projects in-house and whether or not those communities living in the three areas referred to in the report had been consulted. He asked as he acknowledged there was nothing more annoying than not be made aware of such plans adding that on receiving the report was the first time he had been made aware of what was being proposed.

In response the Director of Community and Wellbeing indicated that he did not know and instead would ensure that the appropriate Head of Service would report back to the member on this matter in due course.

Councillor McKee also welcomed the report particularly given the vast amount of misinformation currently in local communities. He believed that this could help

improve the current situation particularly in those areas where there were ongoing issues. Continuing he indicated that he concurred with Councillor Wray's comments around consultation.

RESOLVED, on the proposal of Councillor Boyle, seconded by Councillor Wray, that the recommendation be adopted.

(Aldermen Adair & McIlveen and Councillors Blaney, Cochrane, Irvine, Kennedy and Kerr left the Chamber at this stage and Alderman Cummings was put on hold on Zoom – 8.07pm)

(Janice Smith from JB Consultancy joined the meeting at this stage – 8.07pm)

14. REQUEST TO HOLD ORANGE VICTIMS' DAY SERVICE OF COMMEMORATION AT THE WARD PARK CENOTAPH (FILE EQ15) (Appendix VII)

PREVIOUSLY CIRCULATED:- Report from the Director of Corporate Services stating that the Council had received a request from the Bangor District LOL 18 to hold an Orange Victims Day service of commemoration at the Ward Park Cenotaph on Sunday 7 September 2025.

This would be a religious service at the cenotaph to commemorate the life of all Orangemen/Women lost during the Troubles with 50 – 100 in attendance consisting of members of Bangor District LOL18 and band.

Section 10.2 of the Land and Property Policy stated: Permission granted under this policy to use Council land or property is without prejudice to any planning, building control, environmental or other legislative or regulatory requirements.

Screening

Section 75 of the Northern Ireland Act 1998 (the Act) required public authorities, in carrying out their functions relating to Northern Ireland, to have due regard to the need to promote equality of opportunity and regard to the desirability of promoting good relations across a range of nine categories outlined in the Act.

This request had been screened, and it had been determined that this request required an Equality Impact Assessment (EQIA) before the Council could consider this request fully. An EQIA commenced April 2025.

METHODOLOGY

An EQIA was a thorough and systematic analysis of a policy to determine the extent of differential impact upon the groups within the nine equality categories and in turn whether that impact was adverse.

If it was decided that the policy had an adverse impact on one or more of the nine Section 75 categories, then the Council must consider measures that may mitigate

the adverse impact and alternative ways of delivering the policy aims which may lessen or remove the adverse impact on the relevant equality category.

In order to determine whether the policy had any adverse or differential impact, it was necessary to consider the people affected by the policy, their needs and experiences and the equality categories to which they belong.

The Equality Commission considered that EQIAs required seven separate elements.

Step 1	Defining the aims of the policy
Step 2	Consideration of available data and research
Step 3	Assessment of Impacts
Step 4	Consideration of: <ul style="list-style-type: none"> i. measures which might mitigate any adverse impact. ii. alternative policies which might better achieve the promotion of equality of opportunity
Step 5	Consultation
Step 6	Decision by Council and publication of results of the EQIA
Step 7	Monitoring for adverse impact in the future and publication of the results of such monitoring

This EQIA had closely followed the methodology published by the Equality Commission in its Practical Guidance on Equality Impact Assessment.

This EQIA Final Decision Report represented Step 6 of the process (See appendix).

RECOMMENDED that Council approve the use of land request from the Bangor District LOL 18 to hold an Orange Order Victims' Day service of commemoration at the Ward Park Cenotaph on Sunday 7 September 2025 subject to standard T&Cs in accordance with the Council's Land and Property policy.

Councillor Cathcart proposed, seconded by Alderman Smith, that the recommendation be adopted.

The proposer, Councillor Cathcart, expressed the view that the EQIA had been unnecessary and was concerned about its impact on community relations. In his opinion it had only served to present barriers to a commemorative service being held to remember those who had lost their lives. He welcomed the responses which had been received adding that they been really encouraging and demonstrated broad support for it across all sections of the community. Continuing he indicated that he believed currently there were two visions of a shared community. One of those being a sterile, shared future, where traditions were ended, and there were no flags or symbols, an approach advocated by the Alliance Party. The second one being that of a shared future, where traditions, backgrounds, flags and symbols were respected across all communities. Councillor Cathcart stated the second vision was his preference for Northern Ireland going forward and he welcomed that was reflected in the responses received to the EQIA.

Continuing Councillor Cathcart recalled that a number of years ago Bangor had hosted the 12th of July commemorations and the Ulster Fleadh within a week of each other. Both events were well supported and there were no issues, adding that each of the Unionist parties at that time had supported Council funding for the Fleadh. He added that he enjoyed both events equally well and that was the confusing thing with our identities in Northern Ireland. As a Unionist his perfect evening would be watching Ireland beat England in the Rugby while drinking a pint of Guinness. As such, he believed there was a way forward for Northern Ireland where traditions could remain in place and have those from other backgrounds enjoy those together. In summing up, he stated that the request before them was for a service of commemoration for those who had lost their lives and he welcomed the positive responses which had been received which supported the recommendation before the Council.

Commenting as seconder Alderman Smith welcomed the recommendation to allow Bangor District LOL to hold their service of commemoration noting that the EQIA was very clear in its recommendation that there was really one way forward, with up to 82% of the 852 respondents responding positively. Interestingly he noted that had included over 47% of Catholic respondents with only a small number of negative comments. Therefore, the question he had: was it worth a five-month delay and cost of £6,000. He had sat in the Committee meeting back in March 2025 when this matter had first come to light where it was felt to be a waste of money to spend on something that was really so straightforward and uncontentious, and the consultation had vindicated that decision. However, Alderman Smith stated that the issue for him remained the screening process and the definition of 'major' as that was what drove forward any EQIA. While he had no issue with undertaking the process where that was required, a religious service for up to 100 people on a Sunday afternoon in a very large park would not, he believed, have a significant and adverse impact on religious belief, political opinion or ethnic origin within the Borough.

Continuing, Alderman Smith indicated that he had some concerns with the language used in the report and in particular on Page 13 where it talked about, "the exclusive membership principles attached to the Orange Order, the potential to create a chill factor and adversely impact on users and potential users of Ward Park". While he acknowledged that not everyone would want this Service to take place, the reality was that there were lots of different views and cultures in the Borough, and everyone needed to be able to embrace and recognise them all and create space for them. Ward Park was a shared space and as such people should not be excluded from using it just because they happen to be of a single identity. Overall, Alderman Smith believed the right decision had been made adding that it was just a pity that the Council had spent a lot of money getting to this point, which he believed was needless and unnecessary.

At this stage Councillor McCracken stated that the Alliance Party stood for a shared society with respect and tolerance for all traditions. It was not anti-traditionist as alleged by Councillor Cathcart but instead wished to see traditions balanced and practiced in a respectful way. While not being directly involved with the Loyal Orders Councillor McCracken indicated that his in-laws were and he had attended marches in the past. As a Bangor Central Councillor he was keen to ensure that Bangor

District was treated with the same standards as any other group in the Borough and could go about their lawful business with tolerance and respect. He acknowledged that members of the Lodge were of the opinion that the EQIA process had been excessive and he did empathise with those concerns while also acknowledging the difficulties officers faced when making judgement calls on matters such as this. Councillor McCracken stated that in this case he believed that the screening process had not fully reflected the nature of the request which was a religious service by local members of the community to remember victims of the troubles. It was to be a small gathering for a limited duration and he did not believe that it would have an adverse impact on anybody. As such he empathised with the Orange Lodge, which believed that different standards had been applied to them and wished to provide reassurance that the Alliance Party had not in any way been pushing for an EQIA. Councillor McCracken wished them well with their service on 7 September 2025 adding that he hoped that everyone could move forward together from different traditions and groups, to have that shared, respectful, and tolerant society.

Echoing Alderman Smith's comments, Councillor Gilmour also rose in support of the recommendation adding that the EQIA process needed to be reviewed as it was in her opinion ridiculous that this request had been put through the screening process. A process which had cost £6,000, and she also suggested that there was a lack of understanding around what the Loyal Orders actually was. It was, she stated, an organisation which was open to those from the Protestant faith with one of its key principals being to defend civil and religious liberties for all. Continuing, she commented that Orange Victim's Day may have been exclusionary to Roman Catholics but that was because there were no Roman Catholics on this list of orange brethren who had been murdered. For many of those innocent men who were murdered, the fact that they were orange men was a target on their head. She acknowledged that there were those who would try to re-write the Troubles and the atrocities which had happened over the years, but she believed that it was right and proper that those in the Loyal Orders were able to remember their brethren who were murdered. Councillor Gilmour commented that on a recent visit to Clifton Street Orange Hall Museum a poster had been displayed listing all of those brethren who had been murdered and how much it made her realise those were all individuals who had families and their whole lives ahead of them. By way of summing up she wished the Bangor District well with their Victims Day Service adding that she hoped to be in attendance.

At this stage Councillor Boyle welcomed the EQIA acknowledging that he lived in a largely Unionist controlled Borough and adding that while the non-Unionist residents were small in numbers they still lived within the Borough. Continuing, he stated that he had over the years met many fine members of the Loyal Orders and successfully done business with them. However, in his opinion the Loyal Orders were not perfect with many of its members being involved in acts of murkiness adding that it was also an anti-Catholic organisation. Councillor Boyle believed that the organisation as a whole needed to modernise itself given that it was formed on the principles and policies which they still lived by including that you could not join the organisation if you were a Catholic. He stated that it had been the master of political unionism for years which saw political parties falling silent when it spoke and now he believed was the time for it to do the right thing in order for everyone to get the same future we all hoped for.

Alderman Graham welcomed the outcome of the consultation adding that he had been unclear why it had to take place in the first place given that the Loyal Orders regularly had the use of Council property for events, including the 12th July celebrations. He also questioned if it had been really necessary for members to leave the Council Chamber while this matter was discussed. Continuing, Alderman Graham suggested that the process which this matter had gone through could impact negatively on community relations with the local lodge being asked to jump through a number of unnecessary hoops as a result of its request. He referred to Councillor Boyle's remarks that the organisation was in no way perfect and his response to that would be that there were no perfect organisations providing an example of the SDLP leader carrying the coffin of a terrorist. He also made reference to the GAA which named its pitches after terrorists and stated that fingers should not be pointed in respect of perfection. In summing up he stated that he was glad to reach the conclusion which the Council had this evening.

RESOLVED, on the proposal of Councillor Cathcart, seconded by Alderman Smith, that the recommendation be adopted.

(Aldermen Adair & McIlveen and Councillors Blaney, Cochrane, Irvine, Kerr and Kennedy all re-entered the Chamber at this stage – 8.27pm)

(Alderman Cummings re-joined the meeting also at this stage via Zoom – 8.27pm)

(Councillor Wray left the Chamber at this stage – 8.27pm)

15. SEALING DOCUMENTS

RESOLVED:- On the proposal of Alderman Graham, seconded by Alderman Smith,

THAT the Seal of the Council be affixed to the following documents:-

- (a) Grant of Rights of Burial; Nos D40958 – D40999
- (b) Duplicate - Ivy McGibbon Loughview C 331
- (c) Land at New Harbour Road, Portavogie – Historic Charge
- (d) Lease of Premises at 3 Park Drive, Bangor - Ards and North Down
Borough Council to Duckpond NI Ltd
- (e) License agreement with third parties at Beverly Garden Village

16. TRANSFER OF RIGHTS OF BURIAL

No transfers have been received.

NOTED.

(Councillor Wray re-entered the Chamber at this stage – 8.30pm)

17. NOTICE OF MOTION STATUS REPORT

(Appendix VIII)

PREVIOUSLY CIRCULATED:- Report from the Chief Executive attaching Notice of Motion Status report.

That was a standing item on the Council agenda each month and its aim was to keep Members updated on the outcome of the Motions. It should be noted that as each Motion was dealt with it could be removed from the report.

RECOMMENDED that the Council notes the report.

RESOLVED, on the proposal of Councillor Smart, seconded by Councillor Thompson, that the recommendation be adopted.

18. NOTICES OF MOTION**18.1 Notice of Motion submitted by Councillor McBurney and Councillor McCollum**

That this Council recognises the success of Love Ballyholme and thanks all involved for their hard work and commitment; further recognises the importance of community led initiatives to improve community cohesion, while supporting local businesses, and asks officers to bring back a report, which includes a plan and funding opportunities to support the replication of this community led model in the Rathmore area of Bangor.

RESOLVED, on the proposal of Councillor McBurney, seconded by Alderman McRandal, that the Notice of Motion be referred to the Community & Wellbeing Committee.

18.2 Notice of Motion submitted by Alderman Smith and Councillor Smart

That this Council produces a report to scope the potential of introducing a public hire bicycle scheme similar to Belfast Bikes for use across the new Greenway network. That the report outlines the benefits, risks, costs, potential partnerships and any funding opportunities including those provided through DfI Active Travel to inform a Council decision on progressing such a scheme.

RESOLVED, on the proposal of Alderman Smith, seconded by Councillor Smart, that the Notice of Motion be referred to the Community & Wellbeing Committee.

18.3 Notice of Motion submitted by Alderman Brooks and Councillor Chambers

That this Council notes the role played by Donaghadee Cricket Club in promoting sport, health, and community engagement in Donaghadee, particularly for our youth. Council further requests that officers prepare a report to look at how sports clubs like Donaghadee could be better supported by Council, particular through the lease

charges levied against the clubs acknowledging the great community work these organisations do as well as the role they play in maintaining the facilities.

RESOLVED, on the proposal of Alderman Brooks, seconded by Councillor Chambers, that the Notice of Motion be referred to the Community & Wellbeing Committee.

EXCLUSION OF THE PUBLIC/PRESS

AGREED, on the proposal of Alderman Graham, seconded by Councillor Cathcart, that the public/press be excluded during the discussion of the undernoted items of confidential business.

19. REQUEST FROM MARITIME AND COASTGUARD AGENCY FOR MINOR ALTERATIONS AT BREGENZ HOUSE, BANGOR (Appendix IX)

*****IN CONFIDENCE*****

NOT FOR PUBLICATION SCHEDULE 6 – INFORMATION RELATING TO THE FINANCIAL OR BUSINESS AFFAIRS OF ANY PARTICULAR PERSON (INCLUDING THE COUNCIL HOLDING THAT INFORMATION)

The Council was asked to approve a request from Maritime and Coastguard Agency for minor alterations at Bregenz House, Bangor.

It was recommended that the Council accedes to the request.

20. ARDS FC EXTENSION OF THE LEASE OF LAND AT FLOODGATES AND LEASE MAP REVISION (Appendix X)

*****IN CONFIDENCE*****

NOT FOR PUBLICATION SCHEDULE 6 – INFORMATION RELATING TO THE FINANCIAL OR BUSINESS AFFAIRS OF ANY PARTICULAR PERSON (INCLUDING THE COUNCIL HOLDING THAT INFORMATION)

The Council was asked to approve a request from Ards FC for an extension to their Lease at Portaferry Road. A revision to the Lease map was also required. It was recommended that the Council accedes to the request.

21. REQUEST FOR AN EXTENSION TO A LICENCE FOR A SITE COMPOUND AT THE SQUARE, BALLYWALTER

*****IN CONFIDENCE*****

NOT FOR PUBLICATION SCHEDULE 6 – INFORMATION RELATING TO THE FINANCIAL OR BUSINESS AFFAIRS OF ANY PARTICULAR PERSON (INCLUDING THE COUNCIL HOLDING THAT INFORMATION)

*****IN CONFIDENCE*****

The Council was asked to approve a request Cairnduff & Sons for an extension to a licence for a site compound at The Square, Ballywalter.

It was recommended that the Council accedes to the request.

22. PROPOSAL TO DELIVER THE RURAL BUSINESS DEVELOPMENT GRANT SCHEME 2025-2026 (FILE RDP19)

*****IN CONFIDENCE*****

4. Exemption: consultations or negotiations

SUMMARY

The report detailed an update from DAERA on the proposed Rural Business Development Grant Scheme (RBDGS) 2025/26. The scheme was pending business case and Ministerial approval and therefore DAERA had instructed the proposal to be considered by Councils on an 'In Confidence' as any publicity of the scheme in advance of Ministerial approval would have negative consequences.

23. JOINT TENDER AWARD FOR THE ACTIVATE ENTERPRISE PROGRAMME BETWEEN NMAD, LCCC AND ANDBC UNDER THE GO SUCCEED OUTREACH PROGRAMME (FILE ED135)

*****IN CONFIDENCE*****

3. Exemption: relating to the financial or business affairs of any particular person

SUMMARY

A report updating members on the outcome of Joint tender award for the Activate Enterprise Programme between NMADDC, LCCC and ANDBC under the Go Succeed Outreach Programme.. The report included details of the tender award.

The report recommends that the Council awards the contract for the provision of a Joint Activate Enterprise Programme between NMADDC, LCCC and ANDBC under the Go Succeed Outreach Programme.

24. THE BOATHOUSE, BANGOR – INVITATION TO TENDER AND LEASE (Appendix XI)

*****IN CONFIDENCE*****

3. Exemption: relating to the financial or business affairs of any particular person Council was asked to agree to the issuing of Tender and Lease documentation to the seven parties who submitted Expressions of Interest in entering into a 21-year lease of The Boathouse, Bangor for use as an eatery.

The recommendation was to invite those parties who had submitted an Expression of Interest to submit a Tender and to enter into a Lease with the successful bidder.

RE-ADMITTANCE OF PUBLIC/PRESS

RESOLVED, on the proposal of Alderman McIlveen, seconded by Councillor Kerr, that the public/press be re-admitted to the meeting.

TERMINATION OF MEETING

The meeting terminated at 8.50pm.

ITEM 7.1

34

ARDS AND NORTH DOWN BOROUGH COUNCIL

A hybrid meeting (in person and via Zoom) of the Planning Committee was held in the Council Chamber, Church Street, Newtownards on Tuesday 5 August 2025 at 7.00 pm.

PRESENT:

In the Chair: Councillor McClean

Aldermen: Graham
McAlpine (zoom)
McDowell
McIlveen
Smith

Councillors: McCollum McKee (zoom)
Harbinson Morgan (zoom)
Hennessy Smart
Kendall (zoom) Wray
Kerr

Officers: Director of Place (B Dorrian), Head of Planning (G Kerr), Planning Officers (C Barker and J Hanna) and Democratic Services Officer (J Glasgow)

1. APOLOGIES

An apology for inability to attend was received from Councillor Cathcart.

2. DECLARATIONS OF INTEREST

Councillor Hennessy declared an interest in Item 4.1 - LA06/2025/0137/F – 2 Brianville Drive, Bangor.

Alderman McIlveen declared an interest in Item 4.2 - LA06/2023/2314/F – Lands bounded by William Street, Hardford Link, Corry Street and to the rear of 23-49 and 51-53 Corry Street and 18-58 William Street, Newtownards.

Councillor Smart declared an interest in Item 4.2 - LA06/2023/2314/F – Lands bounded by William Street, Hardford Link, Corry Street and to the rear of 23-49 and 51-53 Corry Street and 18-58 William Street, Newtownards and Item 4.4 - LA06/2022/0708/O - Lands to the South and adjoining No. 90 Crawfordsburn Road, Newtownards, BT23 4UH and to the West of No's 71 83 85 87 89 91 and 97 Crawfordsburn Road Newtownards.

3. MATTERS ARISING FROM THE PLANNING COMMITTEE MINUTES DATED 1 JULY 2025

PREVIOUSLY CIRCULATED:- Copy of the above.

AGREED, on the proposal of Alderman McIlveen, seconded by Councillor Hennessy, that the minutes be noted.

4. PLANNING APPLICATIONS

4.1 LA06/2025/0137/F – 2 Brianville Drive, Bangor (Appendices I – II)

PREVIOUSLY CIRCULATED:- Case Officer's Report and Addendum.

DEA: Bangor East and Donaghadee

Committee Interest: Local application, called in from the delegated list.

Proposal: Single storey wooden structure for home gym and workshop to the front of the property (retrospective)

Site Location: 2 Brianville Drive, Bangor

Recommendation: Refuse Planning Permission

Having previously declared an interest in the item, Councillor Hennessy withdrew from the meeting.

The Chair welcomed Dr Jonathan Hanna, Planning Officer to the meeting.

The Planning Officer (J Hanna) commenced his presentation of the application. After a short period, technical difficulties were experienced and the meeting went into recess until those were rectified.

The Planning Officer then recommenced his presentation for the benefit for those in attendance virtually.

The Planning Officer detailed that the application had been brought before Planning Committee for consideration as Officers had recommended refusal of the application as it was contrary to paragraph 4.12 of the Strategic Planning Policy Statement for Northern Ireland and Policy EXT1 Criterion (a) of the Addendum to Planning Policy Statement 7: Residential Extensions and Alterations, in that the development was visually intrusive and overly dominant within the streetscape by reason of its scale and location forward of the established building line and as a result, detracted from the appearance and character of the surrounding area.

For note, additional information had been received. Officers had given this consideration and that was contained the addendum circulated to members. Nothing new had been materially raised. One letter of objection had been received in relation to the proposal. The specific concerns raised were set out and considered in detail in the case officer's report. The material considerations raised related mainly to the visual impact of the development on the character of the area.

The site was located in a long-established residential area in Bangor East and Donaghadee. The area generally comprised detached dwellings on moderately sized plots. In the immediate area on Brianville Drive, the dwellings were similar in design with a mix of finishes.

The existing dwelling had a one and a half storey appearance to the front but had a full two storeys to the rear with a single storey extension projecting out from the rear facade. The site boundaries were defined by hedges to the east of the site and some fencing along the northern aspect.

The slide displayed the site layout plans, the structure shaded in red was already in situ and was situated to the front of the plot. The structure itself measures 7m x 6m with a ridge height of 3m with the finish in a light timber cladding. The description of the proposal indicated that the use would be for a home gym and workshop, separating by an internal divide.

In respect of the policy context, EXT1 of the PPS 7 Addendum was material in assessing the application. Officers were of the opinion that the proposal did not comply with criteria (a). In relation to the policy's justification and amplification, the applicant had provided supporting information which the planning department accepted detailing a need for the home gym. As such officers had assessed the application under relaxed policy criteria.

In respect of the impact on character, the Planning Officer detailed that Policy EXT1 of PPS7 Addendum required the scale, massing, design and external materials of the proposal to be sympathetic to the built form and appearance of the existing property and not to detract from the appearance and character of the surrounding area. The Planning department was satisfied that the design and materials of the proposed extension would not be out of keeping with both the existing dwelling and the surrounding area. However, the positioning within the front garden was deemed to not comply with relevant planning policy. Paragraph 4.12 of the SPPS stated: *"Other amenity considerations arising from development include design considerations, impacts relating to visual intrusion, general nuisance, loss of light, and overshadowing."* In this case, the structure was considered to be visually intrusive.

EXT1 also required that the guidance set out in the PPS7 addendum was taken into account when assessing proposals. Paragraph A12 specifically highlighted outbuildings that extend beyond the established building line or were located in front gardens could over-dominate the property and negatively impact the street scene and were not considered to be acceptable. Furthermore, Paragraph A11 stipulated that outbuildings should be subordinate in scale and compatible in style with the existing property.

The Officer displayed a visual which showed views of the site from different aspects travelling along Kilmaine Road. As could be seen there were limited views, with the structure becoming more prominent as approaching the junction while views from the south were screened by hedge. It was noted that while this hedge did offer screening from this aspect, it did encroach the public footpath by approximately one metre.

In respect of the views from Brianville Drive, the shed did appear prominent from several viewpoints from this direction.

The need for the building must also be carefully weighed against the harm caused to the character and appearance of the area, and also whether or not alternative options were available. In this case, there were two smaller sheds within the curtilage of the property to the rear. It was considered that those could easily be replaced with a larger shed to accommodate the gym as indicated by the area shaded yellow. The location to the rear would ensure that the building would appear subordinate to the dwelling and would not result in a dominant feature in the streetscape. While sympathetic consideration had been given in accordance with paragraph 2.7 of PPS7, it was not considered that the need for the size or location within the front garden had been justified. Within that policy, it stated that imaginative design considerations would be considered, providing it also meet the criteria. Considering the size and location of the structure in advance of the established building line it was over-dominant, visually intrusive to the streetscape, and would detract from the overall character of the area, subsequently failing to meet criteria (a).

In respect of the impact on residential amenity, the Planning department was also satisfied that the proposed development would not result in any unacceptable adverse impact on the privacy or amenity of neighbouring residents. The adjacent properties most likely to be impacted by the development included those closest at 4 Brianville Drive adjoining the site, and no.1 &3 adjacent the site.

In terms of the privacy of neighbouring properties, the structure did not include any windows facing adjacent dwellings, and therefore, no adverse impact in terms of overlooking had been identified. Furthermore, as the shed was a modest height of 3 metres, it was not considered to cause overshadowing or result in any significant loss of light to neighbouring properties.

Considering the impact on the amenity space within the site, the available recreational space around the property had been significantly diminished. The site had become increasingly developed with multiple sheds and storage structures, leading to a substantial reduction in usable amenity space. Paragraph A41 of PPS7 offered guidance stating that the garden area surrounding a residential property played a key role in defining its overall character and visual setting. It should be maintained at a scale proportionate to the dwelling and continue to provide adequate, functional private amenity space to meet both the current and future needs of its occupants.

Based on the measurements taken from the submitted site layout plan approximately 78 sq.m of amenity space remained to the rear and side of the dwelling. However, it appeared that the site plan did not accurately reflect the current situation on site or the actual measurements of the remaining private amenity space. Photographic evidence from the site visit, along with an aerial view of the property, showed the available space was even more limited than indicated. The footprints of the two smaller sheds to the rear of the site were larger than shown on the submitted plans.

Following measurement the remaining space was approximately 38 sq.m, which fell below the minimum acceptable standard for private amenity space as set out in Creating Places guidance. Taking into account the modest size of the plot and the significant reduction in available recreational space, it was considered that the site was currently overdeveloped. However, given that the remaining private amenity space was just below the recommended minimum of 40 sq. m and giving weight to the specific need for the proposal, it was not considered to fall against criterion (d) of EXT1.

In summary, the Planning Officer detailed that the proposal was not considered to be acceptable taking account of the relevant policy requirements and guidance contained within the Addendum to PPS7. The proposal was visually intrusive and overly dominant within the streetscape by reason of its scale and location forward of the established building line and as a result, detracted from the appearance and character of the surrounding area. Therefore, on this basis it was recommended that full planning permission should be refused.

The Chair invited questions from Members.

Alderman McIlveen noted that the structure was temporary and he asked if there was any scope for permission for a temporary structure for a number of years to accommodate this type of application. The Planning Officer stated that Officers had to assess what was before them. The application was retrospective as a result of enforcement action. A temporary permission would still have a similar effect.

Alderman McIlveen stated that the alternative suggested was the removal of the sheds to the rear and replacement with a shed that fitted into that space. The planning department had recognised the need, it was for Council to decide if it met policy and to look at EXT1 in a sympathetic way. Alderman McIlveen questioned if it was within the Committee's power to accept the proposal on a temporary basis.

The Head of Planning appreciated that the application was for disabled persons and Officers had tried to be as lenient as they could. Temporary permission had not been applied for and even if it was temporary it still did not comply with policy. The planning department were of the view that the shed was unacceptable in the position as it was forward of the building line. Officers had set out what would be acceptable and that could be given future consideration by the applicant, however that would need to be done under a fresh application.

The Mayor, Councillor McCollum appreciated that the application would attract sympathy given the circumstances and the planning department had therefore given the application consideration under paragraph 2.7. She accepted temporary permission had not been applied for but asked if temporary permission could be granted to allow for reorganisation of the site if the applicant was minded to do so.

The Head of Planning stated that the opinion was that the existing location was unsuitable whether it was temporary or not. There were sheds to the rear that could be reconfigured and/or reutilised without using the shed at the front. She reminded Members, that the application had been submitted due to enforcement action and there was one objection to the application. Planning Officers had fully considered the

application and in their professional planning opinion was that even on a temporary basis the shed would not be acceptable.

Councillor McCollum questioned if the shed had been smaller would it have been acceptable. The Planning Officer reiterated that Officers had to assess what was before them. It would difficult to say that a shed to the front of the property would not detract from the streetscape. There was scope to the side and to the rear of the property for reconfiguration.

Councillor McCollum asked if the location of the shed would be definitively fatal. The Head of Planning stated that Officers would not pre-determine.

Alderman Graham highlighted that the Case Officer's report noted that the mature hedge screened the shed. The Officer had expressed some reservations regarding the sustainability of that hedge. Alderman Graham asked if it would be correct to say that the hedge completely screened the shed from the Kilmaine Road direction.

The Planning Officer stated that travelling north from the Kilmaine Road, the shed was well screened. The hedge had grown considerably since the pictures were taken. The hedge was very overgrown onto the footpath. The views had been considered as a whole and from Brianville Drive, the shed was very prominent and sat out.

In relation to the suggestion regarding the removal of the sheds to the rear, Alderman Graham asked if that would mean the contents of those sheds would have to be removed. The Planning Officer stated that was a matter for the applicant. Planning Officers felt there was a potential solution in terms of the sheds to the rear however it was up to the applicant to come forward. As stated in relation to paragraph 2.7, innovative and imaginative design proposals could come forward. Therefore, Officers were not against a creative solution to the problem however the application as it currently stood was not deemed acceptable.

Alderman Smith questioned how disability was weighed in a quantitative way. The Planning Officer stated that applicants did provide information that spoke to the need for the application and the planning department did take that into consideration.

Alderman Smith stated that in this case the application and the additional notes did outline the need and the reasoning and he questioned how the final judgement was made.

The Planning Officer stated that it was important to note that within PPS7, paragraph 2.7, clarification and justification, allowed for a relaxation of what was being assessed. The application was still being assessed under EXT1 and the criteria in terms of scale, massing, impact of streetscape etc were still applicable. Due to the need, officers were allowing for that relaxation however in this instance the shed was considerable in size, went beyond the building line and would have a significant effect on the streetscape.

Alderman Smith noted that there was two sheds to the rear, there was also a middle shed and he wondered what that was used for. The Planning Officer confirmed there was also a large shed/portacabin and he was unsure what that was used for.

Referring to the hedge, Alderman Smith wondered if there was a condition in relation to additional planting to screen the gable end of the shed or a form of softening would that mitigate. The Planning Officer stated that there was considerable views of the structure along Brianville Drive that were long range. He believed such planting would be difficult to implement on site with the shed being close to the boundary. He did not feel there was any way to mitigate the view from Brianville Drive appropriately.

In relation to moving the shed, Alderman McAlpine asked if the age of the shed was known. The Planning Officer stated that the enforcement case was opened in May 2024 with the shed having been erected possibly in January 2024.

In that case, Alderman McAlpine felt that it may well be feasible to move the shed to the rear of the property and cut back the hedge at the rear to allow for more room. She questioned if the shed would need planning permission if it was situated to the rear.

Due to the size of the shed, the Planning Officer confirmed that planning permission was needed and permitted development rights would not apply.

Alderman Graham noted the sensitivities around the application and it was therefore it was difficult to consider.

Proposed by Alderman Graham, seconded by Councillor Morgan, that the Council evoke the relaxations under the applicable policy and grant planning permission. Subject to the conditions that the hedge on the Kilmaine Road was maintained at such a height to provide adequate screening. Also that the finish of the shed was maintained in the natural wood finish.

Speaking further to his proposal, Alderman Graham recognised the judgements made by the planning department however he believed the situation to be unique. He felt the hedge along the Kilmaine Road did mitigate to some degree and the need for the shed was quite extreme. Therefore, Alderman Graham was of the view that the Committee needed to make a judgement considering the number of factors raised. In this instance, he stated that planning permission should be granted with the condition that the hedge needed to be tamed. With regards references made to moving the sheds to the rear, that to a certain extent would interfere with the lifestyles of the people that lived in the property. There was a desire for privacy rather than having the recreation outside and there were issues within that demanded the need for covered space for the recreation and the well-being of the individual concerned. He recognised the size of the structure and the fact that was very close to the building line was pushing tolerance to the edge. The shed was not directly in front of the house, it sat more to the side of the house in the garden and he felt that needed to be taken into consideration. Given all the circumstances outlined, Alderman Graham was content to make his proposal.

As seconder, Councillor Morgan endorsed the comments of Alderman Graham. She viewed the situation as unfortunate and recognised that the views of the Planning Officers in relation to planning policy. However, looking at the whole situation she felt planning permission should be granted.

Alderman McIlveen referred to the matter of planning permission granted for a limited period and under section 52 he did believe the Committee would have the power to impose a condition. In respect of the proposal, he was mindful and was concerned that once permission was given that would last in perpetuity. Alderman McIlveen was sympathetic to the need that the family had at this particular time. He wished for time to be given to receive clarity that whether or not a condition could be put in place to ensure the perpetuity did not take effect. Alderman McIlveen questioned if the proposer and seconder would allow for that to occur.

It was the duty as Acting Head of Planning to advise that there had to be proper planning reasons provided to make a decision different to the Officer's recommendation. She noted Alderman Graham had set out his reasoning. The protocol was clear that any overturn of decision, additional advice could be obtained to ensure what was occurring was sound. The Head of Planning also highlighted that any decision made could have the capacity to create a precedent in the residential area and wider residential areas. As detailed, the planning department had been lenient and in the professional opinion of Planning Officers the application did not comply with planning policy.

Alderman McDowell agreed with the comments of Alderman McIlveen was uncomfortable that the proposal could set a precedent, providing people the opportunity to put large sheds in their front garden. He stated that he was also sympathetic to the family's needs and he felt the best way forward to put a time limit on the shed.

The Head of Planning stated that further advice would need to be obtained in relation to a temporary permission as that was not what had been applied for. She highlighted the importance of protecting the Committee and its decision from a legal perspective.

Proposed by Alderman McDowell, seconded by Alderman McIlveen, as an amendment, that the application be deferred for one month.

Councillor Wray felt uncomfortable that the proposal and that that would set a precedent. He did have sympathies for the applicant and the family however he stated that he did have similar sympathies for other cases and as the application that was before Committee was contrary to planning policy it should not be approved. Councillor Wray would be content to support a proposal for deferment of the application for one month.

Alderman Graham stated that the shed was not bricks and mortar and therefore would not have the same lifespan as a brick building. He appreciated the shed was big however the circumstances within the family were extreme. Regarding the issue of precedent, he felt that if someone else applied for planning permission to build a

shed in front garden with no extreme disability issues then he felt it was a completely different situation. Alderman Graham appreciated the remarks of other members however was content with his proposal as it stood.

Councillor Wray sought clarity on the amended proposal.

The proposal was put to the meeting and was declared CARRIED, with 13 voting FOR, 0 AGAINST, 1 ABSTENTION and 2 ABSENT.

FOR (13)	AGAINST (0)	ABSTAINED (1)	ABSENT (2)
Aldermen			
Graham			
McAlpine			
McDowell			
McIlveen			
Smith			
Councillors		Councillor	Councillors
Harbinson		McClean	Cathcart
Kerr			Hennessy*
Kendall			
McCollum			
McKee			
Morgan			
Smart			
Wray			

**declared an interest*

RESOLVED, on the proposal of Alderman McDowell, seconded by Alderman McIlveen, that the application be deferred for one month to allow for additional clarification to be provided including the provision of legal advice.

(Councillor Hennessy re-entered the meeting)

4.2 LA06/2023/2314/F - Lands bounded by William Street, Hardford Link, Corry Street and to the rear of 23-49 and 51-53 Corry Street and 18-58 William Street, Newtownards

PREVIOUSLY CIRCULATED:- Case Officer's report and addendum.

DEA: Newtownards

Committee Interest: Falls within the category of major development.

Proposal: Proposed Park and Ride Facility including tarmacked parking area (452 spaces), landscaping, boundary fencing, cycle shelter building, relocation of existing playpark within the site and associated development.

Site Location: Lands bounded by William Street, Hardford Link, Corry Street and to the rear of 23-49 and 51-53 Corry Street and 18-58 William Street, Newtownards

Recommendation: Grant Planning Permission

(Councillor Harbinson withdrew from the meeting – 7.57 pm)

(Having previously declared an interest in the item, Alderman McIlveen and Councillor Smart withdrew from the meeting)

The Head of Planning (G Kerr) outlined the detail of the application. The site occupied a central location within the settlement of Newtownards being formerly occupied by the old Ards Leisure Centre. The site currently had a meanwhile use as a public car park being used mainly by Council and Ards Hospital employees.

(Councillor Harbinson re-entered the meeting – 7.58 pm)

The immediate area was characterised by a broad mix of uses including, residential, retail, industrial, business and education. In terms of the development plan context, the site was located just north-west of the town centre and was not zoned for any particular use nor was it subject to any designations.

The Head of Planning displayed some photographs of the site. The visuals showed:-

- The main view from the Hardford Link/William Street junction;
- The view from the Hardford Link/Corry Street junction looking towards the existing playpark, the existing site entrance and frontage onto William Street;
- The existing car park on the site looking towards the rear of properties along Corry Street and also the existing right of way from Corry Street into the site.
- The existing car park looking towards the rear of properties along William Street and also the former sports pitch.

The site was already predominantly hard surfaced with the exception of the playpark and associated small area of grassed open space in the western corner. The topography of the site was relatively level throughout with just a slight drop in levels at the southern corner of the car park. In terms of the proposed site layout for the Park and Ride facility, the Head of Planning explained that the main access to the site would continue to be taken from William Street and would just be repositioned slightly further to the north. A secondary access off Corry Street would serve buses only with bus pick up and drop off points and shelters being located in the northern area of the site adjacent to Hardford Link. The existing playpark would be relocated to the north-eastern corner of the site set within a small area of grassed open space. Cycle shelters would also be located in this north-eastern corner in close proximity to the bus drop off and pick up points.

As the planning application was for a major development, pre-application community consultation was carried out in accordance with the requirements of Section 27 of the Planning Act and Regulation 5 of the Planning Development Management Regulations with a public consultation event held on 1st June 2022 in the Strangford Arms Hotel. A lot of general support for the scheme was received and while some concerns were raised, those had been addressed by the applicant in the Pre-Application Community Consultation report submitted with the application. It was also of note that no objections from third parties had been received during the processing of the application.

The proposal would deliver a much-needed Park and Ride facility for Ards. The Ards and Down Area Plan identified the former Scrabo High School site at the bottom of Kemp Stones Road as a potential location for a modal interchange under proposal NS37, intended to provide express bus services and a park and ride facility. However, since the adoption of the ADAP, this site had been substantially redeveloped for housing with a further planning application for an additional 24 dwellings currently under consideration, therefore development of this site for a Park and Ride facility would no longer be feasible.

The proposed site for the Park and Ride facility was considered to meet the regional strategic objectives for transportation as set out in the SPPS, encouraging travel by public transport and reducing reliance on the private car to help tackle growing congestion. The site was well served by main traffic routes and was accessible by foot with Newtownards bus station located nearby, 700m to the south-east on Regent Street. The current proposal was designed to meet growth in demand from passengers travelling on the important transport corridor from Newtownards to Belfast, also benefitting North Down and the Ards Peninsula and would provide additional facilities to link to the existing Glider route on the Newtownards Road.

The proposal also met the requirements of Planning Policy Statement 3, Policy AMP10: Provision of Public and Private Car Parks which required proposals to meet a need identified by the Department for Regional Development or a need accepted by DRD following a robust analysis provided by the developer. In 2015 DfI carried out a strategic review of Park and Ride in NI which sought to enhance the targeted provision of Park and Ride. Strategic transport corridors into Belfast and the Park and Ride facility currently proposed for Newtownards was one of 5 projects that had been prioritised by DfI as part of the Park and Ride programme across NI. The selection process for the Ards Park and Ride facility involved a detailed appraisal carried out by Atkins Consultancy who were commissioned by DfI in 2018. Three sites were considered, the current former leisure centre site, former MOT centre and the site at Kempe Stones Road, taking account of factors such as location, size, site availability and service capacity to determine their suitability for development with the former leisure centre site ranking highest by the study.

The impact of the development on existing highways had been considered in detail in the submitted Transport Assessment. A number of road improvement works would be undertaken in accordance with the findings and recommendations of the transport assessment however overall, the development had been shown to have minimal impact on existing road network operation. Road improvement works would include a right turn ghost island at the William Street site access to ensure that through traffic movement here remained uninhibited. A proposed left turn lane only and give way junction would be provided at the junction of William Street and Hardford Link and a proposed right turn ghost islands would also be provided from Hardford Link onto Corry Street and from Hardford Link onto Glenford Road.

A detailed landscaping scheme had been submitted with the application. While some of the existing trees along the William Street frontage would need to be removed to accommodate the new access and footway, a considerable number of new trees would be planted along this frontage, within the site itself and along the Hardford Link and Corry Street frontages to help soften the impact of the development. Small

pockets of landscaping and tree planting had been proposed throughout the car park layout to break up the large areas of hardstanding. Given the extensive landscaping proposed and the retention and enhancement of the soft green edges around the site, it was considered that the proposal would cause no adverse visual impact on the existing townscape.

The existing play park and small area of open space would be relocated to the north-eastern corner of the site and as set out in the case officer's report, the Planning Department was satisfied that the proposal meets the requirements of Planning Policy Statement 8: Open Space, Sport and Outdoor Recreation. It was proposed that the ownership and management of the replacement playpark would be transferred to the Council. It was also recommended that approval would be subject to a condition requiring details of the design of the playpark and the play equipment to be submitted to the Council for approval prior to commencement of development along with a management and maintenance plan.

In terms of environmental impact, an Ecological Appraisal was undertaken and an Ecology Report submitted with the application. Both Shared Environmental Service and DAERA Natural Environment Division were consulted on the application and were content that the project would result in no adverse impact on the integrity of any European site. NED was also content that the proposal was unlikely to result in any significant impact on protected or priority species and habitats subject to the recommended conditions.

The Planning Department was also content that the proposal would not result in any unacceptable adverse impact on the amenity of adjacent residential properties. Noise Assessment and Air Quality Assessment reports had been submitted in support of the application. The Noise Assessment concluded that the proposed park and ride car park and bus centre would feature noise sources that were already present within the existing ambient noise climate (i.e. road traffic noise). As such, the proposal was not expected to cause a nuisance in this respect. Environmental Health had been consulted and having considered all of the submitted information and assessments, was content subject to the recommended planning conditions.

In terms of impact on privacy, the existing residential properties which would potentially be affected by the proposal include the dwellings at 28-58 William Street which back onto the eastern boundary of the site and the dwellings at 23 to 63 Corry Street which back onto the south-western boundary of the site. All of those properties are between 23-39m from the site boundaries with 2-3m high acoustic fencing proposed to provide further mitigation. Furthermore, given that the area to the immediate rear of the existing dwellings was originally used as a car park for the leisure centre and continued to be used as car parking it was not considered that the proposed Park and Ride car parking use would result in any significantly greater impact.

A series of pole mounted lighting columns and CCTV cameras were also proposed throughout the site. It was considered that all of those were located a sufficient distance from existing residential properties to ensure no adverse impact on amenity would occur. Environmental Health had raised no concerns with regard to the proposed lighting subject to a condition requiring that any artificial lighting must

conform to the requirements of the light intrusion levels contained within Table 2 of the Institute of Light Engineers Guidance Notes.

In summary, the Planning Department was satisfied that the proposed Park and Ride facility meets all of the relevant planning policy requirements contained within the SPPS and Planning Policy Statement 3: Access Movement and Parking and would not be contrary to any policies or designations contained within the ADAP.

The proposal would provide a much-needed Park and Ride facility for the Ards area in line with the need identified by DfI. No objections had been received to this application from third parties. Therefore on this basis it was recommended that full planning should be granted.

The Chair invited Martin Kelly (Gravis Planning), Keith Hanna (Tetratex) and Jennifer Faulconbridge (Translink) to the meeting and they were admitted to the virtually.

Mr Kelly detailed that a Strategic Review of Park and Ride carried out by the Department for Infrastructure sought to target provision of Park & Ride proposals to locations which provided maximum opportunity to meet strategic objectives based on settlement and commuting patterns together with the availability of high quality and frequent public transport services. Translink was leading the transformation of public transport in Northern Ireland through a vision to be 'Your first choice for travel, today, for tomorrow'. They were creating the advanced public transport services and integrated networks which connected people and communities, enhance the economy and improve health and the environment.

The proposed Park and Ride facility in Newtownards included 450 park and ride spaces (including 22 disabled access parking), a tarmacked parking area, landscaping, boundary fencing, CCTV, and floodlighting (powered by solar panel array and associated battery storage building), cycle shelter, acoustic fencing and a relocated playpark. The subject site was 3.81 hectares and was the site of the former Ards Leisure Centre, bounded by William Street, Hardford Link, Corry Street and to the rear of 23-49 and 51-53 Corry Street and 18- 58 William Street in Newtownards. Demand for Park and Ride facilities had grown in recent years as more and more people enjoy the convenience of taking public transport as a better way to travel. Translink had found that customers enjoy more productive time on board with the opportunity to work, browse the internet and social media with free WiFi or simply relax on board.

The proposal was designed to meet growth in demand from passengers travelling on the important transport corridor from Newtownards to Belfast while also benefitting North Down and the Ards Peninsula. The planning application was submitted to the Council in September 2023 following a successful Pre-Application Community Consultation process the feedback from which was very positive and helped refine the proposal and design. 2

Key design principles were formulated at the outset which underpin the development following an analysis of the site and its context. These included:

- Preserve and enhance the existing landscaping features to provide an attractive and ecologically rich environment that integrates into the surroundings;
- Attain a suitable access off William Street;
- Provide adequate pedestrian access;
- Provide a development that is highly accessible for the public with disabilities, through measures such as widening pedestrian pavements and dropped kerbs;
- Provide a development that contributes and enhances the already existing environment;
- Consider pedestrian linkage to the public road network;
- Provide suitable drop off points;
- Eliminate the health and safety risk to pedestrians, associated with users parking on the road network and nearby car parks;
- Future-proof the development to cope with projected growth of public transport users.

The new P&R facility would be accessed off William Street, Newtownards via the relocation of an existing access to the site. A right turn ghost island would be provided into the site from William Street to provide safe refuge for right hand turning vehicles turning into the site and ensure that through traffic movement remained uninhibited. A new left turn slip lane with associated pedestrian island was proposed on the William Street arm of the William Street /Hardford Link/ Talbot Street / Cullybackey Road signalised junction. A proposed right turn ghost island was also provided on Hardford Link into Corry Street.

The design took cognisance of the needs of pedestrians, with footways, dropped kerbs and tactile paving included at appropriate locations within the development and linkages to the bus stops. The site would be monitored with CCTV cameras. Signage will also be used within the proposed development to direct pedestrians from their cars to a safe route to the bus stops.

The proposal sought to retain as much existing boundary vegetation as possible and augment this with supplementary planting of appropriate species to integrate the facility into the surrounding setting. The proposed park and ride facility would greatly enhance the opportunity for commuters to make use of existing public transport facilities. The displacement of on street and providing additional off-street parking in the vicinity of Newtownards Bus Station would make the public bus service more accessible. That would encourage a modal shift from the private car to public transport. The park and ride facility would provide a bus turning area within the site for bus substitution services. That meant a reliable service could be provided for public transport users.

Mr Kelly welcomed the Council's recommendation and commended the Council's Planning Section for their helpful assistance throughout the application process along with their consultees, in bringing this application to this stage.

The Chair invited questions from Members.

Alderman Smith raised a question regarding vehicle charging infrastructure. Ms Faulconbridge advised that with regards to e-charging points, Translink had future proofed the site and the ducting would be in place but those were not included at this

point. DfI were developing their own policy on e-charging and whether that would be included within park and ride sites. The use around park and rides and whether it was appropriate for people to park and charge their vehicles all day was debatable. On a side note, Ms Faulconbridge advised that in terms of the Translink fleet the aim was to be zero emissions by 2040.

Alderman Smith noted that the Park and Ride was not far from Newtownards town centre, it would nice to have additional free parking for town however noted that was not the primary purpose. He asked how usage could be managed. Ms Faulconbridge stated that the facility was being put in place to alleviate congestion, help with reducing emissions and supporting modal shift. From experience in other areas, it was found that commuters availed of the parking first and the parking would be monitored. Translink were looking at an effective technological solution going forward which take the form of an integrated ticketing system.

Alderman Smith noted that within the plans there was a covered area for users to wait for the buses. Other similar facilities had an indoor waiting area with toilets and he questioned why that was not included for this site. Ms Faulconbridge stated that the Park and Rides were managed by DfI and there was a resource issue for such. Translink did not wish for such facilities to introduced, when there was that resource issue and therefore no such provisions would be made available at this point in time.

Councillor Wray referred to the playpark provision within the grounds and asked who was paying for the building of the playpark along with the costs associated with the management company. Ms Faulconbridge advised that Translink were liaising with the Council's Capital Project Team in respect of the playpark. The land was currently in ownership of DfI and that would be transferred back to the Council for the Council to develop.

Councillor Morgan noted that there would 452 car parking spaces yet only 22 cycle spaces. She inherently found that quite disappointing and felt it would be great to see more people cycle to Park and Ride. She also asked if any consideration had been given to cyclist safety in terms of the access roads.

Ms Faulconbridge stated that with the detailed design the number of cycle spaces could be looked at. She agreed that cycling should be encouraged and advised that the spaces were positioned next to the boarding point and there would be variation of cycle stands. In terms of the safety of cyclists, Translink worked closely with DfI's Active Travel team and the NI Active Delivery Plan looking at the priority routes proposed for Newtownards. The footways surrounding the site had been future proofed, they were 5m wide and therefore would allow for a potential shared cycleway for DfI to put in place. Translink were also working closely with the Council to ensure those priority routes link with the Greenways for further travel. She highlighted the importance that the new facility was seen as a sustainable transport hub.

The Chair thanked the representatives for their presentation and they were returned to the virtual public gallery.

Proposed by Alderman Smith, seconded by Councillor Kerr, that the recommendation be adopted, that planning permission be granted.

Alderman Smith stated that the application had been in the system for some time and the facility was welcomed. He felt it would make a great difference for commuters travelling into Belfast, would be well used facility and he hoped toilet provision could be provided in the future.

Alderman Graham added his support for the application. The facility would be welcomed not only by those using public transport who wished to travel into Belfast but those residents who currently had commuters parking at the front their houses.

RESOLVED, on the proposal of Alderman Smith, seconded by Councillor Kerr, that the recommendation be adopted, that planning permission be granted.

(Alderman McIlveen returned to the meeting)

4.3 LA06/2023/2012/F - Land between 3 and 4 Sheridan Grove, Helens Bay

PREVIOUSLY CIRCULATED:- Case Officer's Report.

The application had been withdrawn in advance of the meeting.

4.4 LA06/2022/0708/O - Lands to the South and adjoining No. 90 Crawfordsburn Road, Newtownards, BT23 4UH and to the West of No's 71 83 85 87 89 91 and 97 Crawfordsburn Road Newtownards

DEA: Newtownards

Committee Interest: Local application which has received six or more separate objections contrary to the case officer's recommendation.

Proposal: Erection of 5 No. detached dwellings with associated landscaping, internal road layout and access provision

Site Location: Lands to the South and adjoining No. 90 Crawfordsburn Road, Newtownards, BT23 4UH and to the West of No's 71 83 85 87 89 91 and 97 Crawfordsburn Road, Newtownards

Recommendation: Grant Planning Permission

The Planning Officer (C Barker) outlined the detail of the application which was for outline planning permission therefore it was the principle of development being considered with additional detail being conditioned to be submitted at reserved matters stage.

The site was located within the settlement limit of Newtownards in a residential area some 2.5km from the town centre. It was irregular in shape and comprised approximately 1.6 hectares of land within a woodland area consisting of deciduous species of trees of varying ages which was protected by virtue of a tree specific Tree Preservation Order (TPO). Part of the area of site, as outlined by the red line of the proposal site and also the blue line, was mapped on the Northern Ireland Ancient Woodland Inventory as a long-established woodland. The boundaries of the site were defined by mature trees and established hedgerows. The site was accessed at

the northern corner through an existing field gate on to the Crawfordsburn Road. There were predominantly detached homes within the surrounding area of varying designs.

The proposal sought approval for the erection of 5 detached dwellings with associated landscaping, internal road layout and access provision. The land in question was shown as 'whiteland' within the Ards and North Down Area Plan 2015 and was not subject to any zonings/designations as illustrated on the slide. During the Public Inquiry of the draft ADAP, NIEA objected to the site being zoned for housing and stated that the site should be designated as a SLNCI. Whilst the PAC recommended that the land should not be zoned for housing, in their report in 2008, they did not recommend that the site be designated as an LLPA or SLNCI. They did accept that some development may be able to be accommodated in the central portion of the site as the area was relatively free of vegetation. It was further stated that the best way to determine the extent of the area acceptable for residential development would be through the development control process. The proposed site comprised a clearing within an existing woodland, which was privately owned, with no formal public access to the land. The proposed application site occupied approximately 37% of the overall woodland area. Up until approx. 2019 the site was not accessible due to the level of undergrowth within the site which could be seen from the google street view images from 2011.

PPS8 - Policy OS1 stated that the Council would not permit development that would result in the loss of existing open space or land zoned for the provision of open space. The presumption against the loss of existing open space would apply irrespective of its physical condition and appearance. Annex A of PPS8 was headed 'Definition of Open Space' and stated that "for the purposes of this Planning Policy Statement, open space is taken to mean all open space of public value". Among the typology of open spaces of public value, the Annex lists, "natural and semi-natural urban green spaces – including woodlands, urban forestry, grasslands (eg. meadows), wetlands, open and running water, and rock areas". In terms of function, the annex indicated that these include "strategic functions - defining and separating urban areas, providing community greenways, 'green lungs' or landscape buffers. As the central portion of the site was relatively free from vegetation, and the fact that the PAC previously identified it as a potential development site, the Council consider that the application site as defined with the red line did not constitute open space of amenity value and as previously mentioned, the PAC accepted that that some development may be able to be accommodated in the central portion of the site as the area was relatively free of vegetation. The main areas of woodland and trees along the boundary would be retained and were not included within the red line for the proposal for housing. As such the Council did not consider the site within the red line to constitute an area of open space as defined in PPS8.

The SPPS stated that sustainable development should be permitted, having regard to the development plan and all other material considerations, unless the proposed development would cause demonstrable harm to interests of acknowledged importance. Under the SPPS, there was a presumption in favour of appropriate and sensitively designed residential development within the settlement limit and the Council consider that was what was proposed.

The site was protected by virtue of a TPO. This TPO was confirmed on the site, with modifications, on 14 December 2020. There had been a previous TPO placed on the site on 14 November 2003, however, it came to light that this TPO was not legal and therefore did not afford any protection to the existing trees. The current confirmed TPO was tree specific with both individual trees and tree groups protected.

As part of the planning application the Councils Tree Officer was consulted. The proposed development would require the removal of approx. 18 trees in total and some small areas of vegetation and hedging which would not be protected by the TPO. 13 of those trees were being indicated for removal in relation to their health and condition. Out of the 18 trees indicated to be removed 14 of those were protected by virtue of the TPO. The Tree Officer was content, subject to conditions, that although some tree removal was necessary that was not extensive and new planting was proposed. Conditions had been proposed which would seek the submission of detailed plans at Reserved Matters stage ensuring the protection of any retained tree.

The proposal was for 5 detached dwellings, associated landscaping and new access/road layout within the site which comprised approximately 1.6 hectares of land. Policy QD1 of PPS7 stated that planning permission would only be granted for new residential development where it was demonstrated that the proposal would create a quality and sustainable residential environment. The addendum to PPS7 within Policy LC1 provided additional provisions on the protection of local character, environmental quality and residential amenity within established residential areas. Consideration must therefore be given to the overall impact on the character of the area. The density of the development had been calculated at 3.1dph and would be considered low density development providing high quality detached properties. It was also important to assess the impact the development would have on the character of the area. As could be seen from the images the site was well screened by a substantial tree buffer, with little visibility into the site. The main public views of the site would be from the field gate entrance to the northern corner of the site. It was acknowledged that Tullynagardy Wood provided a tree lined backdrop to the Crawfordsburn Road which softened the streetscape and that would not change as a result of the proposed development. The application site only included a portion of the overall wooded area and had been chosen specifically to minimise the impact on the mature tree stock. The Planning Officer also highlighted that the heavily wooded area lay outside of the red line of this site and was to be retained.

It was considered that an appropriately conditioned housing scheme for 5 dwellings could be integrated into the locality. The layout, scale, proportions, massing and appearance of the proposed dwellings along with further details on landscaping and hard surfaced areas would be assessed in greater detail at reserved matters stage. The proposed site concept plan showed dwellings situated in satisfactory plot sizes, with adequate private amenity space, that would be largely screened by the existing woodland surrounding the site. Whilst views of the dwelling adjacent to the entrance would be apparent, existing and proposed landscaping would soften its appearance and assist its integration into the wider landscape.

It was not considered that there would be any negative impact on residential amenity given the separation distances and the existing boundary treatments. A condition would be included to restrict the ridge height of the dwellings to 6.5m.

As a result of the site being over 1hectare the provision of public open space was required under PPS8 Policy OS2 and areas of open space, approximately 10% of the whole site area, had been provided within the site, located to the north and south of the site, and along the outer boundaries. Those areas consisted of grassland and protected trees as shown in the landscape proposal. Conditions had been proposed to ensure that suitable arrangements would be put in place for the future management and maintenance of areas of public open space required under this policy for example – submission of a landscape management plan.

At the time of presentation a total of 53 objections from 38 different addresses were received in relation to the proposal. The specific concerns raised were set out and considered in detail in the case officers report and the two additional addendums. The concerns raised included, impact on the woodland, biodiversity and natural heritage concerns, threat to wildlife, risk to trees protected by a TPO, conflict with the Plan and policies and road safety. Extensive consultations were carried out and conditions had been proposed seeking the submission of detailed information at reserved matters stage. DfI Roads offered no objections subject to a condition showing the access to be constructed in accordance with the RS1 form. They also confirmed that the proposed road would remain private.

SES were consulted on the Ecological Impact Assessment and were content that the project would not have an adverse effect on the integrity of any European site subject to condition. NIEA NED were also consulted and were content subject to various conditions to protect the retained trees during construction and ensure the submission of a landscaping plan at RM stage. DfI Rivers were also consulted and had no objection subject to conditions.

In relation to the woodland, as could be seen on this slide, the long established woodland boundary as identified on the NI Ancient Woodland Inventory did not include the north easterly portion of the site adjacent to the field gate off the Crawfordsburn Road and notably that was the majorly cleared portion of the site. Subsequently most of the proposed access road and the first detached dwelling fall outside of the defined boundary of the long established woodland. The rest of the proposed site fell within this boundary, however, only 18 trees were proposed to be felled, 14 of those in relation to health and condition, with additional planting proposed. The primary woodland area fell outside of the red line of the proposal and those trees were to be retained and were already safeguarded by a TPO therefore the ecological integrity and biodiversity of the woodland would remain intact.

In summary the development of the site offered a well-considered design that would retain the visual amenity of the woodland and offer a low-density and high-quality residential development. The layout had been designed to allow the dwellings to fit into the landscape, rather than dominate it, with little impact upon the character of the area. The proposed access would be located to the northern corner of the site, along the Crawfordsburn Road. Finishes and design detail of proposed house types would be fully assessed at reserved matters stage. Therefore on this basis it was

recommended that outline planning permission should be granted subject to the stated planning conditions.

The Chair invited questions from Members for the Planning Officer.

Alderman McIlveen noted the complexity of the application and he felt a lot of weight had been given to passing comments made by the PAC. As detailed by the Planning Officer the land sat as whiteland and he was mindful of the fact that the land had not been zoned for housing despite that possibility having been explored. Alderman McIlveen was of the understanding that the land had not been designated an LLPA or SLNCI as that protection could not be offered and he asked the difference if that designated had of occurred.

The Planning Officer explained that the PAC had determined that because there was a TPO on the site that offered a higher level of protection than a LLPA or a SLNCI would provide.

Alderman McIlveen sought confirmation that the PAC had not provided any guidance on what would be on the site and it would up to the planning process to decide what kind of development would be acceptable on the site. The Planning Officer stated that during the enquiry the cleared wooded area had been identified and it had been determined that the development management process would be the right route for that to be decided.

Alderman McIlveen was mindful of other decisions the Committee had made in relation to protecting green space when it was stated that an absence of an open space designation did not remove any protections afforded by that policy. Officers had said they did not feel the land was open space but could that be a determination that the Committee could make. He also questioned if policy OS1 would be the applicable policy in that regard that allowed a presumption in favour of development in certain circumstances.

The Planning Officer confirmed that to be correct and the Committee could give that consideration. Officers had not recognised the area as open space under OS1. The large majority of the wooded area lay outside of the red line and did not form part of the red line of the proposal.

As opposed to Bangor which had quite large parks, Alderman McIlveen felt there was not a lot of green space in Newtownards and he questioned if there was any consideration given to the wider settlement of Newtownards.

The Planning Officer stated that planning were looking at the application before them and assessing that against the relevant planning policies. She reiterated that a large part of the woodland area was excluded from the site and Officers were just looking at what was within the redline.

Alderman McIlveen stated that the SPPS afforded protection to the open space and referred to substantial community benefit vs the loss of open space as an issue. He expressed concerns that the settlement was not being looked at as a whole in terms of its green space.

The Head of Planning stated that as with any application that came before Committee, Planning Officers had to assess what was before them, within the red line. It had been established in the Case Officer's report that this was not seen as being an area of open space. She was also mindful, that apart from the TPO trees on the site there was nothing to stop the owners of the site felling the trees and clearing the entire site. The application had been fully considered, taking the facts into account along with the PAC findings which were a material consideration. The Tree Officer had fully considered the application and any trees recommended for removal were on the basis of them being in poor condition.

Alderman McIlveen referred to the concerns from the NED though they would be content subject to conditions. In their final submission they had stated that there concern remained regarding the impact on the remaining long established woodland and the extensive groundwork that may be required and therefore they required the conditioning.

The Planning Officer emphasised that the application was an outline application and therefore at this stage it was the principal of development that was to be considered. She felt the conditions that had been recommended were fairly extensive. NED had asked for a comprehensive report to be submitted to satisfy them at reserved matters stage for the protection of the trees.

Alderman McDowell had a number of questions which he had written out and provided to the Chair and the Democratic Services Officer. He felt the application was one of the most important issues to come before Planning Committee in relation to Newtownards. He sought clarity on how the recommendation aligned with both statutory planning policy and the Council's environmental commitments. Given the strong public and expert opposition, Alderman McDowell stated that he would appreciate a detailed explanation of the rationale. He posed the undernoted questions:-

Planning Policy and Rationale

- Q1. What specific planning policies were cited to justify the recommendation for approval?
- Q2. How does the proposal comply with PPS2 (Natural Heritage), given the irreversible loss of long established woodland?
- Q3. Was the Strategic Planning Policy Statement (SPPS) sustainability test applied, and how was "environmental protection" evaluated?

Environmental & Heritage Considerations

- Q4. What weight was given to Tullynagardy Wood's listing on the Ancient Woodland Inventory and its Tree Preservation Order?
- Q5. Was an independent ecological assessment commissioned, and what were the findings?
- Q6. How was the Council's 2019 Climate Emergency declaration considered in the Case Officer's report?

Ethical & Mitigation Issues

- Q7. How do planners reconcile the recommendation with the “Do No Harm” principle, given the irreversible nature of the damage?
- Q8. What mitigation measures were proposed, and how do they compensate for the destruction of centuries-old biodiversity?
- Q9. Was replanting considered a valid substitute for ancient woodland, and on what ecological basis?

Public & Expert Opposition

- Q10. How were the 31 formal objections, including those from the Woodland Trust and Ulster Wildlife, weighed in the final recommendation?
- Q11. Were any concerns raised by internal officers – such as the Tree Enforcement Officer – and how were they addressed?

Procedural Transparency

- Q12. Why was the site treated as “undeveloped land” despite its ecological and historical significance?
- Q13. Does this approval set a precedent for future development in protected woodland areas?
- Q14. Was there any internal dissent among planning staff or environmental officers regarding this recommendation?

The Head of Planning noted there was extensive list of questions and she would like time to consider those. She asked Alderman McDowell if he had read the Case Officer’s report as that detailed clearly the consideration of the application.

Alderman McDowell responded that he had read the Case Officer’s report and his questions were aspects which he thought were missing which he felt needed consideration before the Committee made its decision. As an example he highlighted that there was no mention of the climate emergency declaration made and PPS2, that development should not take place on ancient woodland unless there was exceptional circumstances.

The Head of Planning stated that the Case Officer’s report was circulated well in advance and she felt it would have been beneficial to have had an opportunity to address outstanding issues.

RECESS

The meeting went into recess at 9 pm and resumed at 9.12 pm.

The Planning Officer responded to each of the questions posed by Alderman McDowell in turn.

- Q1. *What specific planning policies were cited to justify the recommendation for approval?* With regards the specific planning policies those were referred to within the Case Officer’s report.

- Q2. *How does the proposal comply with PPS2 (Natural Heritage), given the irreversible loss of long established woodland?* The majority of that woodland lay outside the red line. Statutory consultees had been consulted regarding the appropriateness and they had responded with no objection subject to the conditions detailed in the Case Officer's report.
- Q3. *Was the Strategic Planning Policy Statement (SPPS) sustainability test applied, and how was "environmental protection" evaluated?* That was the consideration given to the red line of the site and the SPPS was also a consideration.
- Q4. *What weight was given to Tullynagardy Wood's listing on the Ancient Woodland Inventory and its Tree Preservation Order?* That was covered in the Case Officer's report.
- Q5. *Was an independent ecological assessment commissioned, and what were the findings?* An independent ecological assessment had been undertaken. This was an outline application and there was specific and quite detailed conditions proposed if it was to get approval and then that would be considered during the reserved matters application.
- Q6. *How was the Council's 2019 Climate Emergency declaration considered in the Case Officer's report?* That was not planning policy and the application was being assessed of its appropriateness against planning policy. There were 18 trees to be removed and replanting was proposed.
- Q7. *How do planners reconcile the recommendation with the "Do No Harm" principle, given the irreversible nature of the damage?* Planning had made an assessment based on the outline application before them and they did not consider that there was any damage.
- Q8. *What mitigation measures were proposed, and how do they compensate for the destruction of centuries-old biodiversity?* That aspect was covered in the Case Officer's report. There were 18 trees to be removed and the majority of woodland was outside of the redline.
- Q9. *Was replanting considered a valid substitute for ancient woodland, and on what ecological basis?* It was not ancient woodland, it was long established woodland. Again covered within the Case Officer's report with regards the number of trees to be removed.
- Q10. *How were the 31 formal objections, including those from the Woodland Trust and Ulster Wildlife, weighed in the final recommendation?* As detailed, 53 objections had been received and those had been fully considered in the Case Officer's report and the two subsequent addendums prepared.
- Q11. *Were any concerns raised by internal officers – such as the Tree Enforcement Officer – and how were they addressed?* That was not a material consideration. The Tree Officer had been consulted and their comments had been included, they had offered no objection subject to conditions and that had been detailed within the Case Officer's report.
- Q12. *Why was the site treated as "undeveloped land" despite its ecological and historical significance?* The land was zoned as whiteland within the plan.
- Q13. *Does this approval set a precedent for future development in protected woodland areas?* Planning considered applications on a case-by-case basis.
- Q14. *Was there any internal dissent among planning staff or environmental officers regarding this recommendation?* That was not a material consideration.

As a follow up, Alderman McDowell asked about the ecological assessment. The Planning Officer stated that the application was an outline application and quite specific detailed conditions had been proposed with regards to all those detailed assessments which would then be considered at reserved matters stage.

Alderman McDowell remained unsatisfied with some of the responses given to the questions.

The Mayor, Councillor McCollum noted that during the public enquiry the NIEA had objected to the land being zoned for housing and that it should be designated a SLNCI. The Planning Officer had referenced the PAC not supporting the designation of a SLNCI and she asked if the PAC had authority in that regard. The Planning Officer explained that it was during the public inquiry of the plan where it had been proposed as a housing zoning. The NIEA had objected and stated that they wished for the land to be a SLNCI or a LLPA. The PAC were the relevant body as they oversaw that public enquiry. They had zoned the land as whiteland and set out the specific area that could be developed for housing.

Councillor McCollum was of the understanding that the PAC could not designate an area as a SLNCI. The PAC had recommended against zoning however they did acknowledge that some development in the central portion may be appropriate. She was concerned that the Case Officer's report placed significance reliance on that comment which had been made a significant time ago. Councillor McCollum viewed the context very different now from lots of perspectives.

The Head of Planning stated that as Members were aware that in the assessment of any planning application there were material factors to be taken into account. In this instance, the area plan defined the land as whiteland and it was capable of some form of development. Planning policies had been fully considered, comments from statutory consultees had been taken into account and objections had been fully considered and addressed. Findings from the PAC were a material planning consideration. If this was an intensive form of development, approval would not be recommended. The Head of Planning emphasised that the proposal had been fully assessed which was for an extremely low density, high quality residential development within a residential setting.

Councillor McCollum referred to policy OS1 which was the presumption against development resulting in a loss of open space. She stated that in the addendum it stated that the Council did not consider the central area, proposed for the development to constitute open space of amenity value. Yet the Case Officer's report reads "include "strategic functions - defining and separating urban areas, providing community greenways, 'green lungs' or landscape buffers. The Annex also referred to open space functioning as havens and habitats for flora and fauna and "as a visual amenity – even without public access. Regardless, the wider site does offer a landscape buffer within this residential area and offers valuable habitat for a wide variety of flora and fauna". Councillor McCollum had difficulty with the two conclusions.

The Planning Officer stated that Officers were looking at the red line of the site which was the proposal site. She felt it was clear that the area of woodland was considered

mostly outside the red line. The amenity value was provided by most of the woodland which was all being retained outside the red line.

With regards to visual amenity for the protection of local character, environmental quality and residential amenity Councillor McCollum noted that the overarching test was a visual one and how the development would appear when viewed in context. Yet it was accepted that the views of the development would be apparent and it was stated that it was a visually and environmentally significant resource in the context of the surrounding area. However the conclusion was that there was no significant impact on amenity.

The Planning Officer reiterated that the majority of the site was cleared. The visual amenity was provided by the woodland to the south of the site which was to be retained and fell outside the red line. The visual prominence would therefore not change and therefore that was why it was considered that the character of the area would not be impacted.

Councillor McCollum stated that the PAC said that it may be possible to have a form of development that would not be visible yet this development would be visible. The Planning Officer explained that the views would be limited. This was an outline application purely for the principle of development and more detail regarding the visual aspects would be looked at reserved matters stage.

Alderman Smith was of the understanding that the land had been designated as whiteland. He stated that he was confused as to PPS8 and the understanding of woodland and amenity land. He raised a question regarding the TPO. He explained that the major issue for him was around the integrity of the site, he appreciated the application was for 37% of the overall area. He wondered if that was not part of the overall eco system and if 5 houses were built with light and noise pollution, that affected the entire site and questioned if that was taken into consideration.

Firstly in relation to the TPO, the Planning Officer explained that there was a TPO on the site in 2004 which was deemed to be not legal which was why in 2020 there was a new TPO placed on the site which was a tree specific TPO. In respect of the whiteland zoning, during the public enquiry, NIEA had objected to the housing zoning and the PAC had considered that, the TPO was a consideration as that afforded a level of protection. It was outline application with specific detailed conditions proposed with further detail to be teased out at reserved matters stage in consultation with the statutory consultees and any measures of mitigation considered.

Councillor McKee referred to the ecological assessments which dated back to 2020 and he questioned when such information became out of date and needed to be redone. The Head of Planning referred to condition 11 which detailed the requirement to submit a habitat management plan which had to be submitted and approved by the Council. Planning would liaise with the expert consultees in respect of that habitat management plan.

Councillor McKee felt the process was flawed as if approved the precedent for development was set. Within the years since the survey was done there had been a lot of amazing work to bring back species and that work was not fully accounted for.

The Planning Officer stated that NIEA and NED had been consulted and were content subject to the conditions.

The Chair invited Claire Millar to come forward who was speaking against the application.

Ms Millar wished to draw attention to the main issue which she felt was whether the site constituted open space defined under Policy PPS8. Annex A of PPS8 provided examples of what constituted open space and includes natural and semi-natural urban green spaces including woodlands, urban forestry and grasslands (amongst others), which the ancient woodland would fall under. Policy OS1 stated that development would not be permitted when it resulted in the loss of existing open space or land zoned for the provision of open space. It was important to note that sites did not have to be zoned open space to fall to be considered as such under Policy PPS8 OS1. Open space under PPS8, was taken to mean all open space under public value and that could also act as a visual amenity. The policy stated that a presumption against the loss of existing open space would apply irrespective of its physical condition and appearance. Significant weight was being afforded to a PAC decision from almost 20 years ago which described the central portion of the site as “relatively free of vegetation”. It also stated that residential development could be acceptable, not would be acceptable. This decision did not account for the current situation on the ground which was now a regenerating woodland, nor did it account for the current position on climate change, the importance of protecting open space and therefore should be considered as outdated. The Case Officer’s report stated that the application site within the red line only did not constitute open space of amenity value. That was incorrect for a few reasons. The site was an ancient and long established woodland, which was defined by its ecology, soils and canopy and not whether there were planted trees on every square meter. An ancient woodland was a sum of all of those elements. In addition, many woodlands have clearings, and examples of those were provided through representations, as they were part of the overall ecosystem. Those clearings often hosted woodland edge species, support biodiversity and were part of the woodland’s structure. Having regard to the blanket TPO which covered the whole site, as the red line covered the entire site it could not be considered that only part of the site was open space – it was open space in its entirety and ancient and long established woodland was the sum of all of its parts.

Secondly, the site was one parcel of land; it was not divided up and thus one parcel of open space. The fact that a TPO covered the whole site supported that the site was one parcel of open space. The application site was long established as referred to by DAERA, who had expressed concerns regarding the impact on the long-established woodland. She viewed that the development would adversely impact the woodland as there would be a change to the permanent hydrology of the site which could not be mitigated, there would be more noise and light and there was a risk of The report stated that Tullynagardy Wood was considered a visually and environmentally significant resource in the context of the surrounding residential area as it provided a tree-lined backdrop to the Crawfordsburn Road which softened the

streetscape and offered visual screening to the surrounding residential properties which was referred to particular in PPS8. As stated, an ancient woodland was the sum of all its parts. To permit residential development within this setting would result in the loss of irreplaceable ecosystem which had taken hundreds of years to form. Building in the woodland would result in an increase in urban form and would adversely affect the visual and environmental benefits which it currently offered and provided. Policy OS1 of PPS8 stated an exception would be permitted where it was clearly shown that redevelopment would bring substantial community benefits which decisively outweighed the loss of open space. The application brought no community benefits and was opposed. The grant of development within this open space setting directly contradicted the SPPS which stated (paragraph 6.192) development should be refused if it results in the loss or degradation of ancient or long-established woodland. This development would fragment the woodland. A TPO on the site only protected individual trees and groups of trees but did not prevent damage to woodland habitat through construction compaction, hydrological changes and habitat fragmentation. The ancient and long-established woodland benefits from protection under PPS8 OS1, as defined within Annexe A. Whilst mitigation measures had been proposed, the SPPS and PPS8 stated development may only be permitted where the benefits decisively outweigh the harm caused. There were no benefits to this scheme as that was a scheme for 5 private dwellings. An additional 5 private houses would be negligible in contributing to the current housing shortage. Ms Millar asked Members to refuse the application to protect the ancient and long-established woodland.

The Chair thanked Ms Millar for her remarks and invited questions from Members.

Councillor Hennessy referred to the comments of Ms Millar were she had stated there could be a change to the permanent hydrology of the site and asked for Ms Millar to explain that further. Ms Millar explained that the development would effect the soils and the new drainage would affect the existing woodland.

The Mayor, Councillor McCollum stated that she was struggling with some of the conclusions of the Case Officer's report.

Ms Millar explained that the site could be seen on the very first ordinance site map of Northern Ireland where it was specifically labelled ancient woodland, it was one parcel of land and it was not fragmented or split up. The fact there was no trees on the application site did not mean that it did not form part of the overall ancient woodland. She felt the Case Officer's report was contradictory, in that the application site within the red line was not deemed to be open space where it did not say that the site itself did not constitute open space. The TPO was placed on the site to provide a layer of protection to the ancient woodland, although that only covered trees but the fact that the red line was around the entire site that would signify to her that should be considered as a whole area of open space.

In relation to visual amenity, Councillor McCollum referred to the reliance on the PAC decision when they did state that development may be considered. They also stated that it may be possible to design a form of development that would not be visible. Ms Millar felt emphasis should be placed on the word 'may' noting that was difficult to make a development invisible. She felt there would always be some form of visible

impact however it was how demonstrably harmful that impact was which was the policy test.

Councillor McCollum raised another question in respect of the development process. The Chair intervened noting there would be further opportunities to ask such questions. The Chair thanked Ms Millar for her presentation and she returned to the public gallery.

The Chair invited David Donaldson (Donaldson Planning), Stephen Villiers (Project Architect) and Dr Philip Blackstock (Arboriculturist).

Mr Donaldson explained that the outline application was submitted in July 2022. It had been the subject of extensive consultation with statutory bodies and detailed consideration by Council Officers. He welcomed the professional recommendation that permission should be granted. The concerns expressed by local residents and others were noted. Such concerns were to be expected where change was proposed, especially in a high-quality neighbourhood such as Crawfordsburn Road. Some of the representations were measured on the basis of consideration for the proposal however a lot appeared to be based on misconception or unsupported assertion. Committee Members were aware that they had a legal obligation to determine applications on the basis of facts. In particular, the prevailing presumption was that permission must be granted unless harm could be demonstrated.

Mr Donaldson summarised the facts in this case as follows:

- Minimal impact upon the woodland – The development would not result in the loss of ancient woodland and should not be referred to as such. Development would be in an area which was largely devoid of trees and enclosed within a much larger area of around 4 hectares which remained protected by the TPO. Dr Blackstock had carried out a comprehensive tree survey and only approximately 18 trees would be removed to facilitate the development, 13 of which were for health and condition reasons within and adjacent the application site never mind the hundreds of trees that remained outside the site. The Council's Tree Officer had no objections. It was not a community woodland, it was privately owned land which had minimal management and no public access.
- The proposal was consistent with the development plan. The site was firmly contained within the settlement limit of Newtownards in the statutory Ards and Down Area Plan. The site was considered as a potential local landscape policy of area of nature conservation interest by the PAC at the area plan enquiry. PAC did not support the need for such designations but noted that the central area was relatively free of vegetation and commented *'it may well be possible to design a form of development that would not be visible'; and the development control process was the best way to determine the extent suitable for development'*. The plan stated that existing recreational spaces in the amenity lands within settlements were identified on the settlement maps. Multiple sites of existing amenity open space and recreation were identified in Newtownards at which he outlined.
- The development would respect local character and amenity. At only 3.1 per hectare (1.3 per acre). Safe access could be provided with minimal trimming of roadside hedges, the mature vegetation to Crawfordsburn Road would

largely remain unchanged with the development well screened from view. There was the potential to manage and enhance the existing habitat. It was accepted that the area made a contribution to visual amenity and nature conservation. However the determining issue was whether or not the proposed development would cause demonstrable harm to either of those considerations. He believed it would not with the wooded frontage along Crawfordsburn Road and the vast majority of trees being retained. NIEA and SES had both considered the ecological information which dated from 2020 and again in December 2023 and offered no objections. SES had also carried out an independent habitats assessment and concluded that there would be no adverse impact on site integrity with conditions to mitigate. The potential to manage biodiversity through a habitat management plan, as referred to in condition 11 was welcomed.

Article 6 of the Planning Act required planning to make determinations in accordance with the plan unless material considerations indicate otherwise. The application was in conformity with the development plan and it had been subject to exhaustive and independent consultation with the relevant statutory authorities with none have concluding that demonstrable harm would be caused.

Mr Donaldson believed the recommendation to grant planning permission to be robust and should be endorsed by the Committee.

The Chair invited questions from Members for the representatives.

Alderman Smith referred to his earlier question regarding the overall eco system of the site. The application was for 37% of the full area. He asked the representatives view on the impact of the proposal in particular in terms of light, noise, wildlife and the remaining element of the forest.

Dr Blackstock stated that Tullynagardy Wood was a suburban wood, surrounded by housing. Looking at the first ordinance survey the wood used to be much larger and much of that now was within gardens. He believed that it was likely that the impact would be same impact as to what had already occurred. A significant amount of the area had already been lost to housing. Ecologically, that raised the matter whether or not the area was an old woodland. He elaborated on his view, that the area was likely a wood that was stripped out during the war and replanted with beech and oak. The proposal area seemed to have been a bit of meadow that had been abandoned.

Mr Donaldson stated that issues such as lighting would be expected to be dealt with at reserved matters stage. Lighting could be designed with lux levels and orientation of lighting and they had experience of doing such with similar applications.

Alderman Smith asked if approval was granted how it would be proposed to secure the remainder of the woodland for the future of the community. Mr Donaldson stated that the proposed site was within a relatively contained area. At reserved matters stage, details would be proposed for example sensitive fencing. The access road would be designed in a way it would allow access to the woodland but would inhibit access by those living within the development. There was already houses that

backed onto the woodland with all different fences and hedges, to define their boundaries. The area was already characterised by residential development.

Alderman McIlveen noted that Mr Donaldson had stated that there was certain designations that the site did not warrant and he asked if Mr Donaldson if he accepted that the site did not warrant being zoned for housing.

Mr Donaldson stated that it did not warrant zoning for housing but neither did it warrant an designation of open space, LLPA or a SLNCI.

Alderman McIlveen also noted that Mr Donaldson referred to planning to being a plan led system however because of the lack of zoning he believed the plan to be essentially silent on this area. Mr Donaldson stated that the land was not designated for any purpose. The land was within the settlement and for such there was presumption in favour of development unless demonstrable harm would be caused. Mr Donaldson reinforced that there was no demonstrable harm as a consequence of the development of 37% of the overall area that was being proposed to be developed.

Alderman McIlveen stated that there were factors that could be taken into consideration given that there was no zoning. Mr Donaldson stated that it was important that the PAC did look at the parcel of land as part of the public enquiry. That public enquiry did look at all the elements of the site and recommended that it was not zoned for housing, a SLNCI, open space or LLPA. However, Mr Donaldson stated that it was important to note that it did say that it may well be possible to design a form of development that would not be visible. He viewed that as a very critical, important material consideration in relation to the parcel of land and therefore would place considerable weight on the comments of the PAC. He referred to other aspects of that inquiry and believed that to contain a lot of information that was relevant to the consideration of this case.

Alderman McIlveen agreed that those were points that could be taken into consideration but did not believe determinative weight could be applied. He expressed concerns regarding the weight that was being given by Officers to the application being at outline stage. He asked Mr Donaldson his understanding what the outline permission would provide. He was of the understanding that as more details were provided that the footprint had to be close to what had been provided.

Mr Donaldson stated that there was a danger with outline applications that not enough information was supplied. He felt that the application provided an appropriate amount of information to determine the principle of development for five houses.

In response to a further question from Alderman McIlveen, Mr Donaldson stated that it was expected that the detailed scheme would be relatively consistent to what had been suggested at outline stage. He felt the detail was needed in order to make a robust decision.

Alderman McAlpine noted in the visuals some of the trees had been stripped of their tops and their roots were visible and she questioned why that may have happened.

Dr Blackstock stated that he was unsure what had happened with those trees. His recollection of the site was that there were sapling trees on the area.

The Chair thanked the representatives and they returned to the public gallery.

In response the gentleman in the public gallery who had held a sign for the duration of the meeting, the Chair asked for that to be removed. The point had been made and the sign was distracting and risked a discourtesy to the Members.

Proposed by Alderman McIlveen, seconded by Alderman McDowell, that the Council is minded to refuse the application.

Alderman McIlveen felt the issue was complex and the proposal would afford time to allow the Committee time to submit a detailed reason as to why they would be minded to refuse the application. He had concerns regarding the non-designation of open space and other Members had noted issues around the impact on the wooden area.

Alderman McDowell reiterated that this one of the most important planning decisions for Newtownards. The number of objections showed the public interest in the decision. There were also a number of planning issues that he was not satisfied with the response. Alderman McDowell urged the Committee to support the proposal on the grounds of irreversible environmental harm, policy non-compliance and public opposition. He highlighted the issue of irreplaceable natural heritage. Tullynagardy Wood represented a rare and irreplaceable ecosystem in Newtownards with origins dating back to 1830. Tullynagardy Wood was listed on the Northern Ireland ancient woodland inventory. It was protected by TPO's and was recognised by the Woodland Trust as an irreplaceable ecosystem. The proposed development would destroy part of a long established woodland. In relation to policy, Alderman McDowell stated that the proposed development conflicted with multiple planning policies. The SPPS required sustainable development that protected biodiversity and avoided environmental impacts. PPS2 Natural Heritage stated that development should be refused if it results in the loss of ancient woodland unless there was an exceptional overriding reasons. The Area Plan emphasised the protection of designated environment. While the 'Do no harm principle' was not a legal term in UK planning policy. Do no harm was a widely accepted ethical and strategic planning principle and aligned with the stated policies. Alderman McDowell felt the irreversible destruction of Tullynagardy Wood violated the ethical planning principle of do no harm. In February 2019, the Council declared a climate emergency, committing to protect natural habitats and address biodiversity loss.

(Councillor Wray withdrew from the meeting – 10.19 pm).

Approving this application would directly contradict that declaration and send a damaging message to the community.

With regards to public opposition, Alderman McDowell highlighted that the proposal had already received 56 letters of objection.

In conclusion, Alderman McDowell urged the Committee to reject this planning application. The environmental, ethical and policy based grounds for refusal were overwhelming and Tullynagardy wood must be preserved for future generations. Approving the application would damage the environment and he had 9 valid planning reasons why the application should be refused which he undertook to email to Planning.

(Councillor Wray re-entered the meeting – 10.21 pm)

Councillor Kendall was in agreement with what had been said and felt that if the application was approved a precedent would be set and send out the message that this Council does not care or carefully consider the impact of harm on woodlands.

Alderman McIlveen was mindful of the differing views for refusal, it was a complex issue with a lot of policies involved.

The proposal was put to the meeting and declared CARRIED, with 12 voting FOR, 0 AGAINST, 2 ABSTENTIONS and 2 ABSENT.

FOR (12)

Aldermen

McAlpine
McDowell
McIlveen
Smith

Councillors

Harbinson
Hennessy
Kerr
Kendall
McCollum
McKee
Morgan
Wray

AGAINST (0)

ABSTAINED (2)

Alderman

Graham

Councillor

McClean

ABSENT (2)

Councillors

Cathcart
Smart *

*declared an interest

RESOLVED, on the proposal of Alderman McIlveen, seconded by Alderman McDowell, that the Council is minded to refuse the application.

(Councillor Kendall withdrew from the meeting – 10.23 pm)

(Councillor Smart did not return to the meeting)

5. STATUTORY AND NON-STATUTORY PLANNING CHARGES

(Appendices **)

PREVIOUSLY CIRCULATED:- Report from Director of Prosperity attaching schedule of charges for copies/extracts from Planning Registers, schedule of charges for

removal of statutory charges, schedule of charges for non-statutory services and report previously presented 2017. The report detailed the undernoted:-

Fees in respect of applications for planning permission are set out in regulations made by the then Department of the Environment (The Planning (Fees) Regulations (NI) 2015) and are applied across all eleven Councils and the Department for Infrastructure.

Section 242 of The Planning Act (NI) 2011 specifies that the Council must keep one or more registers containing such information as specified for each in accordance with the Planning (General Development Procedure) Order (NI) 2015. Section 242 (4) states that the Council may provide a copy of, or an extract from, any register kept under this section to any person on payment of such reasonable charge as the Council may specify.

A certain number of matters specified in Section 245 of the Planning Act (and the Land Registration Act (NI) 1970) require to be formally registered in the Statutory Charges Register. The Council receives a number of requests for removal of statutory charges which incur a charge to the Council (both the fee to remove and associated administrative processing costs) and it was previously agreed by members of the Planning Committee in 2017 (see Item 6a) that this charge be passed on to the requestor.

The Planning Service previously provided services for which there was no legislated fee. Through liaison with other council Planning Departments, a standard set of charges were determined as appropriate to facilitate recovery of part of the cost to Council (and in line with similar charges by Building Control) and was previously agreed by members.

Members should note that the last time details of proposed fees for various admin services were brought before members and agreed was in December 2017 with no increase in fees made since then therefore a review of fees for some services is considered overdue particularly given the change in trends since the COVID pandemic and the installation of the publicly available NI Planning Portal.

The Planning Department has operated an appointment- based system for its informal planning advice service since November 2017. It is proposed to increase the charge for this service to reflect the significant preparation by officers and time invested in gathering requested information in advance of the appointment.

The following proposed charges included:

Schedule of charges for copies/extracts from Planning Registers

- An increase from £3 per colour copy of decision notice to £5 including an increase from £5 to £6 for any file retrieval.

Schedule of charges for non-statutory services

- An increase from £10 for one file plus £5 for each additional file requested at the same time to £12 and £ 6 respectively.

- Increase for Copy plans per page (minimum charge £1) – see Appendix 3 for breakdown for sizes A4 -A0
- Increase for Scan copies per page (minimum charge £1) – see Appendix 3 for breakdown for sizes A4-A0

RECOMMENDED that Council approve the increase in fees for some admin services as per the attached appendices and these are added to the Council's published pricing schedule.

AGREED TO RECOMMEND, on the proposal of Alderman Smith, seconded by Councillor McCollum, that the recommendation be adopted.

6. UPDATE ON PLANNING APPEALS

PREVIOUSLY CIRCULATED:- Report from Director of Prosperity attaching appeal 2023/A0072. The report detailed the undernoted:-

Appeal Decisions

1. The following appeal was dismissed on 19 June 2025.

PAC Ref	2023/A0072
Council Ref	LA06/2018/0673/O
Appellant	Laburnumhill Properties Ltd
Subject of Appeal	Dwelling and garage
Location	Lands approx 51m east of 1 Cardy Road East and approx 11m south of 10 Cardy Road East Greyabbey

The Council refused LA06/2018/0673/O on 10 October 2023 for the following reasons:

1. The proposal is contrary to the provisions contained in the Strategic Planning Policy Statement for Northern Ireland and Policy CTY 1 of Planning Policy Statement 21, Sustainable Development in the Countryside in that there are no overriding reasons why this development is essential in this rural location and could not be located within a settlement.
2. The proposal is contrary to the Strategic Planning Policy Statement for Northern Ireland and Policy CTY 8 of Planning Policy Statement 21, Sustainable Development in the Countryside in that the proposal does not constitute a small gap site sufficient only to accommodate up to a maximum of two houses within an otherwise substantial and continuously built up frontage, and would, if permitted, result in the creation of ribbon development along Cardy Road East.
3. The proposal is contrary to The Strategic Planning Policy Statement for Northern Ireland and Policy CTY2A of Planning Policy Statement 21, Sustainable Development in the Countryside, in that the proposal is not located within an existing cluster of development which appears as a visual

entity in the local landscape, the site fails to provide a suitable degree of enclosure, it is not bounded on at least two sides with other development in the cluster and development of the site could not be absorbed into an existing cluster through rounding off and consolidation and would visually intrude into the open countryside.

4. The proposal is contrary to the provisions contained in the Strategic Planning Policy Statement and criteria (b) and (c) of Policy CTY13 of Planning Policy Statement 21, Sustainable Development in the Countryside in that the proposal would, if permitted, fail to be visually integrated into the surrounding landscape as the site lacks long established natural boundaries, is unable to provide a suitable degree of enclosure for the building to integrate into the landscape and would rely primarily on the use of new landscaping for integration.
5. The proposal is contrary to the provisions contained in the Strategic Planning Policy Statement and Policy CTY14 of Planning Policy Statement 21, Sustainable Development in the Countryside in that it would, if permitted, further erode the rural character of the area due to a build-up of development and the creation of a ribbon of development along Cardy Road East.

In relation to the second reason for refusal the Commissioner had to consider whether the appeal site represented a gap site within an otherwise substantial and continuously built-up frontage. Paragraph 5.34 of the amplification text of Policy CTY8 infers that for the purposes of the policy, the 'gap' was between buildings. A building had frontage to a road if the plot on which it stood, abutted the road. Cardy Gospel Hall and its other building both had frontage to the road. The dwelling (No. 7) on the other side of the appeal site is set back from Cardy Road East, and only its access abuts the road. Therefore, No. 7 does not have frontage to the road. Accordingly, there were only two buildings along a road frontage on this side of Cardy Road East. Thus, there was no substantial and built up frontage. Therefore the proposed dwelling and garage would not be on a gap site within an otherwise substantial and continuously built up frontage. The appeal proposal would therefore create a ribbon of development with Cardy Gospel Hall and its other, associated building along Cardy Road East. The Council's second reason for refusal was therefore sustained.

In relation to the third reason for refusal both the appellant and the Council agreed that there was development that lay outside of a farm and consisted of four or more buildings (excluding ancillary buildings such as garages, outbuildings and open sided structures) of which at least three were dwellings. However, it was disputed as to whether the alleged cluster of development appears as a visual entity in the local landscape. The Council accepted that the existing gospel hall represented a focal point given that it was a community building. However, they contended that the gospel hall was not located within an existing cluster of development.

Following a site visit the Commissioner determined that the buildings identified within the alleged cluster do not appear as a visual entity in the local landscape. The appeal proposal fails to comply with the second criterion of Policy CTY2a.

The Commissioner also determined that the appeal site did not provide a suitable degree of enclosure, nor was it bounded on at least two sides with other development in the alleged cluster. The fourth criterion of Policy CTY2a was therefore not met.

The proposed dwelling and garage would create a ribbon of development together with the gospel hall and its associated, other building. This would result in a build-up of development in this locality, which would significantly alter the existing character on this side of Cardy Road East and visually intrude into the open countryside. The fifth criterion had therefore not been complied with. Thus, the proposed dwelling and garage offended Policy CTY2a of PPS21 and the third reason for refusal was sustained.

The Commissioner considered that the proposed dwelling and garage would not satisfactorily integrate into the landscape. Accordingly, the appeal proposal offends Policy CTY13 of PPS21 and therefore the Council's fourth reason for refusal was sustained.

Given that the proposed dwelling and garage would be set back from the road akin to No. 7 and the gospel hall, it would result in a suburban style build-up of development when viewed with those buildings. This is even with the vegetation surrounding No. 7. It would also create a ribbon of development when viewed with Cardy Gospel Hall and its associated, other building. This would result in a detrimental change to the rural character of the area and offend Policy CTY14 of PPS21. The Council's fifth reason for refusal was therefore sustained.

With regard to the first reason for refusal as the proposal fails to comply with Policy CTY2a and CTY8 of PPS21, and no overriding reasons were presented that demonstrate that the proposed development is essential, the appeal proposal therefore offends Policy CTY1 of PPS21 and the related provisions of the SPPS. It also offended Policies CTY13 and CTY14 of PPS21. The Council's first reason for refusal was therefore upheld.

Appeals Lodged

1. No planning appeals had been lodged since the date of the last report

Details of appeal decisions, new appeals and scheduled hearings could be viewed at www.pacni.gov.uk.

RECOMMENDED that Council notes the report and attachment.

AGREED TO RECOMMEND, on the proposal of Councillor Harbinson, seconded by Councillor Hennessy, that the recommendation be adopted.

7. PLANNING BUDGETARY CONTROL REPORT MARCH 2025

PREVIOUSLY CIRCULATED:- Report from the Director of Prosperity detailing that the Planning Service's Budgetary Control Report covered the 12-month period 1

April 2024 to 31 March 2025. The net cost of the Service was showing an underspend of £135k (7.8%).

Explanation of Variance

The Planning Service's budget performance was further analysed on page 2 into 3 key areas:

Report	Type	Variance	Page
Report 2	Payroll Expenditure	£256k favourable	2
Report 3	Goods & Services Expenditure	£131k favourable	2
Report 4	Income	£252k adverse	2

Explanation of Variance

The Planning Service's overall variance could be summarised by the following table: -

Type	Variance £'000	Comment
Payroll	(256)	Vacant posts include PTO and SPTO. Restructure of organisation and vacancies should be filled at start of 25/26 year.
Goods & Services	(131)	Range of underspends (Printing, planning portal, legal services, sundry expenditure etc.)
Income	252	Mainly Planning application fees. No major applications received this year.

REPORT 1 BUDGETARY CONTROL REPORT					
Period 12 - March 2025					
	Year to Date Actual £	Year to Date Budget £	Variance £	Annual Budget £	Variance %
Planning					
730 Planning	1,604,923	1,740,400	(135,477)	1,740,400	(7.8)
Total	1,604,923	1,740,400	A (135,477)	1,740,400	(7.8)
REPORT 2 PAYROLL REPORT					
	£	£	£	£	%
Planning - Payroll					
730 Planning	2,266,664	2,522,500	(255,836)	2,522,500	(10.1)
Total	2,266,664	2,522,500	(255,836)	2,522,500	(10.1)
REPORT 3 GOODS & SERVICES REPORT					
	£	£	£	£	%
Planning - Goods & Services					
730 Planning	235,633	367,500	(131,867)	367,500	(35.9)
Total	235,633	367,500	(131,867)	367,500	(35.9)
REPORT 4 INCOME REPORT					
	£	£	£	£	%
Planning - Income					
730 Planning	(897,374)	(1,149,600)	252,226	(1,149,600)	21.9
Totals	(897,374)	(1,149,600)	252,226	(1,149,600)	21.9

RECOMMENDED that the Council notes this report.

Proposed by Alderman Smith, seconded by Councillor Wray, that the recommendation be adopted.

The Head of Planning provided an explanation in relation to the income variance for the benefit of Councillor McCollum.

AGREED TO RECOMMEND, on the proposal of Alderman Smith, seconded by Councillor Wray, that the recommendation be adopted.

8. PLANNING BUDGETARY CONTROL REPORT JUNE 2025 (FIN45)

PREVIOUSLY CIRCULATED:- Report from the Director of Prosperity detailing that the Planning Service's Budgetary Control Report covered the 3-month period 1 April 2025 to 30 June 2025. The net cost of the Service was showing an underspend of £69k (15.4%).

Explanation of Variance

The Planning Service's budget performance was further analysed into key areas:

Report	Type	Variance	Page
Report 2	Payroll Expenditure	£92k favourable	2
Report 3	Goods & Services Expenditure	£3k favourable	2
Report 4	Income	£26k adverse	2

Explanation of Variance

The Planning Service's overall variance could be summarised by the following table:-

Type	Variance £'000	Comment
Payroll	(92)	Restructure of organisation and vacancies should be filled start from Q2 onwards
Goods & Services	(3)	Range of small underspends – mainly due to budget profiling
Income	26	Mainly Planning application fees.

REPORT 1 BUDGETARY CONTROL REPORT					
Period 3 - June 2025					
	Year to Date Actual	Year to Date Budget	Variance	Annual Budget	Variance
	£	£	£	£	%
Planning					
730 Planning	378,186	446,800	(68,614)	2,122,600	(15.4)
Total	378,186	446,800	A (68,614)	2,122,600	(15.4)
REPORT 2 PAYROLL REPORT					
	£	£	£	£	%
Planning - Payroll					
730 Planning	562,897	654,900	(92,003)	2,619,300	(14.0)
Total	562,897	654,900	(92,003)	2,619,300	(14.0)
REPORT 3 GOODS & SERVICES REPORT					
	£	£	£	£	%
Planning - Goods & Services					
730 Planning	41,080	43,900	(2,820)	492,400	(6.4)
Total	41,080	43,900	(2,820)	492,400	(6.4)
REPORT 4 INCOME REPORT					
	£	£	£	£	%
Planning - Income					
730 Planning	(225,791)	(252,000)	26,209	(989,100)	10.4
Totals	(225,791)	(252,000)	26,209	(989,100)	10.4

RECOMMENDED that the Council notes this report.

AGREED TO RECOMMEND, on the proposal of Councillor Hennessy, seconded by Councillor Harbinson, that the recommendation be adopted.

TERMINATION OF MEETING

The meeting terminated at 10.27 pm.

Unclassified

74

ITEM 8.1

Ards and North Down Borough Council

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Council Meeting
Date of Meeting	27 August 2025
Responsible Director	Chief Executive
Responsible Head of Service	
Date of Report	29 July 2025
File Reference	
Legislation	
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Deputation Request - Ards & North Down Business Forum
Attachments	Appendix 1 - Deputation Form

A deputation request has been received from Derek Wright of Ards & North Down Business Forum.

The request is in relation to the Council's Car Parking Strategy consultation to which the group wishes to raise objections to the proposals.

The request is for the deputation to be heard at the Corporate Services Committee.

RECOMMENDATION

It is recommended that Council considers this request.



Deputation Request Form

A 'deputation request' refers to a person or group of persons asking to appear in person before the Council or a Council Committee in order to address the Council or Committee (as the case may be) on a particular matter.

The procedure governing deputations is contained within section 12 of the Council's Standing Orders, a copy of which is set out below.

If you wish to make a deputation request, please complete this form and return it to Ards and North Down Borough Council via the following email address: member.services@ardsandnorthdown.gov.uk, providing us with a contact email or postal address and contact telephone number when doing so (please do not include your personal contact details on this form – see privacy notice below).

Please note that it will be for the Council to decide whether to accede to your request and, if it does, to determine when and where the deputation will be heard. The Council will draw upon the information you provide in this form in order to reach its decision, therefore you are encouraged to clearly outline the topic of your request and the reason why you wish to raise the matter before the Council or a Committee.

Applicant Details

I/we apply to Ards and North Down Borough Council to make a deputation and should this application be successful, I/we agree to comply with section 12 of the Council's Standing Orders.

Name of person(s) making the deputation request:	Derek Wright
Date of request:	29 July 2025
If making the deputation on behalf of an organisation or a group of individuals, name of the organisation / individuals:	Ards & North Down Business Forum (comprising five Chambers: Newtownards, Bangor, Holywood, Donaghadee and Comber)
Name of Committee (if known) to which you wish to make your deputation:	Corporate Services Committee

Please summarise below (continuing onto an additional page if required) the subject matter of your deputation request and the reason why you wish to raise the matter before the Council or a Committee.

As the recently-formed Ards & North Down Business Forum we represent the businesses from the five Chambers: Newtownards, Bangor, Holywood, Donaghadee and Comber and we have a simple message for the committee: Support our High Streets.

We represent local businesses and are deeply concerned with many aspects of the changes proposed in this consultation document.

We were involved in the initial consultation along with local Council officers and councillors and feel the feedback provided has been ignored and the council has gone for the easiest option and just increased the rates of the car parks that currently have a charging system. This Consultation & Review has been taking place for over six years and, in our experience, will achieve nothing but damage to our Town Centres.

We believe you are missing the opportunity to create changes, failure to use new technology such as vehicle recognition which would bring cost saving measures reducing the need for personnel on the ground.

We would like to propose the following for Newtownards, Bangor and Holywood:

- (1) FREE 2-Hour parking in all Main City & Town Centre car parks, then charges of a £1 per hour after this period. This is to encourage people to use our Town Centres and help the businesses compete with out-of-town Shopping Centres and Retail Parks.
- (2) £2 all-day parking in edge of City & Town Centre car parks to encourage workers and all-day users to use these Car Parks as they remain unused most of the time.

We have seen this successfully done using companies such as Smart Parking to control the use of car parking by vehicle recognition CCTV - other companies are available.

We note with concern that all Council Assets, City Hall, Offices, Halls, and Leisure Centres in the Borough have FREE Parking 24/7, which would make us believe that the Council protects their own assets while ignoring the potential of damage caused by these proposals.

We would remind council of the recent report concerning the increasing dereliction in our City and Towns, resulting in a reduction in rate collection. Our town centres are already in decline, we also see worrying trends of a number of businesses planning to close in the next two years mainly due to lack of footfall in our Town Centres.

Our Town Centres need your support, whilst welcoming the "Thriving High Street Programme " it will be wasted by bringing in negative changes and increased charges to our Car Parks with NO proposals to bring positive changes, habit-forming and breathing new life in our City and Town Centres.

As business owners we understand the need for income, we note that many Private Car Parks including out of Town Shopping Centres and Retail Parks are able to create income generation from selling space from advertising or hired out for events. There are many other ways income could be generated.

We would like the opportunity to make a deputation to council to voice our concerns as we believe these proposals will create lasting damage to our already fragile City and Town Centres.

Extract from Ards and North Down Borough Council's Standing Orders, Version 11, April 2024

12. Deputations

(1) Deputations, from any source, shall only be admitted to address the Council provided the Chief Executive has received seven working days notice of the intended deputation and a statement of its objective, and subject to the agreement of the Council.

(2) In the case of an emergency, deputations, from any source, shall only be admitted to address the Council provided the Chief Executive has received one working day's notice of the intended deputation and a statement of its objective, and subject to the agreement of the Mayor.

(3) The deputation shall be confined to the presentation of a statement, or copy of resolutions, and shall not make more than two short addresses by any two members of the deputation. The totality of the address shall not exceed 10 minutes followed by a maximum 15 minutes question and answer session.

(4) Deputations should not be repetitive and, where possible, issues of a similar or linked nature should be contained in one deputation. Where a deputation has made a presentation to the Council, the Council will decline to accept another deputation on the same issue from the same individual or group for a period of six months.

(5) No further discussion or proposals beyond questions shall take place at a Council or Committee meeting until after the deputation has withdrawn. Any subsequent proposal made should be limited to a request for officers to bring back a report on the matters raised by the deputation.

Privacy notice – how we will use information about you

Ards and North Down Borough Council is a Data Processor under the General Data Protection Regulation (GDPR) for the personal data it gathers when receiving and administering deputation requests.

You are providing your personal data to the Council whose lawful basis for processing it falls within the following three categories:

- a) **Consent** - you consent to the information being processed for the specific purpose of the Council considering your deputation request;
- b) **Public task** - the processing is necessary in order for the Council to consider your request in line with its Standing Orders which were established under the Local Government Act (Northern Ireland) 2014; and
- c) **Legitimate interests** - the processing is necessary for your legitimate interests (or the legitimate interests of a third party) in order that Council may consider your deputation request.

The personal data you provide when making a deputation request may be shared internally within the Council with staff who are involved in decision making and administration in respect of Council and Committee meetings. This includes both the data contained within this form and any other data, such as an email address or other contact details, we may gather when you send the form to us.

The information you provide on this form only will be provided as a report to Council and potentially thereafter as a report to a Committee (depending on whether Council accedes to your request). Any such report will not usually be heard 'in confidence' and therefore the report will also be published on the Council website prior to the meeting. Members of the press and public may attend the Council (and Committee) meeting at which the report is discussed. An audio recording and written minute will be made of the meeting and both will be published on the website.

Your personal data will not be shared or disclosed to any other organisation without your consent, unless the law permits or places an obligation on the Council to do so.

Personal data is held and stored by the Council in a safe and secure manner and in compliance with Data Protection legislation and in line with the Council's Records Retention and Disposal Schedule.

If you have any queries regarding the processing of your personal data, please contact:

Data Protection Officer
Ards and North Down Borough Council
Town Hall, The Castle
Bangor
BT20 4BT
Email: dataprotection@ardsandnorthdown.gov.uk
Tel: 0300 013 3333

Unclassified

80

ITEM 9.1**Ards and North Down Borough Council**

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Council Meeting
Date of Meeting	27 August 2025
Responsible Director	Chief Executive
Responsible Head of Service	
Date of Report	08 August 2025
File Reference	
Legislation	
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Facilitating Natural, Low-Carbon and Sustainable Burial Options
Attachments	Appendix 1 - Resolution - Letter for Group Motion on Sustainable Burial Options

Background

The All-Party Group on Climate Action (APG) has written to all Council's to request support in exploring and enabling more sustainable end-of-life options in Northern Ireland. Further information can be found in appendix 1.

The Council are asked to consider whether they wish for Officers to prepare a draft response to the APG which would be presented to Council at their September meeting ahead of the submission deadline of 30 September.

RECOMMENDATION

It is recommended that Council consider whether they wish to send a response.

All-Party Group on Climate Action

Northern Ireland Assembly
Parliament Buildings
Belfast



Date: 20 June 2025

**To: Chief Executives and Elected Members
All Local Councils in Northern Ireland**

Dear Colleagues,

RE: Facilitating Natural, Low-Carbon and Sustainable Burial Options

The All-Party Group on Climate Action is writing to request your Council's support in exploring and enabling more sustainable end-of-life options in Northern Ireland. As outlined in the briefing [Beyond Burial and Cremation](#), traditional burial and cremation practices carry significant environmental costs, including high carbon emissions, chemical pollution, and long-term land use challenges.

As public awareness of these impacts grows, so too does the demand for dignified, low-carbon alternatives such as natural (green) burial, tree pod interment, and other emerging methods. Natural burial - carried out without embalming, in biodegradable shrouds or coffins, and with minimal ongoing maintenance - offers a simple and ecologically restorative option already adopted in other parts of the UK.

We therefore ask each Council to:

- 1. Examine the feasibility of providing sustainable burial options** within existing or new cemeteries, including designated natural burial grounds or woodland burial areas;
- 2. Report back to the All-Party Group on Climate Action** if there are any legislative, planning, infrastructure, or regulatory barriers to delivering such options locally.

This initiative is in keeping with the rising public interest in low-impact funerals, particularly among younger generations and environmentally conscious individuals. It also offers Councils an opportunity to reduce long-term maintenance costs, enhance biodiversity, and show climate leadership at community level.

We would be grateful if responses could be submitted to the APG Secretariat (nichola@sustainableni.org) by 30 September 2025 if possible, so we may consider them collectively and engage further with Ministers and relevant departments. Thank you for your commitment to climate action and public wellbeing.

Yours sincerely,

Danny Donnelly
MLA for East Antrim

Chair, All-Party Group on Climate Action
Northern Ireland Assembly

Marie Ward
Chief Executive



Comhairle Ceantair
**an Iúir, Mhúrn
agus an Dúin**
**Newry, Mourne
and Down**
District Council

82

Our ref: C/123/2025

14 August 2025

Dear Chief Executive

Re: Notice of Motion – CAR-T Cell Therapy

At a Meeting of Newry, Mourne and Down District Council held on 4 August 2025 the following Notice of Motion was unanimously agreed:

“That this Council:

Recognises the urgent need for patients in Northern Ireland requiring CAR-T cell therapy to have timely and compassionate access to treatment closer to home. Notes with deep sadness the death of Catherine Sherry, who passed away on 12th May 2025, aged just 42, in King’s College Hospital, London, while receiving CAR-T treatment. Commends the courage and commitment of Fergal Sherry and his sons, who are now advocating for CAR-T treatment to be made available to Northern patients at St James’s Hospital in Dublin.

Acknowledges that the Department of Health in the Republic has an existing Memorandum of Understanding on All-Island Cancer Services, signed following the Good Friday Agreement in 1999 and renewed in 2021, which provides a framework for cross-border cooperation in oncology. Further recognises that CAR-T treatment will not be available in Northern Ireland until 2030/31 at the earliest, and that access to St James’s Hospital — where CAR-T services are already in place — would allow patients to receive treatment within driving distance of home, with the vital support of their families.

We therefore call on:

- 1. The NI Department of Health to immediately begin negotiations with their counterparts in the Republic to secure access to CAR-T therapy at St James’s Hospital for eligible Northern Ireland patients;*
- 2. The Irish Government to support and facilitate this cooperation as a matter of urgency;*
- 3. This Council to write formally to Ministers Mike Nesbitt and Jennifer Carroll MacNeill requesting their intervention;*
- 4. Other councils across Northern Ireland to support this motion and stand in solidarity with Fergal Sherry, his family, and all others who may face similar hardship”.*

This Motion was discussed at length and received unanimous support from all Members and Newry Mourne and Down District Council ask for your Councils support for the Motion.

I look forward to your response.

Yours faithfully

Marie Ward
Chief Executive

Oifig an Iúir
Newry Office
O’Hagan House
Monaghan Row
Newry BT35 8DJ

Oifig Dhún Pádraig
Downpatrick Office
Downshire Civic Centre
Downshire Estate, Ardglass Road
Downpatrick BT30 6GQ

0330 137 4000 (Council)
council@nmandd.org
www.newrymournedown.org

Ag freastal ar an Dún
agus Ard Mhacha Theas
Serving Down
and South Armagh

Marie Ward
Chief Executive



Comhairle Ceantair
**an Iúir, Mhúrn
agus an Dúin**
**Newry, Mourne
and Down**
District Council

83

Our ref: C/122/2025

14 August 2025

Dear Chief Executive

Re: Notice of Motion – Funding Cuts by Arts Council to National Youth Choir

At a Meeting of Newry, Mourne and Down District Council held on 4 August 2025 the following Notice of Motion was agreed:

“Newry Mourne and Down District Council expresses disappointment and sadness at the funding cuts by the Arts Council to the National Youth Choir of Northern Ireland, acknowledges the significant cultural impact the organisation has on music in Northern Ireland, and calls on the Minister for Communities and Arts Council to intervene to prevent the closure and write to ask the other 10 Councils to do the same”.

This Motion was discussed at length and received unanimous support from all Members who spoke at length of their dismay at having to discuss cuts to an already beleaguered arts budget.

Members spoke of how the National Youth Choir has been a platform for thousands of young singers from across Northern Ireland and a career platform for well-known performers many of whom who have gone on to represent Northern Ireland on the world stage.

I have written to the Chief Executive of the Arts Council along with the Communities Minister asking to find a way forward to prevent the collapse of this institution and request that your Council supports this motion and does the same.

I look forward to your response.

Yours faithfully

Marie Ward
Chief Executive

Unclassified

84

ITEM 10.1**Ards and North Down Borough Council**

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Council Meeting
Date of Meeting	27 August 2025
Responsible Director	Director of Environment
Responsible Head of Service	Head of Regulatory Services
Date of Report	11 August 2025
File Reference	92013
Legislation	
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Request for Delegated Authority - DAERA Consultation on New Rules for Selling and Supplying Puppies and Kittens
Attachments	

DAERA are currently consulting on legislating to provide controls on those who sell and supply puppies and kittens.

As responses are required to be submitted by 15th September 2025, it is proposed that authority is delegated to the September meeting of the Environment Committee to agree a final Council response.

RECOMMENDATION

It is recommended that the Council delegates authority to the September meeting of the Environment Committee to agree a final response to the DAERA consultation on proposals for new rules on the sale and supply of puppies and kittens.

Unclassified

85

ITEM 10.2**Ards and North Down Borough Council**

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Council Meeting
Date of Meeting	27 August 2025
Responsible Director	Director of Place
Responsible Head of Service	Head of Regeneration
Date of Report	13 August 2025
File Reference	
Legislation	
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Delegated Authority request for September's Place and Prosperity Committee
Attachments	N/A

Background

Members may be aware that the Department for Communities (DfC) in collaboration with the Department for Infrastructure (DfI) and Department of Agriculture, Environment and Rural Affairs (DAERA) have been developing the Shaping Sustainable Places Programme.

The programme aims to create a range of focused and strategic interventions that maximise the available budgets for regeneration projects in an effort to address elements of decline in rural and urban areas.

This is a significant Programme that the three departments will co-fund over a 10-year period, contributing a minimum of £5m each per year for investment in capital projects. A further minimum contribution of 10% (£15m) will be requested from Local Councils, creating an initial fund of £165m. However, the Programme would be scalable, and able to utilise additional funds for regeneration if they became available.

Not Applicable

86

On 23rd June 2025 DfC Minister Gordon Lyons, DAERA Minister Andrew Muir, and Infrastructure Minister Liz Kimmins announced a public consultation seeking views on the programme. The consultation response deadline is 21st September 2025.

The Regeneration Service, in collaboration with the Council's Heads of Service Team (HoST) are compiling a draft response to the consultation. The response is aligned to the objectives of the Council's Corporate Plan, The Big Plan and the Regeneration Service Plan and have synergies with priorities identified in the Masterplans and Village Plans.

RECOMMENDATION

It is recommended that the Council gives Delegated Authority to the September Place and Prosperity Committee to consider and approve the draft response to the consultation so it can be submitted before the deadline of 21st September 2025.

Unclassified

87

ITEM 11

Ards and North Down Borough Council

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Council Meeting
Date of Meeting	27 August 2025
Responsible Director	Chief Executive
Responsible Head of Service	Head of Finance
Date of Report	31 July 2025
File Reference	FIN58
Legislation	Section 7 Local Government Act (NI) 2014
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Update to the Scheme of Delegation
Attachments	Appendix 1 - Scheme of Delegation v4.1 (tracked) Appendix 2 - Scheme of Delegation v4.1 (for publication)

Background

At its 2025 Annual Meeting, Council approved the latest updated Scheme of Delegation. Since, some technical changes are required to be made to version 4 and to the Terms of Reference for Committees. Due to time sensitivity, these changes are being presented now, in advance of the next scheduled review of the Scheme which is the Annual Meeting in 2026.

Proposed ChangesExpenditure Approval Thresholds

Following the introduction of the revised thresholds in July a number of simplifications have been identified to delegations 6 – 9 (pg. 12) that will ease the implementation of the new financial management system:

1. Amending bandings to ensure that

Not Applicable

88

- a. all Heads of Service have a £100k threshold and
 - b. all Service Unit Managers have a £25k threshold.
2. Deleting the £15k threshold band and move any remaining staff to the £5k band.

Committee Terms of Reference for Standing Committees

Following the Council's approval of the new directorate structure under Phase 1 of the organisational redesign programme, the terms of reference for the committees have been revised. It is proposed to rename the Community and Wellbeing Committee to the Active and Healthy Communities Committee, to reflect the Directorate title change. The reporting lines have also been updated to align with the transfer of service units within the directorate structure.

RECOMMENDATION

It is recommended that Council approve the changes outlined in version 4.1 of the Scheme of Delegation and updates any policies, procedures, strategies accordingly.



Document Control

Policy Title	Scheme of Delegation
Document Reference	CS-FIN02.04
Policy Summary	The purpose is to set a framework within which Council delegates authority to Committees and officers to ensure that services are delivered effectively and efficiently to achieve its corporate objectives, in line with its risk appetite.
Review Requirements	May 2026
Document Owner/Job title	Stephen Grieve – Head of Finance
Document Owner is responsible for ensuring that it is reviewed in line with the requirements of the Council's Policy Review Procedure and is kept up to date.	
Council Approval Date	28 August 2025

Version Control Record

Version Number	Version Date	Author(s)	Comments
2.0	2019	Andrew Scott	Periodic Review
3.0	July 2024	Stephen Grieve	Periodic Review
4.0	June 2025	Stephen Grieve	Annual Review
4.1	August 2025	Stephen Grieve	Aligning committee ToRs to new structure and amending approval thresholds for new FMS

Consultation

	CLT	HOST	SCC	Unions
Date completed	29/07/2025	05/08/2025	-	-

Screening

Reference No	338
EQIA Required?	No



The current version of this document is available to all individuals accessing the Council's information and other associated assets and is published on the Council's intranet.

Contents

- 1. Purpose of the Scheme of Delegation..... 3
- 2. Definitions 6
- 3. Council Reserved Matters 7
- 4. Committees 7
- 5. Planning Delegations 8
- 6. Chief Executive 8
- 7. Corporate Leadership Team..... 8
- 8. Director 8
- 9. Heads of Service Team 8
- 10. Head of Service 9
- 11. Service Unit Managers 9
- 12. Officer Delegations 10

1. Purpose of the Scheme of Delegation

- 1.1. The Council is committed to setting and securing the highest standards in decision making and the Scheme of Delegation provides the framework and guidance for the powers delegated to Committees of Council and to management within the Council.
 - 1.2. Like all local authorities, the Council is only able to do what the law empowers it to do. In the absence of a decision by the Council to the contrary, all of its powers would have to be exercised through meetings of the full Council.
 - 1.3. Recognising that this would be unworkable and would detract from the achievement of the Council's objectives and values, the Council has chosen to exercise one of the powers available to it – the power to delegate. There are, however, some powers that the law says cannot be delegated and others that the Council chooses to keep for itself.
 - 1.4. The Local Government Act (Northern Ireland) 2014 requires local authorities to maintain a list specifying those powers of the Council that are exercisable by Officers of the Council and stating the title of the Officer by whom each of the powers so specified is so exercisable (except in cases where the arrangements for discharge by Officers are for a specified period not exceeding six months).
 - 1.5. The Planning Act (Northern Ireland) 2011 also sets out provisions relating to the exercise of the Planning functions. The Scheme of Delegation for Planning is set out in Appendix 8.
 - 1.6. Every decision taken under delegated power is considered to be a decision of the Council.
 - 1.7. By delegating responsibility for specific duties to Officers, Members will have more opportunity to concentrate on the most important strategic decisions of Council Policy, including both corporately significant decisions and service delivery issues. This will allow Officers to deal with operational issues in a more expedient way and reduce the overall administrative burden on the political process.
 - 1.8. Delegation also provides Officers confidence in the parameters within which they are working and the knowledge of when matters need to be escalated.
 - 1.9. Delegated authority is designed to aid the integrated management of the organisation, the effective deployment of resources and the efficient delivery of services and this Scheme should be considered in that light. The delegations in this Scheme should be interpreted widely to assist with the smooth running of the organisation, the effective deployment of resources, the efficient delivery of services, and the achievements of the Council's vision and objectives.
 - 1.10. The purpose of the Scheme is, therefore, to set out the decisions and authorisations that Members agree can be made or granted without any
11. Appendix 1 - Scheme of Delegation v4.1 for approval (tracked)



further reference to Council. This authorisation will be conditional upon Council receiving regular assurance on the delivery of Council services. Assurance should be provided to Council through the various elements of the Council's governance framework, including performance reports, health and safety reports, finance reports, statements of assurance, internal audit reports and risk management reports.

- 1.11. Decisions made by Officers under delegated authority are not subject to reconsideration under 'Call-in' Part 7, paragraph 41 of the Local Government Act (NI) 2014, which applies only to decisions made by the Council or a Committee of the Council.
- 1.12. For the purposes of this Scheme, 'Officers' refers to those Council Officers undertaking roles to which powers are delegated i.e. the Chief Executive, Directors, Heads of Service and Service Unit Managers. Authority to take decisions and other actions under the Scheme should be exercised in the name of the delegated Officer but not necessarily personally by them. In the absence or unavailability of the Officer to whom a function is delegated, the function may be exercised by the Officer(s) responsible for the performance of their duties during such absence.
- 1.13. In a case where the exercise of a delegated power involves considerations within the remit of another Officer(s), the Officer exercising the power shall consult with that Officer(s) prior to taking any final decision.
- 1.14. Delegations under this Scheme are subject to and in accordance with:
 - the agreed plans (including but not limited to Community, Corporate, Service and Improvement Plans), strategies, policies, programmes and objectives approved by the Council;
 - approved financial budgets;
 - the due process set out in Standing Orders, Financial Regulations, Human Resources policies, Equality Scheme, Codes of Conduct and other relevant governance policies contained within the Council's Constitution;
- 1.15. An Officer must always escalate for advice and/ or direction any circumstance where they have doubt with respect to the appropriateness of a decision being proposed to be taken.
- 1.16. In exercising these delegated powers, broad discretion may be used to obtain the most efficient and effective means available, including the deployment of staffing and other resources within their control and the procurement of other resources as considered necessary.
- 1.17. Each Officer should consult the
 - a. Director of Corporate Service or Head of Finance in relation to any matter within his or her area of responsibility which is likely to have a material impact on the finances of the Council before incurring any commitment or liability, whether provisional or otherwise, and by

reporting the matter to a Committee in accordance with the Financial Regulations as appropriate.

- b. Director of Corporate Services or Head of Human Resources and Organisational Development for any item that is likely to have a significant employee relations impact for Council.
 - c. Head of Communications and Marketing for any item that is likely to have a significant reputational impact on the Council.
- 1.18. Authority to exercise any delegated power includes the authority to take all reasonable, necessary actions of an incidental or consequential nature and to take all operational decisions, within agreed policies, in relation to the Services for which they are responsible.
- 1.19. Officers may, if they choose, and notwithstanding their power of delegation, refer any delegated matter to the relevant Committee in any case. Any decision that would otherwise be delegated under the Scheme should be reported to the relevant Committee if it is high profile; politically contentious; sensitive; there is a need, or it is considered prudent to raise public awareness; or if it is otherwise in the public interest to do so.
- 1.20. Any reference in the Scheme to a statutory enactment should be taken to include any subsequent modification, re-enactment, regulations or subordinate legislation made thereunder.
- 1.21. The Chief Executive shall be responsible for ensuring that assurance is provided to Members on the use of the Scheme of Delegation and that any developments and amendments to the Scheme are correctly recorded so that it remains relevant and up to date.
- 1.22. Delegated matters are governed by robust policies covering financial regulations, procurement, human resources, ICT, enforcement etc. Key policy areas are subject to periodic internal audit and external audit review. In addition, the governance framework is reviewed and reported annually in the Annual Governance Statement that forms part of the published financial statements.
- 1.23. The table below outlines delegations at Service Unit Manager and above. Should the delegated decision involve the SUM, HoS, Director or CEO, the delegated power will fall to the next level of seniority (e.g. when a Service Unit Manager makes a request for flexible working, this will be determined by their Head of Service in accordance with policy, in consultation with Human Resources Manager – Resourcing or if a purchase order is placed by a SUM this will need approved by a Head of Service).
- 1.24. Nothing in the Scheme of Delegation shall impair the discharge of the direct accountability to the Council by the Chief Executive and the Corporate Leadership Team (CLT).



2. Definitions

Term or Abbreviation	Meaning														
Financial Regulations	<p>The collective term for all of the following policies (whether or not under the control of the Finance Service):</p> <ul style="list-style-type: none">• Anti-fraud, bribery, corruption• Asset Management• Budgeting• Charging and Income• Employment Payments (in development)• Grants• Inventories• Procurement• Purchasing and Payments• Reserves• Sustainable Travel and Expenses (in development)• Treasury Management Policy Statement• Capital Strategy														
Regulatory Services	Defined in Appendix 7														
Strategic Funds	<p>Includes those set out in the Reserves Policy:</p> <ul style="list-style-type: none">• Transformation Fund• Sustainability Fund• Tax Base Development Fund• Capital Fund• Multi-Year Budgeting Fund														
DCS	Director of Corporate Services														
HoF	Head of Finance														
HoA	Head of Administration														
HoPC	Head of Parks and Cemeteries														
CEO	Chief Executive														
Duty Director	Nominated Director per the Emergency Plan rota														
FOA	Financial Operations Accountant														
HoS	Head of Service														
SUM	Service Unit Manager														
Investment Assurance Panel	<p>Panel established in the Budgeting Policy to improve the quality of business cases. Its composition is as follows:</p> <table><tr><th>Business Area</th><th>Head of Service</th></tr><tr><td>Staffing</td><td>HR&OD and Finance</td></tr><tr><td>Transformation</td><td>STaP and Finance</td></tr><tr><td>Sustainability</td><td>Administration and Finance</td></tr><tr><td>Tax Base Development</td><td>Finance + another</td></tr><tr><td>Capital</td><td>Finance + another</td></tr><tr><td>Other</td><td>Finance + another</td></tr></table>	Business Area	Head of Service	Staffing	HR&OD and Finance	Transformation	STaP and Finance	Sustainability	Administration and Finance	Tax Base Development	Finance + another	Capital	Finance + another	Other	Finance + another
Business Area	Head of Service														
Staffing	HR&OD and Finance														
Transformation	STaP and Finance														
Sustainability	Administration and Finance														
Tax Base Development	Finance + another														
Capital	Finance + another														
Other	Finance + another														

3. Council Reserved Matters

The Scheme does not delegate:

- 3.1. any matter reserved to full Council and which, by law, may not be delegated - that is, the power of setting the district rate, or of borrowing money or of acquiring, holding or disposing of land;
- 3.2. the adoption of any new policy, or major change to an existing agreed Council policy, strategy, organisational structure or similar corporate document.
- 3.3. electing the Mayor/ Deputy Mayor and Aldermen
- 3.4. establishing Committees and determining the delegation of functions to these
- 3.5. appointing Members to serve on Committees and as Chairs and Vice Chairs
- 3.6. appointing Members to serve on Sub Committees, Joint Committees and external organisations
- 3.7. approving, reviewing and amending the Council's Standing Orders, Constitution, Scheme of Delegation and Scheme of Members' Allowances
- 3.8. determining any expenditure that does not keep to financial regulations or is not included in the annual revenue budget or capital programme
- 3.9. determining any process for the selection, appointment, payment, disciplinary action or dismissal of the Chief Executive or Directors
- 3.10. approving any significant changes in operating models including, but not limited to, outsourcing or co-operating/ co-ordinating with other local authorities in providing services
- 3.11. determining any issues relating to the maintenance of standards and conduct;
- 3.12. first granting of all new licences in respect of applications for sex establishments

Delegation to deal with any matter shall not supersede the Council's power, or that of relevant Committees.

The Council is only permitted to do what statute empowers it to do and certain elements of the Council's statutory powers cannot be delegated.

4. Committees

Scrutiny delegations to Committees are contained in each Committee's terms of reference, which are set out in Appendices 1 – 6.



In addition, in order to speed up decision making, Committees are delegated with Council powers to:

- 4.1. Award all contracts over the statutory limit of £30,000 (as revised from time to time), including contract extensions and approvals for joint committees to award;
- 4.2. Grant licences of less than 9 months, which are not effectively disposals and which are not subject to the Business Tenancies Order, in relation to land and/or property which comply with the Council's Land and Property Policy.
- 4.3. Approve travel outside the UK and Ireland.
- 4.4. Approve charging schedules in line with the Charging and Income Policy.
- 4.5. Approve grants schemes in line with the Grants Policy.
- 4.6. Grant new licences in respect of applications for entertainment, cinemas, street trading, pavement cafes, places of marriage and civil partnerships and amusement permits for which objections have been received.
- 4.7. Instruct officers to write letters on matters of interest to Council (eg. to Government departments or Ministers).

5. Planning Delegations

These are set out in [Appendix 8](#).

6. Chief Executive

The Chief Executive shall retain authority for all decisions on significant matters associated with the professional management of the Council within the strategic and policy context set by Council and in support of the achievement of the Council's vision.

7. Corporate Leadership Team

The Corporate Leadership Team shall retain authority for decisions on significant cross Council initiatives within current policy frameworks.

8. Directors

Individual Directors retain authority for decisions affecting multiple Service Units within their Directorate or those affecting a single Service Unit of strategic importance.

9. Heads of Service Team

The Heads of Service Team (HoST) shall focus on, and retain authority for, decisions on operational cross-cutting Service matters, within the strategic and policy context set by Council and in support of the achievement of the Council's vision.

10. Heads of Service

Individual Heads of Service shall retain authority for decisions affecting multiple Service Units within their Service or those affecting a single Service Unit of significant operational importance.

11. Service Unit Managers

Individual Service Unit Managers shall retain authority for decisions affecting their Service Unit.



12. Officer Delegations

Ref	Wording	Authority	Committee	CLT	CEO	Director	HoST	HoS	SUMs	Notes
Adm1	Resolve complaints in line with policy	Complaints				Stage 2		Stage 2		Stage 1 – frontline response
Adm2	Instructing solicitors to take legal proceedings where there is no wide significance to the Council.	Purchasing and Payments Policy				No limit		≤ £30k	≤ £10k	CLT or Council for potentially significant financial or public relations impacts
Emg1	Invoking, and making whatever arrangements are necessary, for action under the Council's Emergency Plan and Business Continuity Plan.	Emergency Plan Business Continuity Plan				Duty Direct or				
Emg2	Taking decisions on any urgent or pressing matter deemed appropriate or necessary where there is insufficient time for Committee/Council approval to be obtained, subject to seeking retrospective approval thereafter.	Standing Order 31			CEO					or Director appointed by CEO, except for reserved matters

Ref	Wording	Authority	Committee	CLT	CEO	Director	HoST	HoS	SUMs	Notes
Fin1	Approving business cases for									
	a. Strategic Funds within budgets	Budgeting Policy		No Limit						All business cases must be reviewed by the Investment Assurance Panel except those going through the Project Management Process
	b. Strategic Funds outside budgets			≤ £250k						
	c. Approving applications for apprenticeships etc					DCS				
	d. Staffing and other expenditure			≤ £1M		≤ £250k		≤ £100k		
Fin2	Approving budget transfers between	Budgeting Policy				No Limit		≤ £30k	≤ £10k	In consultation with the Performance Accountant
Fin3	Approving charging schedules	Charging and Income Policy	Major Deviations			Minor Deviations		In line with policy		
Fin4	Writing off									
	a. Loss of money and bad debts	Charging and Income		>£10k		≤ £10k DCS		≤ £3k HoF	≤ £1k FOA	≤ £25 Scale 6 in appropriate Service (such as till overs and unders)
	b. Loss of stores			>£10k		≤ £10k		≤ £10k	≤ £1k	
	c. Obsolete equipment	Asset Management						No Limit	≤ £10k	



Ref	Wording	Authority	Committee	CLT	CEO	Director	HoST	HoS	SUMs	Notes
Fin5	Approving travel		Outside UK and Ireland					Within UK	Within NI and ROI	
Fin6	Approving the award of grants	Grants Policy								
Fin7	Approving expenditure and signing contracts (incl. for sale of land)	Procurement Policy Purchasing and Payments Policy				No limit		≤ £100k	≤ £25k	≤ £25k Scale PO6 ≤ £15k Scale PO4 ≤ £5k Scale PO2 ≤ £3k Scale SO2 ≤ £1k Scale 6
Fin8	Signing letters of offer and claims, where permitted by the funder, from external bodies (for approved programmes).	Charging and Income								New thresholds apply only to electronic purchase orders Old thresholds apply to paper purchase orders
Fin9	Signing letters of offer issued by Council	Grants								
Fin10	Approving									
	a. Settlement of insurance claims	Purchasing and Payments				DCS No Limit		HoA ≤ £100k		
	b. Approving of loan repayments	Purchasing and Payments				DCS No Limit		HoF ≤ £100k		

Ref	Wording	Authority	Committee	CLT	CEO	Director	HoST	HoS	SUMs	Notes
c. car loan applications								HoF		
Fin11	Approving applications	borrowing	Treasury Management Policy & Strategy Statement		CEO	DCS		HoF		Any two
Fin12	Approving budget transfers	Budgeting				No limit		≤ £100k	≤ £20k	
Fin13	Approving urgent unbudgeted expenditure				✓					In consultation with party leaders group where possible.
HR1	Determining requests for flexible working, in accordance with policy	Agile Working						HoS		With HROD Manager
HR2	Conducting disciplinary investigations in respect of employees, in conjunction with Human Resources	Disciplinary Policy								Line manager or equivalent
HR3	Conducting disciplinary hearings, in conjunction with Human Resources Manager	Disciplinary policy				Stage 4 Director to nominate Hearing lead				Stages 1, 2 and 3 - Senior to Investigating Officer



Ref	Wording	Authority	Committee	CLT	CEO	Director	HoST	HoS	SUMs	Notes
HR4	Conducting disciplinary appeal hearings, in conjunction with Human Resources Manager	Disciplinary policy				Stage 4		Stage 3		Stages 1 and 2 - Manager more Senior to Disciplining Officer
HR5	Taking action, including terminating or varying contracts of employment in respect of employees, following consultation	Disciplinary				Stage 4 Appeal		Stage 4		With HoHROD
HR6	Approving the award of honorarium to an employee	Honoraria and Acting Up Allowances						✓		With HROD Manager
HR7	Part-time Study Applications, in line	Learning and Development						✓		With HROD Manager
HR8	Approving the creation, re-grading or re-evaluation of any post at or below Service Unit Manager level					✓				With DCS
HR9	Approving the re-grading or re-evaluation of any post at Head of Service level.			✓						
HR10	Authority to recruit posts.					For HoS		For SUM	✓	
HR11	Approval payments in lieu of notice								✓	With HROD Manager

Ref	Wording	Authority	Committee	CLT	CEO	Director	HoST	HoS	SUMs	Notes
HR12	Approval of individual training requests and development events	Learning and Development							✓	
HR13	Approval of Training and Development plan	Learning and Development					✓			
HR14	Appointment of successful applicants to agreed establishment posts									Delegated to properly constituted recruitment panels
HR15	Conclusion of negotiations on settlement of Employment Tribunal and legal matters					DCS				
HR16	Agreeing severance payments, which are not explicitly covered by a formal business case.	Redundancy Policy	✓							
Op1	Authorising or withdrawing authorisation of an Officer to fulfil the Council's responsibilities as listed in Appendix 7.					✓				
Op2	Signatory on Cemetery Grave Certificates							HoPC		
Op3	Agreement on corporate/ cross-cutting content in Service Plans.	HoST Terms of Reference					✓			



Ref	Wording	Authority	Committee	CLT	CEO	Director	HoST	HoS	SUMs	Notes
Op4	Responding on behalf of the organisation, to consultation documents on operational and technical matters that do not have local or regional significance or financial implications.					✓		✓		All response requirements to be determined by CLT
Op5	Granting new licences in respect of applications for entertainment, cinemas, and street trading, pavement cafes, places of marriage and civil partnerships and amusement permits.		With objections					Without objections		

Appendix 1 Audit Committee Terms of Reference

Authority

Under the Local Government Act (Northern Ireland) 2014 11 (1) "for the purpose of discharging any functions in pursuance of arrangements made under this part (a) a Council may appoint a committee of the council ...Subject to this Act the number of members of a committee appointed under subsection (1), their term of office and the area (if restricted) within which the committee is to exercise its authority must be fixed by the appointing council .."

Overall Purpose and Objectives

The Audit Committee will assist Council in fulfilling its oversight responsibilities and has primary responsibility for overseeing the governance process. The Committee will agree and annual work plan which will include the review of the system of internal control and management of risks; the financial reporting process; the audit process and the Council's processes for monitoring compliance with laws and regulations and compliance with its own Standing Orders, policies and procedures.

In reaching its decisions the Audit Committee will have due regard to its impact on, and implications for the Council's commitment to ensuring equality of opportunity and, where possible and practicable, to ensure that the actions of the Committee are proactive in this respect.

The Committee is a main committee of the Council and is independent of all other operational committees of the Council. The Committee will report to Council and accordingly Council authorises the Committee, within the scope of its responsibilities, to:

- Seek any information it requires from any Council employee or external party;
- Obtain external legal or professional advice as appropriate;
- Ensure the attendance of Council Officers at meetings as appropriate;
- Approve the annual governance statement and financial statements;
- Receive reports from the external auditor (in respect of financial and performance improvement audits) and the internal auditor;
- Approve the appointment of an Internal Auditor and receive regular reports therefrom;
- Receive notification of all significant Whistleblowing or Data Protection incidents.
- Receive progress reports & any investigation reports as part of the Council's Fraud Response Plan into any significant incident of potential Fraud, Bribery or Corruption.
- Regularly meet with the External and Internal Auditors in the absence of management and no less than once per year in line with best practice.



Correspondingly, all employees are directed by Council to co-operate with any request made by the Committee.

Standing Delegations

The following standing delegations apply to this Committee insofar as the activity falls within the scope of the Committee as set out above and do not require ratification by Council:

- award internal audit contracts over the statutory limit of £30,000 (as revised from time to time)

Membership

The Audit Committee will comprise:

- 10 Members who are appointed by Council for a four-year term for the purposes of continuity of expertise and knowledge plus one independent member, appointed through public advertisement;
- Membership should not include Mayor, Deputy Mayor, chairs of Committees or Sub-committees.
- Council will nominate the Chair of the Committee in accordance with the procedures for appointing positions of responsibility.

Meetings

The Audit Committee will meet quarterly in Church Street, Newtownards at 7.00pm in March, June, September and December or January.

Special meetings may be convened as required.

The Chief Executive, Director of Corporate Services and Head of Finance will attend all meetings.

External and Internal Auditors will be invited to attend all meetings and the Audit Committee can invite other persons as it deems necessary, who may be asked to make presentations to the Committee as appropriate.

The Audit Committee will comply with the Council's standing orders.

Appendix 2 Active and Health Communities Community and Wellbeing Terms of Reference

Authority

Under the Local Government Act (Northern Ireland) 2014 11 (1) *“for the purpose of discharging any functions in pursuance of arrangements made under this part (d) a Council may appoint a committee of the council ...*

... Subject to this Act the number of members of a committee appointed under subsection (1), their term of office and the area (if restricted) within which the committee is to exercise its authority must be fixed by the appointing council ..”

Overall Purpose and Objectives

The Active and Healthy Communities Community and Wellbeing Committee will assist Council in fulfilling its role in the areas of:

- Arts and Museum
- Biodiversity
- Cemeteries
- Community Development
- Countryside
- Environmental Health
- Good Relations
- Leisure facilities
- Parks and Open Spaces
- Peace IV
- Playgrounds
- Policing and Community Safety Partnership (PCSP)
- Sports development
- Licensing
- Markets
- Borough inspection Neighbourhood Environment
- anything else appropriate delegated to it by Council

In reaching its decisions the Active and Healthy Communities Community and Wellbeing Committee will have due regard to its impact on, and implications for the Council's commitment to ensuring equality of opportunity and, where possible and practicable, to ensure that the actions of the Committee are proactive in this respect.

The Committee is a main committee of the Council and is independent of all other operational committees of the Council. The Committee will report to Council and accordingly Council authorises the Committee, within the scope of its responsibilities, to:

- Seek any information it requires from any Council employee or external party;



- Obtain external legal or professional advice as appropriate; and
- Ensure the attendance of Council Officers at meetings as appropriate.

Correspondingly, all employees are directed by Council to co-operate with any request made by the Committee.

Standing Delegations

The following standing delegations apply to this Committee insofar as the activity falls within the scope of the Committee as set out above and do not require ratification by Council:

- award all contracts over the statutory limit of £30,000 (as revised from time to time)
- grant leases and licences over land that comply with Lands and Property Policy.
- approve travel outside the UK and Ireland.
- grant new licences in respect of applications for entertainment, cinemas, street trading, pavement cafes, places of marriage and civil partnerships and amusement permits for which objections have been received.
- Instruct officers to write letters on matters of interest to Council (eg. to Government departments or Ministers).

Membership

The Active and Healthy Communities ~~Community and Wellbeing~~ Committee will comprise of 16 members who are appointed by Council on an annual basis.

Council will appoint the Chair of the Active and Healthy Communities ~~Community and Wellbeing~~ Committee on an annual basis in accordance with the procedures for appointing positions of responsibility.

Meetings

The Active and Healthy Communities ~~Community and Wellbeing~~ Committee will meet in Church Street, Newtownards at 7.00pm on the second Wednesday of each month except during July and August. Special meetings may be convened as required.

The Active and Healthy Communities ~~Community and Wellbeing~~ Committee will comply with the Council's standing orders.

Appendix 3 Corporate Services Terms of Reference

Corporate Services Committee

Authority

Under the Local Government Act (Northern Ireland) 2014 11 (1) *“for the purpose of discharging any functions in pursuance of arrangements made under this part (a) a Council may appoint a committee of the council ...*

... Subject to this Act the number of members of a committee appointed under subsection (1), their term of office and the area (if restricted) within which the committee is to exercise its authority must be fixed by the appointing council ..”

Overall Purpose and Objectives

The Corporate Services Committee will assist Council in fulfilling its role in the areas of:

- | | |
|---------------------------------|--|
| • Administration | • Health and Safety |
| • Asset management | • Human Resources and Organisational Development |
| • Business Continuity | • Digital |
| • Community Planning | • Legal |
| • Corporate strategy | • Organisational Development |
| • Corporate Plan | • Performance Management |
| • Communications and Marketing | • Policy and Governance |
| • Customer Service | • Procurement |
| • Efficiency and Transformation | • Special Projects |
| • Emergency Planning | • Sustainable Development |
| • Equality | • Climate Change and Sustainability |
| • Finance | anything else appropriate delegated to it by Council |

In reaching its decisions, the Corporate Services Committee will have due regard to its impact on, and implications for the Council's commitment to ensuring equality of opportunity and, where possible and practicable, to ensure that the actions of the Committee are proactive in this respect.

The Committee is a main committee of the Council and is independent of all other operational committees of the Council. The Committee will report to Council and accordingly Council authorises the Committee, within the scope of its responsibilities, to:

- Seek any information it requires from any Council employee or external party.
- Obtain external legal or professional advice as appropriate; and
- Ensure the attendance of Council Officers at meetings as appropriate.



Correspondingly, all employees are directed by Council to co-operate with any request made by the Committee.

Standing Delegations

The following standing delegations apply to this Committee insofar as the activity falls within the scope of the Committee as set out above and do not require ratification by Council:

- award all contracts over the statutory limit of £30,000 (as revised from time to time)
- grant leases and licences over land that comply with Lands and Property Policy.
- approve travel outside the UK and Ireland.
- grant new licences in respect of applications for entertainment, cinemas and street trading.
- Instruct officers to write letters on matters of interest to Council (eg. to Government departments or Ministers).

Membership

The Corporate Services Committee will comprise 16 members who are appointed by Council on an annual basis. Council will appoint the Chair of the Corporate Services Committee on an annual basis in accordance with the procedures for appointing positions of responsibility.

Meetings

The Corporate Committee will meet in Church Street, Newtownards at 7.00pm on the second Tuesday of each month except during July and August. Special meetings may be convened as required.

The Corporate Services Committee will comply with the Council's standing orders.

Appendix 4 Environment Committee Terms of Reference

Environment Committee

Authority

Under the Local Government Act (Northern Ireland) 2014 11 (1) *“for the purpose of discharging any functions in pursuance of arrangements made under this part*
(b) a Council may appoint a committee of the council ...
... Subject to this Act the number of members of a committee appointed under subsection (1), their term of office and the area (if restricted) within which the committee is to exercise its authority must be fixed by the appointing council ..”

Overall Purpose and Objectives

The Environment Committee will assist Council in fulfilling its role in the areas of:

- Building control
- Building maintenance
- Borough inspection
- Car parks
- Estate management/maintenance
- Licensing
- Marinas and harbours
- Markets
- Public conveniences
- Recycling
- Waste management and cleansing
- Biodiversity
- Cemeteries
- Playgrounds
- Parks and Open Spaces
- Countryside
- anything else appropriate delegated to it by Council

In reaching its decisions the Environment Committee will have due regard to its impact on, and implications for the Council's commitment to ensuring equality of opportunity and, where possible and practicable, to ensure that the actions of the Committee are proactive in this respect.

The Committee is a main committee of the Council and is independent of all other operational committees of the Council. The Committee will report to Council and accordingly Council authorises the Committee, within the scope of its responsibilities, to:

- Seek any information it requires from any Council employee or external party;



- Obtain external legal or professional advice as appropriate; and
- Ensure the attendance of Council Officers at meetings as appropriate.

Correspondingly, all employees are directed by Council to co-operate with any request made by the Committee.

Standing Delegations

The following standing delegations apply to this Committee insofar as the activity falls within the scope of the Committee as set out above and do not require ratification by Council:

- award all contracts over the statutory limit of £30,000 (as revised from time to time)
- grant leases and licences over land that comply with Lands and Property Policy.
- approve travel outside the UK and Ireland.
- Grant new licences in respect of applications for entertainment, cinemas, street trading, pavement cafes, places of marriage and civil partnerships and amusement permits for which objections have been received.
- Instruct officers to write letters on matters of interest to Council (eg. to Government departments or Ministers).

Membership

The Environment Committee will comprise of 16 members who are appointed by Council on an annual basis.

Council will appoint the Chair of the Environment Committee on an annual basis in accordance with the procedures for appointing positions of responsibility.

Meetings

The Environment Committee will meet in Church Street, Newtownards at 7.00pm on the first Wednesday each month except during July and August. Special meetings may be convened as required.

The Environment Committee will comply with the Council's standing orders.

Appendix 5 Place and Prosperity Terms of Reference

Place and Prosperity Committee

Authority

Under the Local Government Act (Northern Ireland) 2014 11 (1) *“for the purpose of discharging any functions in pursuance of arrangements made under this part (c) a Council may appoint a committee of the council ...*

... Subject to this Act the number of members of a committee appointed under subsection (1), their term of office and the area (if restricted) within which the committee is to exercise its authority must be fixed by the appointing council ..”

Overall Purpose and Objectives

The Place and Prosperity Committee will assist Council in fulfilling its role in the areas of:

- Economic Development
- EU Funds and Projects
- Regeneration
- Rural Development
- Tourism Development and Visitor Servicing
- Tourism Events
- Tourism Facilities (including Exploris Pickie Funpark and Bangor Marina)
- Capital Projects
- Subsidy Control
- Arts and Museum
- anything else appropriate delegated to it by Council

In reaching its decisions the Place and Prosperity Committee will have due regard to its impact on, and implications for the Council's commitment to ensuring equality of opportunity and, where possible and practicable, to ensure that the actions of the Committee are proactive in this respect.

The Committee is a main committee of the Council and is independent of all other operational committees of the Council. The Committee will report to Council and accordingly Council authorises the Committee, within the scope of its responsibilities, to:

- Seek any information it requires from any Council employee or external party;
- Obtain external legal or professional advice as appropriate; and
- Ensure the attendance of Council Officers at meetings as appropriate.

Correspondingly, all employees are directed by Council to co-operate with any request made by the Committee.



Membership

The Place and Prosperity Committee will comprise of 16 members who are appointed by Council on an annual basis. Council will appoint the Chair of the Place and Prosperity Committee on an annual basis in accordance with the procedures for appointing positions of responsibility.

Standing Delegations

The following standing delegations apply to this Committee insofar as the activity falls within the scope of the Committee as set out above and do not require ratification by Council:

- award all contracts over the statutory limit of £30,000 (as revised from time to time)
- grant leases and licences over land that comply with Lands and Property Policy.
- approve travel outside the UK and Ireland.
- grant new licences in respect of applications for entertainment, cinemas and street trading.
- Instruct officers to write letters on matters of interest to Council (eg. to Government departments or Ministers).

Meetings

The Place and Prosperity Committee will meet in Church Street, Newtownards at 7.00pm on the first Thursday each month except during July and August. Special meetings may be convened as required.

The Place and Prosperity Committee will comply with the Council's standing orders.

Appendix 6 Planning and Building Control Committee Terms of Reference

Commented [MR1]: I assume the committee name changes to reflect the function

REMIT OF THE PLANNING COMMITTEE

Development Management

1. The main role of the Planning Committee is to consider planning applications made to the Council as the local planning authority and decide whether or not they should be approved. To this end, the Planning Committee of Ards and North Down Borough Council has full delegated authority, meaning that the decisions of the Committee, in respect of planning applications, will not go to the full Council for ratification.

Development Plan

2. Ards and North Down Borough Council is required by Section 8 of the Planning Act (NI) 2011 to prepare a plan for its district. This plan forms the basis for public and private investment decisions, providing a degree of certainty as to how land will be developed. In law, planning applications must be determined in accordance with the development plan unless other material considerations indicate otherwise. This means that where land is zoned for a particular use, the Planning Committee should ensure it is reserved for that use: for example, an application for housing in an area zoned for housing should be approved unless the design and layout fails in terms of the environmental, open space and access standards, or its design and layout has a detrimental impact on the character of the area or neighbouring amenity.
3. The Planning Committee's role in relation to the Local Development Plan is to contribute to the development of and approve the Local Development Plan before it is passed by resolution of the Council. The Planning Committee should also ensure that the Local Development Plan is monitored annually, particularly in terms of the availability of housing and economic development land, and that it is reviewed every five years, giving consideration to whether there is a need to change the Plan Strategy, or the zonings, designations and policies as contained in the Local Policies Plan.

Development Plan Transition Arrangements

4. Until such time as Ards and North Down Borough Council has adopted its Plan Strategy the local development plans for the Council area will be taken to be the extant Departmental development plans, namely, the North Down and Ards Area Plan 1984- 1995 and the Ards and Down Area Plan 2015, with the draft Belfast Metropolitan Area Plan 2015 being a material consideration.
11. Appendix 1 - Scheme Of Delegation V4.1 For Approval (Tracked)



5. When the Council's Plan Strategy is formally adopted, the Local Development Plan will be the Council's adopted Plan Strategy and the extant Departmental development plans, namely the North Down and Ards Area Plan 1984-1995 and the Ards and Down Area Plan 2015, read together, with the draft Belfast Metropolitan Area Plan 2015 being a material consideration. If there is a conflict between the Council's Plan Strategy and the extant Departmental development plan(s) the conflict shall be settled in favour of the Council's adopted Plan Strategy.
6. When the Council has adopted its Local Policies Plan, the Local Development Plan will be the Council's adopted Plan Strategy and Local Policies Plan as defined in Section 6 of the 2011 Act.

Enforcement

7. The enforcement of planning controls is delegated to appointed officers with the Planning Committee receiving regular reports on the progress of enforcement activities.

Building Control

8. The Council is required to receive, assess, and either approve or reject plans for works under The Building Regulations (Northern Ireland) 2012 As amended. The approval and rejection of plans is delegated to officers, and the Building Control service reports quarterly activity reports to the committee.
9. Building Control quarterly activity in relation to Dangerous Buildings under the relevant legislation, Energy Performance of Buildings and the processing of Property Certificates.

Street Naming

10. Council has powers to issue Street Names and postal numbers under the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995. All applications for new Street names (unless previously delegated to officers) are brought to committee for approval.

SIZE OF THE PLANNING COMMITTEE

11. Ards and North Down Borough Council Planning Committee comprises of 16 Members with no substitutions being permitted.
 12. The quorum for the Planning Committee will be six (6) Members present and eligible to vote. Where there are less than six Members present eligible to debate an application and vote, the Committee shall be inquorate and the planning
11. Appendix 1 - Scheme of Delegation v4.1 for approval (tracked)

application cannot be determined. The application should therefore be withdrawn from the agenda and returned to the next Planning Committee meeting.

13. Where the Planning Committee becomes inquorate, not due to Committee Members being absent but due to Committee Members declaring an interest, the planning application concerned should be deferred to the next Planning Committee meeting to allow each Member to seek advice as to whether their interest of concern is in fact an interest which would prevent them considering and voting upon the planning application. In the event that a Member or Members, on receipt of advice, are comfortable that there is in fact no interest to prevent them considering and voting upon the application, the reasoning for such a position should be so recorded in the minutes of the next Planning Committee meeting.
14. In the event of Planning Committee still being inquorate, due to Members declaring an interest, the Council is deemed to not be able to determine the application, which is then referred to the Department.
15. The Head of Planning will normally attend all Planning Committee meetings in addition to planning officers presenting application reports and recommendations.

FREQUENCY OF MEETINGS

In accordance with the Council's Standing Orders, Committees will be held on a monthly basis. The Planning Committee of Ards and North Down Borough Council will meet on the first Tuesday in every month at 7pm in the Council Chamber at 2 Church Street, Newtownards. In exceptional circumstances the Committee shall from time to time fix its own day and hour of meeting and notify the Council. Committee meeting dates and times will be published monthly on the Council's website in advance of each meeting.



Appendix 7 Statutory Powers and Duties of the Council

In exercise of its powers under Section 7 of The Local Government Act (Northern Ireland) 2014, Council delegates as follows:

- a) The discharge of Regulatory Functions by the Council may be delegated to Officers within the Neighbourhood Environment, Licensing and Building Control Service Units and Environmental Health, Protection and Development Service by, and under the supervision of, the Director of **Active and Healthy Communities** ~~Community and Wellbeing~~ and the Director of **Place and Prosperity** ~~Environment~~.
- b) In respect of the delegation of power to grant, withdraw, suspend and refuse approvals under EC Regulation 853/2004 the Director of **Active and Healthy Communities** ~~Community and Wellbeing~~ must specify in writing the name of the officer and the specific power being delegated.
- c) Its function to institute legal proceedings pursuant to offences committed under the provisions listed in this appendix to relevant Officers under the guidance of the Director of **Active and Healthy Communities** ~~Community and Wellbeing~~ and Director of **Place and Prosperity** ~~Environment~~. Such delegated authority to be exercised in accordance with the Council's Enforcement Policy on Regulatory Functions and to be reported to the Council thereafter. Such legal proceedings will be subject to consultation with the Council's solicitors as appropriate.

Regulatory Services include powers under the following legislation:

1. Belfast Corporation Act 1930 (in respect of illegal shellfish gathering from the Belfast Lough Foreshore)
2. Building (Prescribed Fees) (Amendment) Regulations (Northern Ireland) 2013 (As amended)
3. The Betting, Gaming, Lotteries & Amusements (Northern Ireland) Order 1985
4. The Building Regulations (Northern Ireland) 2012 (As Amended)
5. The Building Regulations (Northern Ireland) Order 1979 (as amended)
6. Caravans Act (Northern Ireland) 1963
7. Caravans Act (Northern Ireland) 2011
8. The Children & Young Persons (Protection from Tobacco) (Northern Ireland) Order 1991
9. The Cinemas (Northern Ireland) Order 1991
10. Clean Air (Northern Ireland) Order 1981
11. Clean Neighbourhoods and Environment Act (Northern Ireland) 2011
12. The Construction Products Regulations 2013
13. Consumer Protection Act 1987
14. Consumer Rights Act 2015
15. Criminal Justice and Police Act 2001
16. The Dangerous Dogs (Northern Ireland) Order 1991
17. The Dogs (Northern Ireland) Order 1983

11. Appendix 1 - Scheme of Delegation v4.1 for approval (tracked)

18. The Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 As Amended
19. The Environment (Northern Ireland) Order 2002
20. Explosives Act (NI) 1970
21. The Fire and Rescue Services (Northern Ireland) Order 2006 Part III
22. The Fluorinated Greenhouse Gases Regulations (Northern Ireland) 2009
23. Food & Environment Protection Act 1985 Part III
24. Food Hygiene Rating Act (Northern Ireland) 2016
25. The Food Safety (Northern Ireland) Order 1991 (as amended) and any orders or regulations made thereunder or relating to the foregoing or having effect by virtue of The European Communities Act 1972 and modification or reenactment to the foregoing
26. The General Product Safety Regulations 2005
27. Hairdressers Act (Northern Ireland) 1939
28. Health and Personal Social Services (Northern Ireland) Order 1978
29. The Health and Personal Social Services and Public Health (N.I.) Order 1991 (for services rendered to the trust in respect of infectious disease)
30. Health and Safety at Work (Northern Ireland) Order 1978
31. Health (Miscellaneous Provisions) Act (Northern Ireland) 2016
32. High Hedges Act (Northern Ireland) 2011
33. Houses in Multiple Occupation Act (Northern Ireland) 2016
34. The Housing (Northern Ireland) Order 2003 (for Rent Book Regulation enforcement)
35. Housing (Northern Ireland) Order 1981 (re fitness standard)
36. The Housing (Amendment) Act (Northern Ireland) 2011
37. The Industrial Pollution Control (Northern Ireland) Order 1997
38. Intoxicating Substances (Supply) Act 1985
39. Licensing of Pavement Cafés Act (Northern Ireland) 2014
40. The Litter (Northern Ireland) Order 1994
41. Local Government Act (Northern Ireland) 1972
42. The Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985
43. The Local Government (Northern Ireland) Order 2005
44. Noise Act 1996
45. Office and Shops Premises Act (Northern Ireland) 1966
46. Petroleum (Consolidation) Act (Northern Ireland) 1929 (as amended)
47. Petroleum Regulation Acts (Northern Ireland) 1929 & 1937
48. Poisons (Northern Ireland) Order 1976
49. Pollution Control and Local Government (NI) Order 1978
50. The Pollution Prevention and Control (Industrial Emissions) Regulations (Northern Ireland) 2013
51. The Pollution Prevention and Control (Industrial Emissions) (Amendment) Regulations (Northern Ireland) 2018
52. Private Tenancies Act (Northern Ireland) 2022
53. The Private Tenancies (Northern Ireland) Order 2006
54. The Private Water Supplies Regulations (Northern Ireland) 2009
55. Public Health Acts 1878-1967
56. Rats & Mice (Destruction) Act 1919

11. Appendix 1 - Scheme Of Delegation V4.1 For Approval (Tracked)



57. Rent (Northern Ireland) Order 1978
58. The Road Traffic Regulation (Northern Ireland) Order 1997
59. The Safety of Sport Grounds (Northern Ireland) Order 2006
60. The Shops (Sunday Trading) (Northern Ireland) Order 1997
61. The Smoking (Northern Ireland) Order 2006
62. Street Trading Act (NI) 2001
63. Sunbeds (Northern Ireland) Act 2011
64. Tobacco Advertising and Promotion Act 2002
65. Tobacco Retailers Act (Northern Ireland) 2014
66. Town Improvements Clauses Act, 1847 – Section 75 as adopted by
67. Towns Improvement (Ireland) Act, 1854 – Section 39 (Ruinous and Dangerous Buildings)
68. The Volatile Organic Compounds in Paint, Varnishes and Vehicle Refinishing Products Regulations 2005
69. The Waste & Contaminated Land (Northern Ireland) Order 1997 (including Article 44 Part II of the Order - obtaining of information)
70. Welfare of Animals (Northern Ireland) Act 2011
71. Welfare Services Act (NI) 1971

Appendix 8 Planning Delegations

Scheme of Delegation for Ards and North Down Borough Council

Part A – Mandatory applications for determination by Planning and Building Control Committee

Commented [MR2]: Assuming title change

By statute certain types of application must be determined by the Planning Committee and therefore cannot be delegated to officers:

- Applications which fall within the Major category of development as specified within the Planning (Development Management) Regulations (NI) 2015;
- Applications where the application is made by the Council or an elected member of the Council;
- Applications relating to land in which the Council has an estate.

Part B – Non-Mandatory applications for determination by Planning and Building Control Committee

- A Local development application attracting six or more separate individual objections which are contrary to the officer's recommendation, and where a material planning matter has been raised.

In determining if the threshold of six or more separate objections is met, the following clarification shall apply for the purposes of the calculation:

- Multiple letters of objection from one individual person (or body including any corporate entity) will constitute one objection;
- Multiple letters of objection from one address (whether by one individual or more) will constitute one objection;
- Pro-forma objection letters will constitute one objection;
- Petitions will constitute one objection;
- Objection(s) to an application by any statutory or non-statutory consultee will not count toward the threshold and for the avoidance of doubt be excluded from any such calculation. A 'consultee' being a body consulted by the Council to ascertain their expert view on the merits of a planning application.

- A Local development application which is a significant departure from the Local Development Plan which is recommended for approval (the Head of Planning to adjudicate on this where necessary in liaison with the Chair).
- A Local development application called-in to Planning Committee by the Head of Planning;



- A Local development application called-in to Planning Committee from the delegated list¹ as set out in the Council's Protocol for the Operation of the Planning Committee by a member of that Committee – a sound material planning reason having been given for such a referral;

- A Local development application called-in by any Councillor within 25 working days² of the application being validated – a sound material planning reason having been given for such a referral (as set out in the Council's Protocol for the Operation of the Planning Committee);
- A planning (legal) agreement or modification to a legal agreement is required.

Part C – Delegated Applications

The appointed officer is the Head of Planning **and Building Control** within the Council and any officer nominated by the Head of Planning **and Building Control** who will be responsible for determining the following:

Commented [MR3]: HoS title change

- All Local development applications whether for approval or refusal, with the exceptions listed at Part B above.

Part D – Enforcement and Determination of Other Planning **and Building Control** Matters

Commented [MR4]: Broader subject matter

In relation to other planning responsibilities, the following matters are delegated to the appointed officer:

- All investigation of breaches of planning control and decisions on enforcement to include:
 - Service of an Enforcement Notice;
 - Service of a Listed Building Enforcement Notice;
 - Service of Hazardous Substances Contravention Notice;
 - Service of a Stop Notice;
 - Service of a Temporary Stop Notice;
 - Service of a Breach of Condition Notice;
 - Service of Tree Replanting Notice;
 - Withdrawal/modification of any of the Notices specified above, as appropriate;
 - Service of Warning Letters and Planning Contravention Notices;
 - Determination of applications for Certificates of Lawfulness of Existing Use or Development;
 - Service of a Fixed Penalty Notice, except in circumstances where the person appointed considers the breach of planning control could result in immediate public danger or development which may result in permanent damage to the environment. Examples include: the demolition of, or works to, a listed building; the felling of protected trees; the demolition of a building in a conservation area; or the commencement of building operations without permission;

¹ Paragraph 25 of the Protocol for the Operation of the Planning Committee

² Paragraph 24 of The Protocol for the Operation of the Planning Committee



- Service of a Discontinuance Order;
- The instigation of court proceedings e.g. prosecution for non-compliance with a statutory notice or injunction proceedings.
- Approval, Rejection or declaring of No Effect, any Building Control application;
- Issue of Property Certificates;
- Issue of Dangerous Building Notices;
- Issue of street names where the Name has already been approved by Council;
- Issue of postal numbers;
- Issue of notices in relation to contraventions under Building Regulations;
- Commencement of legal action in relation to contraventions under the Building Regulations;

Commented [MR5]: Additional Building Control responsibility

Other planning matters to include:

- The determination of applications for Certificates of Lawfulness of Proposed Use or Development;
- The serving/affixing of a Building Preservation Notice;
- The withdrawal of a Building Preservation Notice;
- The making and serving of a provisional Tree Preservation Order;
- The making and serving of a Tree Preservation Order;
- Revocation of a Tree Preservation Order;
- Determination of any application to carry out works to a protected tree (i.e. a tree the subject of a Tree Preservation Order or within a Conservation Area);
- Determination as to appropriate replanting in relation to tree(s) the subject of a Tree Preservation Order or within a Conservation Area;
- Determination of non-material change applications to planning permissions;
- Determination of any application for Conservation Area consent;
- Determination of any application for advertisement consent;
- Determination of any application for listed building consent;
- Determination of any application for hazardous substances consent;
- Revocation or modification of any of the above consents;
- Issuance of Urgent Works Notice;
- The screening of and determination decisions on development proposals required under the Environmental Impact Assessment or Habitats Regulations;
- Discharge of planning conditions;
- Determination of any application for variation or removal of condition(s) previously attached to permission to develop land;
- Drafting of legal agreements.

Part E – Legal Challenge

The Council provides delegated authority to the Head of Planning and Building Control to instigate or defend judicial review proceedings on behalf of the Council, and instruct such Counsel or experts in association with the Council's solicitor deemed necessary to defend

Commented [MR6]: HoS title change

any decision of the Council, or a challenge to such a decision, the Head of Planning and Building Control sees fit in the interests of the Council.

Part F – Publicity

The Council has made a copy of this Scheme of Delegation available on the Council's website at www.ardsandnorthdown.gov.uk and it is also available on request at the Council's offices at 2 Church Street, Newtownards, BT23 4AP.

Planning and Building Control Service includes powers under the following legislation:

Commented [MR7]: Building Control legislation

Primary Legislation

- Planning Act (NI) 2011
- Planning (Compensation, etc.) Act (Northern Ireland) 2001
- The Land Compensation (Northern Ireland) Order 1982
- The Planning Blight (Compensation) (Northern Ireland) Order 1981
- The Enterprise Zones (Northern Ireland) Order 1981
- The Private Streets (Northern Ireland) Order 1980
- The Land Acquisition and Compensation (Northern Ireland) Order 1973
- Planning and Land Compensation Act (Northern Ireland) 1971
- The Land Development Values (Compensation) Act (Northern Ireland) 1965
- Lands Tribunal and Compensation Act (Northern Ireland) 1964
- Caravans Act (Northern Ireland) 1963

Local Development Plans

- The Planning (Local Development Plan) (Amendment) Regulations (Northern Ireland) 2016
- The Planning (Local Development Plan) Regulations (Northern Ireland) 2015
- The Planning (Statement of Community Involvement) Regulations (Northern Ireland) 2015

Planning Control

- The Planning (General Permitted Development) (Amendment) Order (Northern Ireland) 2023
- The Planning (General Permitted Development) (Amendment) Order (Northern Ireland) 2020
- The Planning (Development Management) (Amendment) Regulations (Northern Ireland) 2015
- The Planning (Development Management) Regulations (Northern Ireland) 2015
- The Planning (General Development Procedure) (Amendment) Order (Northern Ireland) 2016



- The Planning (General Development Procedure) Order (Northern Ireland) 2015
- The Planning (General Permitted Development) Order (Northern Ireland) 2015
- The Planning (Use Classes) Order (Northern Ireland) 2015
- The Planning General (Amendment) Regulations (Northern Ireland) 2015
- The Planning General Regulations (Northern Ireland) 2015
- Listed Buildings and Conservation Areas
- The Planning (Conservation Areas) (Consultation) Regulations (Northern Ireland) 2015
- The Planning (Conservation Areas) (Demolition) Regulations (Northern Ireland) 2015
- The Planning (Listed Buildings) (Amendment) Regulations (Northern Ireland) 2016
- The Planning (Listed Buildings) Regulations (Northern Ireland) 2015

Planning Fees

- The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2024
- The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2023
- The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2019
- The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2015
- The Planning (Fees) Regulations (Northern Ireland) 2015

Miscellaneous

- The Planning (Avian Influenza) (Special Development) Order (Northern Ireland) 2015
- The Planning (Claims for Compensation) Regulations (Northern Ireland) 2015
- The Planning (Control of Advertisements) Regulations (Northern Ireland) 2015
- The Certificates of Alternative Development Value Regulations (Northern Ireland) 2015
- The Planning (Amount of Fixed Penalty) Regulations (Northern Ireland) 2015
- The Planning (Modification and Discharge of Planning Agreements) Regulations (Northern Ireland) 2015
- The Planning (Simplified Planning Zones) Regulations (Northern Ireland) 2015
- The Planning (Trees) Regulations (Northern Ireland) 2015
- Commencement Orders
- The Planning (2011 Act) (Commencement No.1) Order (Northern Ireland) 2011
- The Planning (2011 Act) (Commencement No.2) Order (Northern Ireland) 2015
- The Planning (2011 Act) (Commencement No.3) and (Transitional Provisions) Order (Northern Ireland) 2015

EU Transposition of Directives

- The Environmental Assessment of Plans and Programmes Regulations (Northern Ireland) 2004
- The Conservation (Natural Habitats, etc.) Regulations (Northern Ireland) 1995

11. Appendix 1 - Scheme of Delegation v4.1 for approval (tracked)

- The Conservation (Natural Habitats, etc.) (Amendment) Regulations (Northern Ireland) 2015
- The Planning (Hazardous Substances) (No.2) Regulations (Northern Ireland) 2015
- The Planning (Hazardous Substances) (No.2) (Amendment) Regulations (Northern Ireland) 2016
- The Planning (Environmental Impact Assessment) Regulations (Northern Ireland) 2017
- The Planning (Environmental Impact Assessment) Regulations (Northern Ireland) 1999, S.R. 1999 No.73
- The Planning (Environmental Impact Assessment) Regulations (Northern Ireland) 2015, S.R. 2015 No.74
- The Planning (Management of Waste from Extractive Industries) Regulations (Northern Ireland) 2015
- The Planning (Environmental Assessments and Miscellaneous Amendments) (EU Exit) (Northern Ireland) Regulations 2018
- The Planning (Environmental Assessments and Technical Miscellaneous Amendments) (EU Exit) Regulations (Northern Ireland) 2020

Building Control legislation

- The Building Regulations Northern Ireland) Order 1979
- The Building Regulations (Northern Ireland) 2012 As Amended
- The Building (Prescribed Fees) (Amendment) Regulations (Northern Ireland) 2022
- The Towns Improvements Clauses Act 1847 – Section 75 as adopted by The Towns Improvement (Ireland) Act 1854 – Section 39 (Ruinous & Dangerous Buildings)
- The Public Health acts Amendment 1907 – Section 30 (Dangerous Places to be repaired or enclosed)
- Local Government (miscellaneous provisions) (Northern Ireland) Order 1995 – Article 11
- The Energy Performance of Building' (Certificate and Inspections) (Amendment) Regulations (Northern Ireland) 2014

Document Control

Policy Title	Scheme of Delegation
Document Reference	CS-FIN02.04
Policy Summary	The purpose is to set a framework within which Council delegates authority to Committees and officers to ensure that services are delivered effectively and efficiently to achieve its corporate objectives, in line with its risk appetite.
Review Requirements	May 2026
Document Owner/Job title	Stephen Grieve – Head of Finance
Document Owner is responsible for ensuring that it is reviewed in line with the requirements of the Council's Policy Review Procedure and is kept up to date.	
Council Approval Date	28 August 2025

Version Control Record

Version Number	Version Date	Author(s)	Comments
2.0	2019	Andrew Scott	Periodic Review
3.0	July 2024	Stephen Grieve	Periodic Review
4.0	June 2025	Stephen Grieve	Annual Review
4.1	August 2025	Stephen Grieve	Aligning committee ToRs to new structure and amending approval thresholds for new FMS

Consultation

	CLT	HOST	SCC	Unions
Date completed	29/07/2025	05/08/2025	-	-

Screening

Reference No	338
EQIA Required?	No

The current version of this document is available to all individuals accessing the Council's information and other associated assets and is published on the Council's intranet.

Contents

- 1. Purpose of the Scheme of Delegation..... 3
- 2. Definitions 6
- 3. Council Reserved Matters 7
- 4. Committees 7
- 5. Planning Delegations 8
- 6. Chief Executive 8
- 7. Corporate Leadership Team..... 8
- 8. Director 8
- 9. Heads of Service Team 8
- 10. Head of Service 9
- 11. Service Unit Managers 9
- 12. Officer Delegations 10

1. Purpose of the Scheme of Delegation

- 1.1. The Council is committed to setting and securing the highest standards in decision making and the Scheme of Delegation provides the framework and guidance for the powers delegated to Committees of Council and to management within the Council.
 - 1.2. Like all local authorities, the Council is only able to do what the law empowers it to do. In the absence of a decision by the Council to the contrary, all of its powers would have to be exercised through meetings of the full Council.
 - 1.3. Recognising that this would be unworkable and would detract from the achievement of the Council's objectives and values, the Council has chosen to exercise one of the powers available to it – the power to delegate. There are, however, some powers that the law says cannot be delegated and others that the Council chooses to keep for itself.
 - 1.4. The Local Government Act (Northern Ireland) 2014 requires local authorities to maintain a list specifying those powers of the Council that are exercisable by Officers of the Council and stating the title of the Officer by whom each of the powers so specified is so exercisable (except in cases where the arrangements for discharge by Officers are for a specified period not exceeding six months).
 - 1.5. The Planning Act (Northern Ireland) 2011 also sets out provisions relating to the exercise of the Planning functions. The Scheme of Delegation for Planning is set out in Appendix 8.
 - 1.6. Every decision taken under delegated power is considered to be a decision of the Council.
 - 1.7. By delegating responsibility for specific duties to Officers, Members will have more opportunity to concentrate on the most important strategic decisions of Council Policy, including both corporately significant decisions and service delivery issues. This will allow Officers to deal with operational issues in a more expedient way and reduce the overall administrative burden on the political process.
 - 1.8. Delegation also provides Officers confidence in the parameters within which they are working and the knowledge of when matters need to be escalated.
 - 1.9. Delegated authority is designed to aid the integrated management of the organisation, the effective deployment of resources and the efficient delivery of services and this Scheme should be considered in that light. The delegations in this Scheme should be interpreted widely to assist with the smooth running of the organisation, the effective deployment of resources, the efficient delivery of services, and the achievements of the Council's vision and objectives.
 - 1.10. The purpose of the Scheme is, therefore, to set out the decisions and authorisations that Members agree can be made or granted without any
11. Appendix 2 - Scheme of Delegation v4.1 for approval (for publication)

further reference to Council. This authorisation will be conditional upon Council receiving regular assurance on the delivery of Council services. Assurance should be provided to Council through the various elements of the Council's governance framework, including performance reports, health and safety reports, finance reports, statements of assurance, internal audit reports and risk management reports.

- 1.11. Decisions made by Officers under delegated authority are not subject to reconsideration under 'Call-in' Part 7, paragraph 41 of the Local Government Act (NI) 2014, which applies only to decisions made by the Council or a Committee of the Council.
- 1.12. For the purposes of this Scheme, 'Officers' refers to those Council Officers undertaking roles to which powers are delegated i.e. the Chief Executive, Directors, Heads of Service and Service Unit Managers. Authority to take decisions and other actions under the Scheme should be exercised in the name of the delegated Officer but not necessarily personally by them. In the absence or unavailability of the Officer to whom a function is delegated, the function may be exercised by the Officer(s) responsible for the performance of their duties during such absence.
- 1.13. In a case where the exercise of a delegated power involves considerations within the remit of another Officer(s), the Officer exercising the power shall consult with that Officer(s) prior to taking any final decision.
- 1.14. Delegations under this Scheme are subject to and in accordance with:
 - the agreed plans (including but not limited to Community, Corporate, Service and Improvement Plans), strategies, policies, programmes and objectives approved by the Council.
 - approved financial budgets.
 - the due process set out in Standing Orders, Financial Regulations, Human Resources policies, Equality Scheme, Codes of Conduct and other relevant governance policies contained within the Council's Constitution.
- 1.15. An Officer must always escalate for advice and/ or direction any circumstance where they have doubt with respect to the appropriateness of a decision being proposed to be taken.
- 1.16. In exercising these delegated powers, broad discretion may be used to obtain the most efficient and effective means available, including the deployment of staffing and other resources within their control and the procurement of other resources as considered necessary.
- 1.17. Each Officer should consult the
 - a. Director of Corporate Service or Head of Finance in relation to any matter within his or her area of responsibility which is likely to have a material impact on the finances of the Council before incurring any commitment or liability, whether provisional or otherwise, and by

- reporting the matter to a Committee in accordance with the Financial Regulations as appropriate.
- b. Director of Corporate Services or Head of Human Resources and Organisational Development for any item that is likely to have a significant employee relations impact for Council.
 - c. Head of Communications and Marketing for any item that is likely to have a significant reputational impact on the Council.
- 1.18. Authority to exercise any delegated power includes the authority to take all reasonable, necessary actions of an incidental or consequential nature and to take all operational decisions, within agreed policies, in relation to the Services for which they are responsible.
 - 1.19. Officers may, if they choose, and notwithstanding their power of delegation, refer any delegated matter to the relevant Committee in any case. Any decision that would otherwise be delegated under the Scheme should be reported to the relevant Committee if it is high profile; politically contentious; sensitive; there is a need, or it is considered prudent to raise public awareness; or if it is otherwise in the public interest to do so.
 - 1.20. Any reference in the Scheme to a statutory enactment should be taken to include any subsequent modification, re-enactment, regulations or subordinate legislation made thereunder.
 - 1.21. The Chief Executive shall be responsible for ensuring that assurance is provided to Members on the use of the Scheme of Delegation and that any developments and amendments to the Scheme are correctly recorded so that it remains relevant and up to date.
 - 1.22. Delegated matters are governed by robust policies covering financial regulations, procurement, human resources, ICT, enforcement etc. Key policy areas are subject to periodic internal audit and external audit review. In addition, the governance framework is reviewed and reported annually in the Annual Governance Statement that forms part of the published financial statements.
 - 1.23. The table below outlines delegations at Service Unit Manager and above. Should the delegated decision involve the SUM, HoS, Director or CEO, the delegated power will fall to the next level of seniority (e.g. when a Service Unit Manager makes a request for flexible working, this will be determined by their Head of Service in accordance with policy, in consultation with Human Resources Manager – Resourcing or if a purchase order is placed by a SUM this will need approved by a Head of Service).
 - 1.24. Nothing in the Scheme of Delegation shall impair the discharge of the direct accountability to the Council by the Chief Executive and the Corporate Leadership Team (CLT).

2. Definitions

Term or Abbreviation	Meaning														
Financial Regulations	<p>The collective term for all of the following policies (whether or not under the control of the Finance Service):</p> <ul style="list-style-type: none"> • Anti-fraud, bribery, corruption • Asset Management • Budgeting • Charging and Income • Employment Payments (in development) • Grants • Inventories • Procurement • Purchasing and Payments • Reserves • Sustainable Travel and Expenses (in development) • Treasury Management Policy Statement • Capital Strategy 														
Regulatory Services	Defined in Appendix 7														
Strategic Funds	<p>Includes those set out in the Reserves Policy:</p> <ul style="list-style-type: none"> • Transformation Fund • Sustainability Fund • Tax Base Development Fund • Capital Fund • Multi-Year Budgeting Fund 														
DCS	Director of Corporate Services														
HoF	Head of Finance														
HoA	Head of Administration														
HoPC	Head of Parks and Cemeteries														
CEO	Chief Executive														
Duty Director	Nominated Director per the Emergency Plan rota														
FOA	Financial Operations Accountant														
HoS	Head of Service														
SUM	Service Unit Manager														
Investment Assurance Panel	<p>Panel established in the Budgeting Policy to improve the quality of business cases. Its composition is as follows:</p> <table> <tr> <th>Business Area</th><th>Head of Service</th></tr> <tr> <td>Staffing</td><td>HR&OD and Finance</td></tr> <tr> <td>Transformation</td><td>STaP and Finance</td></tr> <tr> <td>Sustainability</td><td>Administration and Finance</td></tr> <tr> <td>Tax Base Development</td><td>Finance + another</td></tr> <tr> <td>Capital</td><td>Finance + another</td></tr> <tr> <td>Other</td><td>Finance + another</td></tr> </table>	Business Area	Head of Service	Staffing	HR&OD and Finance	Transformation	STaP and Finance	Sustainability	Administration and Finance	Tax Base Development	Finance + another	Capital	Finance + another	Other	Finance + another
Business Area	Head of Service														
Staffing	HR&OD and Finance														
Transformation	STaP and Finance														
Sustainability	Administration and Finance														
Tax Base Development	Finance + another														
Capital	Finance + another														
Other	Finance + another														

3. Council Reserved Matters

The Scheme does not delegate:

- 3.1. any matter reserved to full Council and which, by law, may not be delegated - that is, the power of setting the district rate, or of borrowing money or of acquiring, holding or disposing of land.
- 3.2. the adoption of any new policy, or major change to an existing agreed Council policy, strategy, organisational structure or similar corporate document.
- 3.3. electing the Mayor/ Deputy Mayor and Aldermen
- 3.4. establishing Committees and determining the delegation of functions to these
- 3.5. appointing Members to serve on Committees and as Chairs and Vice Chairs
- 3.6. appointing Members to serve on Sub Committees, Joint Committees and external organisations
- 3.7. approving, reviewing and amending the Council's Standing Orders, Constitution, Scheme of Delegation and Scheme of Members' Allowances
- 3.8. determining any expenditure that does not keep to financial regulations or is not included in the annual revenue budget or capital programme
- 3.9. determining any process for the selection, appointment, payment, disciplinary action or dismissal of the Chief Executive or Directors
- 3.10. approving any significant changes in operating models including, but not limited to, outsourcing or co-operating/ co-ordinating with other local authorities in providing services
- 3.11. determining any issues relating to the maintenance of standards and conduct.
- 3.12. first granting of all new licences in respect of applications for sex establishments

Delegation to deal with any matter shall not supersede the Council's power, or that of relevant Committees.

The Council is only permitted to do what statute empowers it to do, and certain elements of the Council's statutory powers cannot be delegated.

4. Committees

Scrutiny delegations to Committees are contained in each Committee's terms of reference, which are set out in Appendices 1 – 6.

In addition, in order to speed up decision making, Committees are delegated with Council powers to:

- 4.1. Award all contracts over the statutory limit of £30,000 (as revised from time to time), including contract extensions and approvals for joint committees to award.
- 4.2. Grant licences of less than 9 months, which are not effectively disposals, and which are not subject to the Business Tenancies Order, in relation to land and/or property which comply with the Council's Land and Property Policy.
- 4.3. Approve travel outside the UK and Ireland.
- 4.4. Approve charging schedules in line with the Charging and Income Policy.
- 4.5. Approve grants schemes in line with the Grants Policy.
- 4.6. Grant new licences in respect of applications for entertainment, cinemas, street trading, pavement cafes, places of marriage and civil partnerships and amusement permits for which objections have been received.
- 4.7. Instruct officers to write letters on matters of interest to Council (eg. to Government departments or Ministers).

5. Planning Delegations

These are set out in [Appendix 8](#).

6. Chief Executive

The Chief Executive shall retain authority for all decisions on significant matters associated with the professional management of the Council within the strategic and policy context set by Council and in support of the achievement of the Council's vision.

7. Corporate Leadership Team

The Corporate Leadership Team shall retain authority for decisions on significant cross Council initiatives within current policy frameworks.

8. Directors

Individual Directors retain authority for decisions affecting multiple Service Units within their Directorate or those affecting a single Service Unit of strategic importance.

9. Heads of Service Team

The Heads of Service Team (HoST) shall focus on, and retain authority for, decisions on operational cross-cutting Service matters, within the strategic and policy context set by Council and in support of the achievement of the Council's vision.

10. Heads of Service

Individual Heads of Service shall retain authority for decisions affecting multiple Service Units within their Service or those affecting a single Service Unit of significant operational importance.

11. Service Unit Managers

Individual Service Unit Managers shall retain authority for decisions affecting their Service Unit.

12. Officer Delegations

Ref	Wording	Authority	Committee	CLT	CEO	Director	HoST	HoS	SUMs	Notes
Adm1	Resolve complaints in line with policy	Complaints				Stage 2		Stage 2		Stage 1 – frontline response
Adm2	Instructing solicitors to take legal proceedings where there is no wide significance to the Council.	Purchasing and Payments Policy				No limit		≤ £30k	≤ £10k	CLT or Council for potentially significant financial or public relations impacts
Emg1	Invoking, and making whatever arrangements are necessary, for action under the Council's Emergency Plan and Business Continuity Plan.	Emergency Plan Business Continuity Plan				Duty Direct or				
Emg2	Taking decisions on any urgent or pressing matter deemed appropriate or necessary where there is insufficient time for Committee/Council approval to be obtained, subject to seeking retrospective approval thereafter.	Standing Order 31			CEO					or Director appointed by CEO, except for reserved matters

Ref	Wording	Authority	Committee	CLT	CEO	Director	HoST	HoS	SUMs	Notes
Fin1	Approving business cases for									
	a. Strategic Funds within budgets	Budgeting Policy		No Limit						All business cases must be reviewed by the Investment Assurance Panel except those going through the Project Management Process
	b. Strategic Funds outside budgets			≤ £250k						
	c. Approving applications for apprenticeships etc					DCS				
	d. Staffing and other expenditure			≤ £1M		≤ £250k		≤ £100k		
Fin2	Approving budget transfers between	Budgeting Policy				No Limit		≤ £30k	≤ £10k	In consultation with the Performance Accountant
Fin3	Approving charging schedules	Charging and Income Policy	Major Deviations			Minor Deviations		In line with policy		
Fin4	Writing off									
	a. Loss of money and bad debts	Charging and Income	>£10k			≤ £10k DCS		≤ £3k HoF	≤ £1k FOA	≤ £25 Scale 6 in appropriate Service (such as till overs and unders)
	b. Loss of stores		>£10k			≤ £10k		≤ £10k	≤ £1k	
	c. Obsolete equipment	Asset Management						No Limit	≤ £10k	

Ref	Wording	Authority	Committee	CLT	CEO	Director	HoST	HoS	SUMs	Notes
Fin5	Approving travel		Outside UK and Ireland					Within UK	Within NI and ROI	
Fin6	Approving the award of grants	Grants Policy								
Fin7	Approving expenditure and signing contracts (incl. for sale of land)	Procurement Policy Purchasing and Payments Policy				No limit		≤ £100k	≤ £25k	≤ £15k Scale PO4 ≤ £5k Scale PO2 ≤ £3k Scale SO2 ≤ £1k Scale 6
Fin8	Signing letters of offer and claims, where permitted by the funder, from external bodies (for approved programmes).	Charging and Income								New thresholds apply only to electronic purchase orders Old thresholds apply to paper purchase orders
Fin9	Signing letters of offer issued by Council	Grants								
Fin10	Approving									
	a. Settlement of insurance claims	Purchasing and Payments				DCS No Limit		HoA ≤ £100k		
	b. Approving of loan repayments	Purchasing and Payments				DCS No Limit		HoF ≤ £100k		

Ref	Wording	Authority	Committee	CLT	CEO	Director	HoST	HoS	SUMs	Notes
	c. car loan applications							HoF		
Fin11	Approving applications borrowing	Treasury Management Policy & Strategy Statement			CEO	DCS		HoF		Any two
Fin12	Approving budget transfers	Budgeting				No limit		≤ £100k	≤ £20k	
Fin13	Approving urgent unbudgeted expenditure				✓					In consultation with party leaders group where possible.
HR1	Determining requests for flexible working, in accordance with policy	Agile Working						HoS		With HROD Manager
HR2	Conducting disciplinary investigations in respect of employees, in conjunction with Human Resources	Disciplinary Policy								Line manager or equivalent
HR3	Conducting disciplinary hearings, in conjunction with Human Resources Manager	Disciplinary policy				Stage 4 Director to nominate Hearing lead				Stages 1, 2 and 3 - Senior to Investigating Officer

Ref	Wording	Authority	Committee	CLT	CEO	Director	HoST	HoS	SUMs	Notes
HR4	Conducting disciplinary appeal hearings, in conjunction with Human Resources Manager	Disciplinary policy				Stage 4		Stage 3		Stages 1 and 2 - Manager more Senior to Disciplining Officer
HR5	Taking action, including terminating or varying contracts of employment in respect of employees, following consultation	Disciplinary				Stage 4 Appeal		Stage 4		With HoHROD
HR6	Approving the award of honorarium to an employee	Honoraria and Acting Up Allowances						✓		With HROD Manager
HR7	Part-time Study Applications, in line	Learning and Development						✓		With HROD Manager
HR8	Approving the creation, re-grading or re-evaluation of any post at or below Service Unit Manager level					✓				With DCS
HR9	Approving the re-grading or re-evaluation of any post at Head of Service level.			✓						
HR10	Authority to recruit posts.					For HoS		For SUM	✓	
HR11	Approval payments in lieu of notice								✓	With HROD Manager

Ref	Wording	Authority	Committee	CLT	CEO	Director	HoST	HoS	SUMs	Notes
HR12	Approval of individual training requests and development events	Learning and Development							✓	
HR13	Approval of Training and Development plan	Learning and Development					✓			
HR14	Appointment of successful applicants to agreed establishment posts									Delegated to properly constituted recruitment panels
HR15	Conclusion of negotiations on settlement of Employment Tribunal and legal matters					DCS				
HR16	Agreeing severance payments, which are not explicitly covered by a formal business case.	Redundancy Policy	✓							
Op1	Authorising or withdrawing authorisation of an Officer to fulfil the Council's responsibilities as listed in Appendix 7.					✓				
Op2	Signatory on Cemetery Grave Certificates							HoPC		
Op3	Agreement on corporate/ cross-cutting content in Service Plans.	HoST Terms of Reference					✓			

Ref	Wording	Authority	Committee	CLT	CEO	Director	HoST	HoS	SUMs	Notes
Op4	Responding on behalf of the organisation, to consultation documents on operational and technical matters that do not have local or regional significance or financial implications.					✓		✓		All response requirements to be determined by CLT
Op5	Granting new licences in respect of applications for entertainment, cinemas, and street trading, pavement cafes, places of marriage and civil partnerships and amusement permits.		With objections					Without objections		

Appendix 1 Audit Committee Terms of Reference

Authority

Under the Local Government Act (Northern Ireland) 2014 11 (1) “for the purpose of discharging any functions in pursuance of arrangements made under this part (a) a Council may appoint a committee of the council ...Subject to this Act the number of members of a committee appointed under subsection (1), their term of office and the area (if restricted) within which the committee is to exercise its authority must be fixed by the appointing council ..”

Overall Purpose and Objectives

The Audit Committee will assist Council in fulfilling its oversight responsibilities and has primary responsibility for overseeing the governance process. The Committee will agree and annual work plan which will include the review of the system of internal control and management of risks; the financial reporting process; the audit process and the Council's processes for monitoring compliance with laws and regulations and compliance with its own Standing Orders, policies and procedures.

In reaching its decisions the Audit Committee will have due regard to its impact on, and implications for the Council's commitment to ensuring equality of opportunity and, where possible and practicable, to ensure that the actions of the Committee are proactive in this respect.

The Committee is a main committee of the Council and is independent of all other operational committees of the Council. The Committee will report to Council and accordingly Council authorises the Committee, within the scope of its responsibilities, to:

- Seek any information it requires from any Council employee or external party;
- Obtain external legal or professional advice as appropriate;
- Ensure the attendance of Council Officers at meetings as appropriate;
- Approve the annual governance statement and financial statements;
- Receive reports from the external auditor (in respect of financial and performance improvement audits) and the internal auditor;
- Approve the appointment of an Internal Auditor and receive regular reports therefrom;
- Receive notification of all significant Whistleblowing or Data Protection incidents.
- Receive progress reports & any investigation reports as part of the Council's Fraud Response Plan into any significant incident of potential Fraud, Bribery or Corruption.
- Regularly meet with the External and Internal Auditors in the absence of management and no less than once per year in line with best practice.

Correspondingly, all employees are directed by Council to co-operate with any request made by the Committee.

Standing Delegations

The following standing delegations apply to this Committee insofar as the activity falls within the scope of the Committee as set out above and do not require ratification by Council:

- award internal audit contracts over the statutory limit of £30,000 (as revised from time to time)

Membership

The Audit Committee will comprise:

- 10 Members who are appointed by Council for a four-year term for the purposes of continuity of expertise and knowledge plus one independent member, appointed through public advertisement;
- Membership should not include Mayor, Deputy Mayor, chairs of Committees or Sub-committees.
- Council will nominate the Chair of the Committee in accordance with the procedures for appointing positions of responsibility.

Meetings

The Audit Committee will meet quarterly in Church Street, Newtownards at 7.00pm in March, June, September and December or January.

Special meetings may be convened as required.

The Chief Executive, Director of Corporate Services and Head of Finance will attend all meetings.

External and Internal Auditors will be invited to attend all meetings, and the Audit Committee can invite other persons as it deems necessary, who may be asked to make presentations to the Committee as appropriate.

The Audit Committee will comply with the Council's standing orders.

Appendix 2 Active and Health Communities Terms of Reference

Authority

Under the Local Government Act (Northern Ireland) 2014 11 (1) *“for the purpose of discharging any functions in pursuance of arrangements made under this part (d) a Council may appoint a committee of the council ...*

... Subject to this Act the number of members of a committee appointed under subsection (1), their term of office and the area (if restricted) within which the committee is to exercise its authority must be fixed by the appointing council .”

Overall Purpose and Objectives

The Active and Healthy Communities Committee will assist Council in fulfilling its role in the areas of:

- Community Development
- Environmental Health
- Good Relations
- Leisure facilities
- Peace IV
- Policing and Community Safety Partnership (PCSP)
- Sports development
- Licensing
- Markets
- Neighbourhood Environment
- anything else appropriate delegated to it by Council

In reaching its decisions the Active and Healthy Communities Committee will have due regard to its impact on, and implications for the Council’s commitment to ensuring equality of opportunity and, where possible and practicable, to ensure that the actions of the Committee are proactive in this respect.

The Committee is a main committee of the Council and is independent of all other operational committees of the Council. The Committee will report to Council and accordingly Council authorises the Committee, within the scope of its responsibilities, to:

- Seek any information it requires from any Council employee or external party.
- Obtain external legal or professional advice as appropriate; and
- Ensure the attendance of Council Officers at meetings as appropriate.

Correspondingly, all employees are directed by Council to co-operate with any request made by the Committee.

Standing Delegations

11. Appendix 2 - Scheme Of Delegation V4.1 For Approval (For Publication)

The following standing delegations apply to this Committee insofar as the activity falls within the scope of the Committee as set out above and do not require ratification by Council:

- award all contracts over the statutory limit of £30,000 (as revised from time to time)
- grant leases and licences over land that comply with Lands and Property Policy.
- approve travel outside the UK and Ireland.
- grant new licences in respect of applications for entertainment, cinemas, street trading, pavement cafes, places of marriage and civil partnerships and amusement permits for which objections have been received.
- Instruct officers to write letters on matters of interest to Council (eg. to Government departments or Ministers).

Membership

The Active and Healthy Communities Committee will comprise of 16 members who are appointed by Council on an annual basis.

Council will appoint the Chair of the Active and Healthy Communities Committee on an annual basis in accordance with the procedures for appointing positions of responsibility.

Meetings

The Active and Healthy Communities Committee will meet in Church Street, Newtownards at 7.00pm on the second Wednesday of each month except during July and August. Special meetings may be convened as required.

The Active and Healthy Communities Committee will comply with the Council's standing orders.

Appendix 3 Corporate Services Terms of Reference

Corporate Services Committee

Authority

Under the Local Government Act (Northern Ireland) 2014 11 (1) *“for the purpose of discharging any functions in pursuance of arrangements made under this part (a) a Council may appoint a committee of the council ...*

... Subject to this Act the number of members of a committee appointed under subsection (1), their term of office and the area (if restricted) within which the committee is to exercise its authority must be fixed by the appointing council ..”

Overall Purpose and Objectives

The Corporate Services Committee will assist Council in fulfilling its role in the areas of:

- Administration
- Asset management
- Business Continuity
- Community Planning
- Corporate strategy
- Corporate Plan
- Communications and Marketing
- Customer Service
- Efficiency and Transformation
- Emergency Planning
- Equality
- Finance
- Health and Safety
- Human Resources and Organisational Development
- Digital
- Legal
- Organisational Development
- Performance Management
- Policy and Governance
- Procurement
- Special Projects
- Sustainable Development
- Climate Change and Sustainability
- anything else appropriate delegated to it by Council

In reaching its decisions, the Corporate Services Committee will have due regard to its impact on, and implications for the Council's commitment to ensuring equality of opportunity and, where possible and practicable, to ensure that the actions of the Committee are proactive in this respect.

The Committee is a main committee of the Council and is independent of all other operational committees of the Council. The Committee will report to Council and accordingly Council authorises the Committee, within the scope of its responsibilities, to:

- Seek any information it requires from any Council employee or external party.
- Obtain external legal or professional advice as appropriate; and
- Ensure the attendance of Council Officers at meetings as appropriate.

Correspondingly, all employees are directed by Council to co-operate with any request made by the Committee.

Standing Delegations

The following standing delegations apply to this Committee insofar as the activity falls within the scope of the Committee as set out above and do not require ratification by Council:

- award all contracts over the statutory limit of £30,000 (as revised from time to time)
- grant leases and licences over land that comply with Lands and Property Policy.
- approve travel outside the UK and Ireland.
- grant new licences in respect of applications for entertainment, cinemas and street trading.
- Instruct officers to write letters on matters of interest to Council (eg. to Government departments or Ministers).

Membership

The Corporate Services Committee will comprise 16 members who are appointed by Council on an annual basis. Council will appoint the Chair of the Corporate Services Committee on an annual basis in accordance with the procedures for appointing positions of responsibility.

Meetings

The Corporate Committee will meet in Church Street, Newtownards at 7.00pm on the second Tuesday of each month except during July and August. Special meetings may be convened as required.

The Corporate Services Committee will comply with the Council's standing orders.

Appendix 4 Environment Committee Terms of Reference

Environment Committee

Authority

Under the Local Government Act (Northern Ireland) 2014 11 (1) *“for the purpose of discharging any functions in pursuance of arrangements made under this part*

(b) a Council may appoint a committee of the council ...

... Subject to this Act the number of members of a committee appointed under subsection (1), their term of office and the area (if restricted) within which the committee is to exercise its authority must be fixed by the appointing council ..”

Overall Purpose and Objectives

The Environment Committee will assist Council in fulfilling its role in the areas of:

- Building maintenance
- Car parks
- Estate management/maintenance
- Marinas and harbours
- Public conveniences
- Recycling
- Waste management and cleansing
- Biodiversity
- Cemeteries
- Playgrounds
- Parks and Open Spaces
- Countryside
- anything else appropriate delegated to it by Council

In reaching its decisions the Environment Committee will have due regard to its impact on, and implications for the Council's commitment to ensuring equality of opportunity and, where possible and practicable, to ensure that the actions of the Committee are proactive in this respect.

The Committee is a main committee of the Council and is independent of all other operational committees of the Council. The Committee will report to Council and accordingly Council authorises the Committee, within the scope of its responsibilities, to:

- Seek any information it requires from any Council employee or external party;
- Obtain external legal or professional advice as appropriate; and
- Ensure the attendance of Council Officers at meetings as appropriate.

Correspondingly, all employees are directed by Council to co-operate with any request made by the Committee.

Standing Delegations

The following standing delegations apply to this Committee insofar as the activity falls within the scope of the Committee as set out above and do not require ratification by Council:

- award all contracts over the statutory limit of £30,000 (as revised from time to time)
- grant leases and licences over land that comply with Lands and Property Policy.
- approve travel outside the UK and Ireland.
- Grant new licences in respect of applications for entertainment, cinemas, street trading, pavement cafes, places of marriage and civil partnerships and amusement permits for which objections have been received.
- Instruct officers to write letters on matters of interest to Council (eg. to Government departments or Ministers).

Membership

The Environment Committee will comprise of 16 members who are appointed by Council on an annual basis.

Council will appoint the Chair of the Environment Committee on an annual basis in accordance with the procedures for appointing positions of responsibility.

Meetings

The Environment Committee will meet in Church Street, Newtownards at 7.00pm on the first Wednesday each month except during July and August. Special meetings may be convened as required.

The Environment Committee will comply with the Council's standing orders.

Appendix 5 Place and Prosperity Terms of Reference

Place and Prosperity Committee

Authority

Under the Local Government Act (Northern Ireland) 2014 11 (1) *“for the purpose of discharging any functions in pursuance of arrangements made under this part (c) a Council may appoint a committee of the council ...*

... Subject to this Act the number of members of a committee appointed under subsection (1), their term of office and the area (if restricted) within which the committee is to exercise its authority must be fixed by the appointing council ..”

Overall Purpose and Objectives

The Place and Prosperity Committee will assist Council in fulfilling its role in the areas of:

- Economic Development
- EU Funds and Projects
- Regeneration
- Rural Development
- Tourism Development and Visitor Servicing
- Tourism Events
- Tourism Facilities (including Exploris Pickie Funpark and Bangor Marina)
- Capital Projects
- Subsidy Control
- Arts and Museum
- Building Control
- anything else appropriate delegated to it by Council

In reaching its decisions the Place and Prosperity Committee will have due regard to its impact on, and implications for the Council's commitment to ensuring equality of opportunity and, where possible and practicable, to ensure that the actions of the Committee are proactive in this respect.

The Committee is a main committee of the Council and is independent of all other operational committees of the Council. The Committee will report to Council and accordingly Council authorises the Committee, within the scope of its responsibilities, to:

- Seek any information it requires from any Council employee or external party;
- Obtain external legal or professional advice as appropriate; and
- Ensure the attendance of Council Officers at meetings as appropriate.

Correspondingly, all employees are directed by Council to co-operate with any request made by the Committee.

Membership

The Place and Prosperity Committee will comprise of 16 members who are appointed by Council on an annual basis. Council will appoint the Chair of the Place and Prosperity Committee on an annual basis in accordance with the procedures for appointing positions of responsibility.

Standing Delegations

The following standing delegations apply to this Committee insofar as the activity falls within the scope of the Committee as set out above and do not require ratification by Council:

- award all contracts over the statutory limit of £30,000 (as revised from time to time)
- grant leases and licences over land that comply with Lands and Property Policy.
- approve travel outside the UK and Ireland.
- grant new licences in respect of applications for entertainment, cinemas and street trading.
- Instruct officers to write letters on matters of interest to Council (eg. to Government departments or Ministers).

Meetings

The Place and Prosperity Committee will meet in Church Street, Newtownards at 7.00pm on the first Thursday each month except during July and August. Special meetings may be convened as required.

The Place and Prosperity Committee will comply with the Council's standing orders.

Appendix 6 Planning Committee Terms of Reference

REMIT OF THE PLANNING COMMITTEE

Development Management

1. The main role of the Planning Committee is to consider planning applications made to the Council as the local planning authority and decide whether or not they should be approved. To this end, the Planning Committee of Ards and North Down Borough Council has full delegated authority, meaning that the decisions of the Committee, in respect of planning applications, will not go to the full Council for ratification.

Development Plan

2. Ards and North Down Borough Council is required by Section 8 of the Planning Act (NI) 2011 to prepare a plan for its district. This plan forms the basis for public and private investment decisions, providing a degree of certainty as to how land will be developed. In law, planning applications must be determined in accordance with the development plan unless other material considerations indicate otherwise. This means that where land is zoned for a particular use, the Planning Committee should ensure it is reserved for that use: for example, an application for housing in an area zoned for housing should be approved unless the design and layout fails in terms of the environmental, open space and access standards, or its design and layout has a detrimental impact on the character of the area or neighbouring amenity.
3. The Planning Committee's role in relation to the Local Development Plan is to contribute to the development of and approve the Local Development Plan before it is passed by resolution of the Council. The Planning Committee should also ensure that the Local Development Plan is monitored annually, particularly in terms of the availability of housing and economic development land, and that it is reviewed every five years, giving consideration to whether there is a need to change the Plan Strategy, or the zonings, designations and policies as contained in the Local Policies Plan.

Development Plan Transition Arrangements

4. Until such time as Ards and North Down Borough Council has adopted its Plan Strategy the local development plans for the Council area will be taken to be the extant Departmental development plans, namely, the North Down and Ards Area Plan 1984- 1995 and the Ards and Down Area Plan 2015, with the draft Belfast Metropolitan Area Plan 2015 being a material consideration.

5. When the Council's Plan Strategy is formally adopted, the Local Development Plan will be the Council's adopted Plan Strategy and the extant Departmental development plans, namely the North Down and Ards Area Plan 1984-1995 and the Ards and Down Area Plan 2015, read together, with the draft Belfast Metropolitan Area Plan 2015 being a material consideration. If there is a conflict between the Council's Plan Strategy and the extant Departmental development plan(s) the conflict shall be settled in favour of the Council's adopted Plan Strategy.
6. When the Council has adopted its Local Policies Plan, the Local Development Plan will be the Council's adopted Plan Strategy and Local Policies Plan as defined in Section 6 of the 2011 Act.

Enforcement

7. The enforcement of planning controls is delegated to appointed officers with the Planning Committee receiving regular reports on the progress of enforcement activities.

SIZE OF THE PLANNING COMMITTEE

8. Ards and North Down Borough Council Planning Committee comprises of 16 Members with no substitutions being permitted.
 9. The quorum for the Planning Committee will be six (6) Members present and eligible to vote. Where there are less than six Members present eligible to debate an application and vote, the Committee shall be inquorate and the planning application cannot be determined. The application should therefore be withdrawn from the agenda and returned to the next Planning Committee meeting.
 10. Where the Planning Committee becomes inquorate, not due to Committee Members being absent but due to Committee Members declaring an interest, the planning application concerned should be deferred to the next Planning Committee meeting to allow each Member to seek advice as to whether their interest of concern is in fact an interest which would prevent them considering and voting upon the planning application. In the event that a Member or Members, on receipt of advice, are comfortable that there is in fact no interest to prevent them considering and voting upon the application, the reasoning for such a position should be so recorded in the minutes of the next Planning Committee meeting.
 11. In the event of Planning Committee still being inquorate, due to Members declaring an interest, the Council is deemed to not be able to determine the application, which is then referred to the Department.
 12. The Head of Planning will normally attend all Planning Committee meetings in addition to planning officers presenting application reports and recommendations.
11. Appendix 2 - Scheme of Delegation v4.1 for approval (for publication)

FREQUENCY OF MEETINGS

In accordance with the Council's Standing Orders, Committees will be held on a monthly basis. The Planning Committee of Ards and North Down Borough Council will meet on the first Tuesday in every month at 7pm in the Council Chamber at 2 Church Street, Newtownards. In exceptional circumstances the Committee shall from time to time fix its own day and hour of meeting and notify the Council. Committee meeting dates and times will be published monthly on the Council's website in advance of each meeting.

Appendix 7 Statutory Powers and Duties of the Council

In exercise of its powers under Section 7 of The Local Government Act (Northern Ireland) 2014, Council delegates as follows:

- a) The discharge of Regulatory Functions by the Council may be delegated to Officers within the Neighbourhood Environment, Licensing and Building Control Service Units and Environmental Health, Protection and Development Service by, and under the supervision of, the Director of Active and Healthy Communities and the Director of Place and Prosperity.
- b) In respect of the delegation of power to grant, withdraw, suspend and refuse approvals under EC Regulation 853/2004 the Director of Active and Healthy Communities must specify in writing the name of the officer and the specific power being delegated.
- c) Its function to institute legal proceedings pursuant to offences committed under the provisions listed in this appendix to relevant Officers under the guidance of the Director of Active and Healthy Communities and Director of Place and Prosperity. Such delegated authority to be exercised in accordance with the Council's Enforcement Policy on Regulatory Functions and to be reported to the Council thereafter. Such legal proceedings will be subject to consultation with the Council's solicitors as appropriate.

Regulatory Services include powers under the following legislation:

1. Belfast Corporation Act 1930 (in respect of illegal shellfish gathering from the Belfast Lough Foreshore)
2. Building (Prescribed Fees) (Amendment) Regulations (Northern Ireland) 2013 (As amended)
3. The Betting, Gaming, Lotteries & Amusements (Northern Ireland) Order 1985
4. The Building Regulations (Northern Ireland) 2012 (As Amended)
5. The Building Regulations (Northern Ireland) Order 1979 (as amended)
6. Caravans Act (Northern Ireland) 1963
7. Caravans Act (Northern Ireland) 2011
8. The Children & Young Persons (Protection from Tobacco) (Northern Ireland) Order 1991
9. The Cinemas (Northern Ireland) Order 1991
10. Clean Air (Northern Ireland) Order 1981
11. Clean Neighbourhoods and Environment Act (Northern Ireland) 2011
12. The Construction Products Regulations 2013
13. Consumer Protection Act 1987
14. Consumer Rights Act 2015
15. Criminal Justice and Police Act 2001
16. The Dangerous Dogs (Northern Ireland) Order 1991
17. The Dogs (Northern Ireland) Order 1983

18. The Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 As Amended
19. The Environment (Northern Ireland) Order 2002
20. Explosives Act (NI) 1970
21. The Fire and Rescue Services (Northern Ireland) Order 2006 Part III
22. The Fluorinated Greenhouse Gases Regulations (Northern Ireland) 2009
23. Food & Environment Protection Act 1985 Part III
24. Food Hygiene Rating Act (Northern Ireland) 2016
25. The Food Safety (Northern Ireland) Order 1991 (as amended) and any orders or regulations made thereunder or relating to the foregoing or having effect by virtue of The European Communities Act 1972 and modification or reenactment to the foregoing
26. The General Product Safety Regulations 2005
27. Hairdressers Act (Northern Ireland) 1939
28. Health and Personal Social Services (Northern Ireland) Order 1978
29. The Health and Personal Social Services and Public Health (N.I.) Order 1991 (for services rendered to the trust in respect of infectious disease)
30. Health and Safety at Work (Northern Ireland) Order 1978
31. Health (Miscellaneous Provisions) Act (Northern Ireland) 2016
32. High Hedges Act (Northern Ireland) 2011
33. Houses in Multiple Occupation Act (Northern Ireland) 2016
34. The Housing (Northern Ireland) Order 2003 (for Rent Book Regulation enforcement)
35. Housing (Northern Ireland) Order 1981 (re fitness standard)
36. The Housing (Amendment) Act (Northern Ireland) 2011
37. The Industrial Pollution Control (Northern Ireland) Order 1997
38. Intoxicating Substances (Supply) Act 1985
39. Licensing of Pavement Cafés Act (Northern Ireland) 2014
40. The Litter (Northern Ireland) Order 1994
41. Local Government Act (Northern Ireland) 1972
42. The Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985
43. The Local Government (Northern Ireland) Order 2005
44. Noise Act 1996
45. Office and Shops Premises Act (Northern Ireland) 1966
46. Petroleum (Consolidation) Act (Northern Ireland) 1929 (as amended)
47. Petroleum Regulation Acts (Northern Ireland) 1929 & 1937
48. Poisons (Northern Ireland) Order 1976
49. Pollution Control and Local Government (NI) Order 1978
50. The Pollution Prevention and Control (Industrial Emissions) Regulations (Northern Ireland) 2013
51. The Pollution Prevention and Control (Industrial Emissions) (Amendment) Regulations (Northern Ireland) 2018
52. Private Tenancies Act (Northern Ireland) 2022
53. The Private Tenancies (Northern Ireland) Order 2006
54. The Private Water Supplies Regulations (Northern Ireland) 2009
55. Public Health Acts 1878-1967
56. Rats & Mice (Destruction) Act 1919

57. Rent (Northern Ireland) Order 1978
58. The Road Traffic Regulation (Northern Ireland) Order 1997
59. The Safety of Sport Grounds (Northern Ireland) Order 2006
60. The Shops (Sunday Trading) (Northern Ireland) Order 1997
61. The Smoking (Northern Ireland) Order 2006
62. Street Trading Act (NI) 2001
63. Sunbeds (Northern Ireland) Act 2011
64. Tobacco Advertising and Promotion Act 2002
65. Tobacco Retailers Act (Northern Ireland) 2014
66. Town Improvements Clauses Act, 1847 – Section 75 as adopted by
67. Towns Improvement (Ireland) Act, 1854 –Section 39 (Ruinous and Dangerous Buildings)
68. The Volatile Organic Compounds in Paint, Varnishes and Vehicle Refinishing Products Regulations 2005
69. The Waste & Contaminated Land (Northern Ireland) Order 1997 (including Article 44 Part II of the Order - obtaining of information)
70. Welfare of Animals (Northern Ireland) Act 2011
71. Welfare Services Act (NI) 1971

Appendix 8 Planning Delegations

Scheme of Delegation for Ards and North Down Borough Council

Part A – Mandatory applications for determination by Planning Committee

By statute certain types of application must be determined by the Planning Committee and therefore cannot be delegated to officers:

- Applications which fall within the Major category of development as specified within the Planning (Development Management) Regulations (NI) 2015;
- Applications where the application is made by the Council or an elected member of the Council;
- Applications relating to land in which the Council has an estate.

Part B – Non-Mandatory applications for determination by Planning Committee

- A Local development application attracting six or more separate individual objections which are contrary to the officer's recommendation, and where a material planning matter has been raised.

In determining if the threshold of six or more separate objections is met, the following clarification shall apply for the purposes of the calculation:

- Multiple letters of objection from one individual person (or body including any corporate entity) will constitute one objection;
 - Multiple letters of objection from one address (whether by one individual or more) will constitute one objection;
 - Pro-forma objection letters will constitute one objection;
 - Petitions will constitute one objection;
 - Objection(s) to an application by any statutory or non-statutory consultee will not count toward the threshold and for the avoidance of doubt be excluded from any such calculation. A 'consultee' being a body consulted by the Council to ascertain their expert view on the merits of a planning application.
- A Local development application which is a significant departure from the Local Development Plan which is recommended for approval (the Head of Planning to adjudicate on this where necessary in liaison with the Chair).
 - A Local development application called-in to Planning Committee by the Head of Planning;
 - A Local development application called-in to Planning Committee from the delegated list¹ as set out in the Council's Protocol for the Operation of the Planning

Committee by a member of that Committee – a sound material planning reason having been given for such a referral;

- A Local development application called-in by any Councillor within 25 working days² of the application being validated – a sound material planning reason having been given for such a referral (as set out in the Council's Protocol for the Operation of the Planning Committee);
- A planning (legal) agreement or modification to a legal agreement is required.

Part C – Delegated Applications

The appointed officer is the Head of Planning within the Council and any officer nominated by the Head of Planning, who will be responsible for determining the following:

- All Local development applications whether for approval or refusal, with the exceptions listed at Part B above.

Part D – Enforcement and Determination of Other Planning Matters

In relation to other planning responsibilities, the following matters are delegated to the appointed officer:

- All investigation of breaches of planning control and decisions on enforcement to include:
 - Service of an Enforcement Notice;
 - Service of a Listed Building Enforcement Notice;
 - Service of Hazardous Substances Contravention Notice;
 - Service of a Stop Notice;
 - Service of a Temporary Stop Notice;
 - Service of a Breach of Condition Notice;
 - Service of Tree Replanting Notice;
 - Withdrawal/modification of any of the Notices specified above, as appropriate;
 - Service of Warning Letters and Planning Contravention Notices;
 - Determination of applications for Certificates of Lawfulness of Existing Use or Development;
 - Service of a Fixed Penalty Notice, except in circumstances where the person appointed considers the breach of planning control could result in immediate public danger or development which may result in permanent damage to the environment. Examples include: the demolition of, or works to, a listed building; the felling of protected trees; the demolition of a building in a conservation area; or the commencement of building operations without permission;

¹ Paragraph 25 of the Protocol for the Operation of the Planning Committee

² Paragraph 24 of The Protocol for the Operation of the Planning Committee

- Service of a Discontinuance Order;
- The instigation of court proceedings e.g. prosecution for non-compliance with a statutory notice or injunction proceedings.

Other planning matters to include:

- The determination of applications for Certificates of Lawfulness of Proposed Use or Development;
- The serving/affixing of a Building Preservation Notice;
- The withdrawal of a Building Preservation Notice;
- The making and serving of a provisional Tree Preservation Order;
- The making and serving of a Tree Preservation Order;
- Revocation of a Tree Preservation Order;
- Determination of any application to carry out works to a protected tree (i.e. a tree the subject of a Tree Preservation Order or within a Conservation Area);
- Determination as to appropriate replanting in relation to tree(s) the subject of a Tree Preservation Order or within a Conservation Area;
- Determination of non-material change applications to planning permissions;
- Determination of any application for Conservation Area consent;
- Determination of any application for advertisement consent;
- Determination of any application for listed building consent;
- Determination of any application for hazardous substances consent;
- Revocation or modification of any of the above consents;
- Issuance of Urgent Works Notice;
- The screening of and determination decisions on development proposals required under the Environmental Impact Assessment or Habitats Regulations;
- Discharge of planning conditions;
- Determination of any application for variation or removal of condition(s) previously attached to permission to develop land;
- Drafting of legal agreements.

Part E – Legal Challenge

The Council provides delegated authority to the Head of Planning to instigate or defend judicial review proceedings on behalf of the Council, and instruct such Counsel or experts in association with the Council's solicitor deemed necessary to defend any decision of the Council, or a challenge to such a decision, the Head of Planning sees fit in the interests of the Council.

Part F – Publicity

The Council has made a copy of this Scheme of Delegation available on the Council's website at www.ardsandnorthdown.gov.uk and it is also available on request at the Council's offices at 2 Church Street, Newtownards, BT23 4AP.

11. Appendix 2 - Scheme of Delegation v4.1 for approval (for publication)

Planning Service includes powers under the following legislation:

Primary Legislation

- Planning Act (NI) 2011
- Planning (Compensation, etc.) Act (Northern Ireland) 2001
- The Land Compensation (Northern Ireland) Order 1982
- The Planning Blight (Compensation) (Northern Ireland) Order 1981
- The Enterprise Zones (Northern Ireland) Order 1981
- The Private Streets (Northern Ireland) Order 1980
- The Land Acquisition and Compensation (Northern Ireland) Order 1973
- Planning and Land Compensation Act (Northern Ireland) 1971
- The Land Development Values (Compensation) Act (Northern Ireland) 1965
- Lands Tribunal and Compensation Act (Northern Ireland) 1964
- Caravans Act (Northern Ireland) 1963

Local Development Plans

- The Planning (Local Development Plan) (Amendment) Regulations (Northern Ireland) 2016
- The Planning (Local Development Plan) Regulations (Northern Ireland) 2015
- The Planning (Statement of Community Involvement) Regulations (Northern Ireland) 2015

Planning Control

- The Planning (General Permitted Development) (Amendment) Order (Northern Ireland) 2023
- The Planning (General Permitted Development) (Amendment) Order (Northern Ireland) 2020
- The Planning (Development Management) (Amendment) Regulations (Northern Ireland) 2015
- The Planning (Development Management) Regulations (Northern Ireland) 2015
- The Planning (General Development Procedure) (Amendment) Order (Northern Ireland) 2016
- The Planning (General Development Procedure) Order (Northern Ireland) 2015
- The Planning (General Permitted Development) Order (Northern Ireland) 2015
- The Planning (Use Classes) Order (Northern Ireland) 2015
- The Planning General (Amendment) Regulations (Northern Ireland) 2015
- The Planning General Regulations (Northern Ireland) 2015
- Listed Buildings and Conservation Areas
- The Planning (Conservation Areas) (Consultation) Regulations (Northern Ireland) 2015

- The Planning (Conservation Areas) (Demolition) Regulations (Northern Ireland) 2015
- The Planning (Listed Buildings) (Amendment) Regulations (Northern Ireland) 2016
- The Planning (Listed Buildings) Regulations (Northern Ireland) 2015

Planning Fees

- The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2024
- The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2023
- The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2019
- The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2015
- The Planning (Fees) Regulations (Northern Ireland) 2015

Miscellaneous

- The Planning (Avian Influenza) (Special Development) Order (Northern Ireland) 2015
- The Planning (Claims for Compensation) Regulations (Northern Ireland) 2015
- The Planning (Control of Advertisements) Regulations (Northern Ireland) 2015
- The Certificates of Alternative Development Value Regulations (Northern Ireland) 2015
- The Planning (Amount of Fixed Penalty) Regulations (Northern Ireland) 2015
- The Planning (Modification and Discharge of Planning Agreements) Regulations (Northern Ireland) 2015
- The Planning (Simplified Planning Zones) Regulations (Northern Ireland) 2015
- The Planning (Trees) Regulations (Northern Ireland) 2015
- Commencement Orders
- The Planning (2011 Act) (Commencement No.1) Order (Northern Ireland) 2011
- The Planning (2011 Act) (Commencement No.2) Order (Northern Ireland) 2015
- The Planning (2011 Act) (Commencement No.3) and (Transitional Provisions) Order (Northern Ireland) 2015

EU Transposition of Directives

- The Environmental Assessment of Plans and Programmes Regulations (Northern Ireland) 2004
- The Conservation (Natural Habitats, etc.) Regulations (Northern Ireland) 1995
- The Conservation (Natural Habitats, etc.) (Amendment) Regulations (Northern Ireland) 2015
- The Planning (Hazardous Substances) (No.2) Regulations (Northern Ireland) 2015
- The Planning (Hazardous Substances) (No.2) (Amendment) Regulations (Northern Ireland) 2016
- The Planning (Environmental Impact Assessment) Regulations (Northern Ireland) 2017

- The Planning (Environmental Impact Assessment) Regulations (Northern Ireland) 1999, S.R. 1999 No.73
- The Planning (Environmental Impact Assessment) Regulations (Northern Ireland) 2015, S.R. 2015 No.74
- The Planning (Management of Waste from Extractive Industries) Regulations (Northern Ireland) 2015
- The Planning (Environmental Assessments and Miscellaneous Amendments) (EU Exit) (Northern Ireland) Regulations 2018
- The Planning (Environmental Assessments and Technical Miscellaneous Amendments) (EU Exit) Regulations (Northern Ireland) 2020

Unclassified

167

ITEM 17

Ards and North Down Borough Council

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Council Meeting
Date of Meeting	27 August 2025
Responsible Director	Chief Executive
Responsible Head of Service	
Date of Report	19 August 2025
File Reference	
Legislation	
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Notice of Motion Status Report
Attachments	Notice of Motion tracker

Please find attached a Status Report in respect of Notices of Motion.

This is a standing item on the Council agenda each month and its aim is to keep Members updated on the outcome of Motions. It should be noted that as each Motion is dealt with it will be removed from the report.

RECOMMENDATION

It is recommended that the Council notes the report.

NoM Ref:	Responsible Committee	Date Received	Submitted by	Notice (Original and any amendment)	Council & Committee Meetings (Date & Item)	Status (Most recent status update at the top followed by detail of what has been accomplished to date)	Responsible Officer	Final Outcome	
11	Community & Wellbeing	31.05.15	Councillor Muir & Alderman Keery	Rory McIlroy Recognition	Council June 2015 Corporate Services Committee October 2015	Officers discussing options with McIlroy Organisation. Proposal currently being drafted related to supporting young people in sport for their consideration and then will be reported to Council. The Chief Executive has now met with the Rory McIlroy Foundation and a proposal will be presented to them in due course.	Graeme Bannister (Director of Community & Wellbeing)		
330	Environment	21.01.19	Councillor Brooks & Councillor Smith	This Council brings back a report on providing a shelter or sheltered area near the slipway in Donaghadee which would provide cover for the growing numbers of open water swimmers that use the area on a daily basis.	Council January 2019 Environment Committee 06.02.19 Item 16.3	Report to be brought back to Committee to close off the NOM	Peter Caldwell (Head of Assets & Property Services)		
370	Environment	13/09/19	Councillor Cathcart & Alderman Gibson	That this Council acknowledges that Council byelaws are in need of review. Many of our Council byelaws are now outdated and do not cover new housing developments and playparks in the Borough. The Council therefore will carry out a comprehensive review of Council byelaws to create a modern system to assist the Council in meeting the outcomes identified within the Community Plan	Council - September 2019 Referred to Environment Committee - October 2019 Environment Committee 02.09.20 Item 12 Council - April 2025 Item 14	Report to be brought back on the possible strengthening of no alcohol consumption byelaws on Council land and at the Borough's beaches and parks. Report to also explore options on possible restrictions of open fires and the use of disposable BBQs at beaches and parks. Review of the byelaws to commence and be undertaken in three stages. Phase 1 - Scope, Phase 2 - Council Review and Phase 3 - Recommendation and Decision Financial provision 2026/27	Richard McCracken (Interim Head of Regulatory Services)		
514	Community & Wellbeing	19.05.22	Councillor Cummings & Councillor Johnson	Business case for redesign of the parallel sports pitches and facilities at Park Way, Comber	Council June 2022 Community & Wellbeing Committee September 2022 and deferred to October 2022	Council agreed Comber 3G pitch is ranked 21st in project prioritisation. Stakeholder engagement to commence at the appropriate time. Leasing application has been received from Comber Rec.	Ian O'Neill (Head of Leisure)		

519	Community & Wellbeing	20.06.22	Councillor Kendal, Councillor McRandal & Councillor McClean	Engagement with relevant community stakeholders to ascertain community need and desires in respect of the Queen's Leisure Complex	Council June 2022 Community & Wellbeing Committee September 2022 and deferred to October 2022	Report to November 2024 C&W Committee. Community Engagement took place on 24th September 2024; meeting with councillors in January 2025, further engagement has been requested and clarity is still awaited on the details of that request. Report to June C&W Committee if that clarity is obtained in advance.	Nikki Dorrian & Ian O'Neill		
522	Corporate Services	05.07.22	Alderman Irvine and Alderman Keery Amendment received from Councillor Cathcart	That this Council changes the name of Queen's Parade to Queen's Platinum Jubilee Parade in honour and recognition of the 70th anniversary of the Queen's accession to the throne. *** Amendment - That this Council, in recognition of Her Majesty's Platinum Jubilee and her conferment of City Status upon Bangor, agrees to name an appropriate place or building within Bangor in her honour and that future Council Bangor entrance signs make reference to Bangor being a Platinum Jubilee City.	Council July 2022 Environment Committee September 2022 Corporate Services January 2024	April 2023 - Letter requesting permission to use the Royal Name sent to the Cabinet Office and awaiting response January 2024 - Report brought to Corporate Committee Amendment Agreed and advice sought from Cabinet Office December 2024 - Advice still outstanding August 2025 - Advice now recieved, update report to be presented to Corporate Committee	Alison Curtis (Head of Administration)		
525	Community & Wellbeing	24.08.22	Councillor Cooper, Councillor T Smith & Councillor Irvine	Amended 11.10.2022 Corporate Committee: That Council officers bring back a report on relevant Council policies with a view to withdrawing funding to any sporting organisations with any political objectives or named references to terrorism in their constitution, club names, stadiums, or competitions and such a report will be appropriately guided by legal advice in relation to this course of action	Council August 2022 Corporate Committee October 2022	Referred to C&W in 2024. Legal advice sought in 2024. Legal advice has been received April 2025. Report to June C&WC.	Nikki Dorrian (Interim Head of Community and Culture)		

529	Environment	22.08.22	Councillor Dunlop & Councillor Douglas	<p>That this Council agrees:</p> <ul style="list-style-type: none"> •All pedestrians should feel safe on our pavements, yet street clutter can make walking and wheeling unsafe, forcing people onto the road which is dangerous; •Street furniture should be clean, have a purpose and be consistent; and •Street clutter should be removed. <p>Therefore, Council tasks officers to:</p> <ul style="list-style-type: none"> •Carry out an audit of street infrastructure including street signage, project information; posts, etc; •Remove historic street clutter which has no current purpose or future benefit; •Ensure relevant signage is cleaned and fit for purpose; •Ensure signs have the appropriately-named Council on it, where this applies; •Identify a nominated officer within the Council to lead on the audit to ensure items are listed and removed; and •Write to the Department for Infrastructure to request they complete a similar de-clutter across the Borough. 	Council September 2022 Environment Committee October 2022	<p>Letter sent to DfI (Mark McPeak) 11/01/23</p> <p>Response received from DfI 12/01/23 advising the improbability of any DfI Roads owned street furniture being superfluous. Furthermore, diverting limited resources to undertake a separate and distinct audit was not a priority for DfI at this time. However, the maintenance team during cyclic road inspections would consider our request (that being: 'no longer relevant/out-of-date/unnecessary street signage, posts, project information etc') who will bring to the attention of the local engineer to consider.</p>	Peter Caldwell (Head of Assets & Property Services)	TO BE REMOVED ON THE BASIS OF THE RESPONSE FROM DFI	
545	Community & Wellbeing	16.11.22	Alderman McIlveen & Councillor Cummings	<p>That Council officers open discussions with Historic Environment Division regarding the return of the 13th century 'Movilla Stones' to the Borough and the provision of a suitable site for these to be located. Officers are also tasked with promoting these extremely important archaeological artefacts in the local community and local schools when the stones have been returned.</p>	Council November 2022 Community & Wellbeing December 2022 and March 2023 and June 2023	<p>Officers have asked HED to confirm return arrangements and will report to future C&WC when final arrangements for return of the stones is confirmed. Report to June 2025 C&WC.</p>	Nikki Dorrian (Interim Head of Community and Culture)	Will be removed when June C&WC minutes are ratified at July Council.	
549	Community & Wellbeing	09.12.22	Councillor Douglas & Councillor Walker	<p>That this Council adopts the White Ribbon Pledge to 'Never commit, condone or remain silent about violence against women and girls', agrees to sign the Pledge, and tasks Officers to bring back a report outlining how we can amalgamate existing relevant policies, undertake the Listen, Learn, Lead programme within the Council, and identify effective routes to encourage other agencies and organisations in our Borough to engage with the White Ribbon Project.</p>	Council December 2022 Corporate Services Committee January 2023 Community & Wellbeing Committee January 2024	<p>Action plan being developed by PCSP and brought back to C&W Committee. Womens Night Charter reported to January C&W Committee ratified at Council. Report going to March Community and Wellbeing Committee. N Dorrian met with White Ribbon in January 2025. Report to June C&W 2025 Committee.</p>	Nikki Dorrian (Interim Head of Community and Culture)	Will be removed when June C&WC minutes are ratified at July Council.	

564	Community & Wellbeing	08.02.23	Alderman Irvine and Alderman Keery	That this Council tasks officers to begin discussions with the Education Authority with regards to the Future of Bloomfield playing fields, Bangor. This is to include the lease and the exploring of the possibility of bringing the facility up to intermediate level for football. A report to be brought back to Council following said discussions.	Council February 2023 Community & Wellbeing Committee March 2023	Officers awaiting response from EA in order for report to be brought back to future C&W Committee. EA has responded to say they '...would be in contact when they are ready to progress...' several chasers have been sent. 26.02.25 Email received from Virginia Lowe of the EA confirming there is no further update at this time. Compliance section continues to chase.	Ian O'Neill (Head of Leisure)		
567	Corporate Services	14.02.23	Councillor Adair & Councillor Edmund	This Council rename the square at Portavogie War Memorial Queen Elizabeth Square in memory of our late Sovereign Queen Elizabeth II.	Council February 2023 Corporate Services Committee March 2023	A response has been received from the Cabinet Office and a report went back to Committee 30/5/24 - follow up letter sent to Cabinet Office for update. Letters sent to the Cabinet Office requesting use of the Royal Name July 2024 - Advice now received - Report presented at September CSC. Agreed that combined EQIA more appropriate. A further report to be brought to CSC when EQIA ready to go. August 2025 - Advice now recieved on other requests, update report to be presented to Corporate Committee	Alison Curtis (Head of Administration)		
585	Community & Wellbeing	16.10.23	Alderman Adair, Councillor Edmund & Councillor Kerr	That Council recognise the value of our Beaches and coastal environment to our residents and tourists alike note the new DEARA regulations for the cleaning and maintenance of our beaches and task officers to bring forward a report on cleaning and maintaining our beaches on a proactive basis in line with the new DEARA regulations to ensure our beaches continue to be a clean, safe, attractive and well-managed coastal environments.		Report to C&W Committee in January 2025. Further report requested to future C&W Committee to include site visits to Causeway Coast & Glens and Newry Mourne and Down Distrcit Council as per amended recommendation at January C&W Committee. Since January C&W Committee a summer site visit has been organised. Report to be brought back to October 2025 C&W Committee. Meanwhile beaches continue to be monitored on a proactive basis.	Stephen Daye (Head of Parks and Cemeteries)		

586	Corporate Services	16.10.23	Councillor Cathcart & Councillor Martin	That this Council, further to recent positive discussions with landowners, agrees to reexamine the April 2014 decision of North Down Borough Council to accept a gift of open space at Ambleside, Bangor, which was never completed and tasks Council Officers to bring back a report looking at (i) acquiring the land and (ii) options around future uses for the land.	Council October 2023 Corporate Services Committee November 2023 Corporate Services Committee September 2024	Report to CSC. Agreed to proceed to acquisition subject to terms & discussions with vendor. July 2024 - Letter now sent to vendor. Report to Corporate Committee in September 2024. August 2025: The Council has instructed its solicitor in relation to this matter, and they are liaising directly with the solicitor instructed by the landowners. There is currently discussions about payment of fees. The Council's solicitor is chasing the other party's solicitor for an update again this week. We have stressed that the Council is keen to move this forward.	Alison Curtis (Head of Administration)		
595	Community & Wellbeing	16.11.23	Councillor McCracken & Councillor Blaney	This Council recognises the importance of Bangor's early Christian heritage in the story of our city, and its role in local tourism strategies. This Council requests that officers bring back a report which evaluates how the physical link between two main sites, Bangor Abbey and the North Down Museum, could be improved, to include the renovation and potential remodelling of Bell's Walk, with consideration for improved wayfinding and lighting. The motion also requests that officers consider how Bangor Castle Gardens and The Walled Garden could be better incorporated into the walking route, and how the overall attraction could be packaged to create a more complete tourism and placemaking experience.	Council 29.11.2023	Initial report to December 2024 C&W Committee. Second report to June 2025 C&W Committee.	Nikki Dorrian (Interim Head of Community and Culture)		

599	Community & Wellbeing	21.11.23	Councillor Cathcart & Councillor Gilmour	<p>"That this Council recognises the invaluable work undertaken by community/voluntary groups and organisations in this Borough in identifying and tackling the needs of communities and residents. The Council therefore, commits to undertaking a root and branch review of community development funding, arts and heritage, sports development and all other funding streams to ensure that it provides the most efficient, effective and responsive service to our community, thus maximising impact, accessibility and equitable allocation of resources. The review should examine the following 4 categories: (see further wording on agenda)</p>	<p>Council 20.12.23</p> <p>Community & Wellbeing Committee January 2024 and April 2024 and June 2024 and September 2024.</p> <p>Corporate Committee September 2024</p>	<p>Project ongoing for 24 months with reports brought to C&W Committee as necessary.</p> <p>First working group was on 10th May 2024.</p> <p>Grants transformation project already underway. Regular Updates will be brought. Next report will be to October 2025 Committee.</p>	Nikki Dorrian (Interim Head of Community and Culture)		
616	Environment	19.03.24	Councillor McCollum & Councillor Irwin	<p>That this Council recognises the significant opportunities which the redevelopment of Donaghadee Harbour could bring to the local economy in terms of leisure sailing and tourism and thus instructs officers to work with local groups to scope potential operational facilities which could enhance the offering in the Harbour and further brings back a feasibility report on the various options, including costings and possible funding streams.</p> <p>Further, that this Council recognises the issues associated with high winds and coastal change and reviews the original 2020 Harbour Study conducted by RPS including the necessity for an offshore breakwater and agrees to bring back a report in time to be presented to Council in September 2024, outlining the budget required to undertake this work, any key considerations, next steps and identify which stakeholders would need to be involved.</p>	<p>Council 27.03.24 Item 18.3</p> <p>Environment Committee 10.04.24 Item 14</p> <p>Environment Committee 04.09.24 Item 14</p> <p>Environment Committee 06.11.24 Item 3</p> <p>Environment Committee 11.06.25 Item 3</p>	<p>Agreed that the Council writes to the Department for Infrastructure Rivers Agency, sharing the findings of the study undertaken by AECOM, and asking that enhanced coastal defence schemes be progressed for the inner and outer parades in Donaghadee.</p> <p>Further agreed that Council officers make meaningful engagement with local stakeholders and incorporate their responses in an update report to be brought back to Council within 6 months.</p> <p>Agreed that the Council proceeds with the 'Phase 1' further investigation work regarding potential Donaghadee sea defence enhancements.</p> <p>Agreed that Council proceeds as proposed in section 4 of the report, with the outcome of engagement outlined being reported back to Environment Committee in 2025.</p> <p>Environment Committee April 2024 - Agreed to bring back a report.</p>	Peter Caldwell (Head of Assets & Property Services)		

624	Corporate Services	20.05.24	Councillor Kendall, Alderman McRandal and Alderman Graham	This Council notes that, subsequent to submission of a Notice of Motion in 2017, Council agreed to provide funding to assist in the building of a new war memorial in Conlig village; and to liaise with, and assist, the Conlig War Memorial Project Group in their efforts to build a monument to the seventeen men who are known to have lost their lives in World War I.	Council - May 2024 - Corporate Services Committee June	August 2025 : Officers had a meeting with representatives of the Conlig Community Regeneration group in May. The group has now instructed an architect to complete technical drawings and to seek approval in principle from utility providers for the War Memorial site at Conlig Green, as required by NIHE as part of the application to acquire the land.	Alison Curtis (Head of Administration) & Peter Caldwell (Head of Assets and Property)		
626	Community & Wellbeing	13.06.24	Alderman Brooks and Councillor Chambers	That the Council, following the 80th anniversary of D-Day, recognises the service of US regiment(s) stationed in Donaghadee prior to D-Day and tasks officers to bring a report back looking at ways in which our Borough could provide a lasting memory to them.	Council 26.06.24 Item 15.2	Referred to Corporate Services Committee for hearing at September 2024 committee. Agreed that report brought back to C&W committee. Report going to June 2025 C&WC.	Nikki Dorrian (Interim Head of Community and Culture)		
628	Place & Prosperity	18.08.24	Alderman Brooks and Councillor Chambers	That Council officers be instructed to consider options for appropriate signage to direct the public to the Camera Obscura in Donaghadee. That Council officers should explore and consider opportunities for securing sponsorship for the signage from local businesses and organisations	P&P 8.5.25 (4) Prosperity Cttee - 5 September 2024 (Item 14.1) Council 28 August 2024 (Item 25.2) referred to P&P	Report presented to P&P 8.5.25 agreed and ratified Donaghadee Signage Working Group established. Audit completed of existing signage to provide rationale for additional signage. Update report to future P&P Committee Agreed at 5 Sept P&P and ratified by 25 Sept Council	Brian Dorrian - (Interim Director of Place) to lead	Funding secured - project ongoing	
629	Community & Wellbeing	19.08.24	Councillors Gilmour, Hollywood, McClean and McKee	That this council notes that significant investment was previously made to deliver a play park, MUGA and amateur league sized football pitch on the Clandeboye road. Notes with regret there have been ongoing issues with the pitch. Instructs officers to reinstate the goalposts and mark out the pitch so that it can be played on by the local community. Furthermore, following consultation with the local community, that a report is brought back regarding the longer term maintenance and enhancement of the site, to ensure any necessary provisions can be considered during the rate setting process to ensure that the football pitch is fit for purpose and can be used as previously agreed."	Council 28 August 2024 (Item 25.3) September C&W Committee	Report to January 2025 C&W Committee. Funding approved for 25/26 to progress first stage. Report to June C&W Committee with progress report as communicated to DEA members and local community in April and May 2025 on next steps and plans for enhancement of the site. Update to October 2025 C&WC.	Stephen Daye (Head of Parks and Cemeteries)		

631	Corporate Services	7.8.24	Alderman McIlveen, Councillor Boyle, Alderman McDowell, Alderman Armstrong-Cotter, Councillor Smart, Councillor Kennedy, Councillor S Irvine	That this Council bestows the Freedom of the Borough upon Rhys McClenaghan - European, Commonwealth, World and Olympic Gold Medallist - in recognition of his outstanding achievements in sport.	Council September 2024 (Item 13.1)	Meeting with Rhys McClenaghan took place in January 2025. August 2025: Further meetings took place in June , report to follow when more information available.	Alison Curtis (Head of Administration)		
632	Environment	21.08.24	Councillor Irwin and Alderman McRandal	That this Council tasks officers with producing a report outlining how pedestrian access to Household Recycling Centres in the Borough could be facilitated. This report should include consideration of health and safety requirements, the HRC booking system and the ability to provide pedestrian access in other council areas in Northern Ireland.	Council September 2024 (Item 13.2) Environment Committee 2 October 2024 (Item 11.1) Environment Committee 7 May 2025 (Item 3)	Agreed at EC 7 May 2025 to proceed with a three-month trial at Holywood and Donaghadee HRCs Agreed at April 2025 Environment Committee to proceed with Option 3 for a pilot scheme in Holywood and Donaghadee HRCs in order to obtain a proper evidence basis for demand; and that consideration of pedestrian access is included in the work around the future of the HRC estate as outlined in Option 1. Further report to follow. Agreed at Environment Committee 2 October 2024	Nigel Martin (Head of Waste and Cleansing)		
636	Community & Wellbeing	16.10.24	Councillors Boyle & Wray	That officers bring back a detailed report surrounding options to celebrate the huge success of the Ards Blair Mayne Wellbeing and Leisure Complex. Options would include a Civic Reception to celebrate 6 years of the huge success of the facility in 2025	Council October 2024 Item 23.3 - Community & Wellbeing Committee November 2024	Report to April C&WC. To be referred back to a future C&WC as per April Council decision. Report to September 2025 C&WC.	Ian O'Neill (Head of Leisure)		

638	Place & Prosperity	22.10.2024	Councillors Harbinson & McCracken	<p>That this Council should:</p> <ol style="list-style-type: none"> 1. Prepare a visual map for all public sector land in Bangor City Centre and Ards Town Centre and colour code holdings that are potentially connected with future developments (even if not yet fully agreed), including Bangor Waterfront, Queen's Parade, Newtownards Citizen's Hub and the Council's Car Park Strategy. This includes public land belonging to the Council and NI Executive Departments. 2. To further identify public sector land that is currently unproductive and outside the scope of wider strategies, which could be made available for future private sector development. This includes land that is either vacant, contains empty or derelict buildings, or contains buildings that are under-utilised or dated to the point that redevelopment is required. The map should also include land that is facilitating meanwhile use. 3. Prepare a summary report to highlight how unproductive public sector land could be re-purposed and how such a process could be progressed within the bounds of current planning considerations and Council/Executive disposal policies. 	<p>Place & Prosperity Committee November 2024 (Item 14.2)</p> <p>Council October 2024 (Item 23.5)</p>	<p>Agreed at 7 Nov P&P and ratified by 27 Nov Council - initial report to be brought back to future P&P Committee</p>	<p>Brian Dorrian (Interim Director of Place) to lead</p>		
639	Place & Prosperity	30.10.2024	Cllr Patricia Morgan and Alderman Trevor Cummings, Cllr Libby Douglas, Alderman Philip Smith, Cllr Rachel Ashe	<p>The Comber representatives are delighted that Comber has won the Best Kept Medium Town Award this year and want to thank all the volunteers who have worked tirelessly to make this happen.</p> <p>There is, however, a long-standing dilapidated hoarding in Castle Street which badly detracts from this important area of Town.</p> <p>The Comber representatives recognise that Council officers and the Comber Regeneration Community Partnership have tried to address this issue, but this has not been successful.</p> <p>Considering this, Officers should do a report exploring all further options available to resolve this issue with some urgency.</p>	<p>P&P 8.5.25 (12)</p> <p>P&P 6.2.25 (12.3)</p> <p>C.29.1.25 (7.4)</p> <p>P&P 9.1.25 (9.1)</p> <p>C.27.11.24 (16.1)</p>	<p>Report presented to P&P 8.5.25 - agreed and ratified</p> <p>Reconsidered at P&P 6.2.25 - Agreed report to be prepared</p> <p>Agreed at Council 29.1.25 (7.4) item to be returned to Cttee for further discussion</p> <p>Agreed at Cttee 09.01.25 - report to be presented</p> <p>Deferred to Jan P&P</p> <p>Agreed at Council 27.11.24 referred to Dec P&P</p>	<p>Brian Dorrian (Interim Director of Place) to lead</p>	Funding secured - project ongoing	

640		05.11.2024	Councillor Cochrane and Alderman Adair	<p>That this Council condemns the failure by the UK Government to prioritise farming families and the rural economy as part of the Autumn Budget; notes with deep concern the decisions to introduce new thresholds for Inheritance Tax and Agricultural Property Relief, which will jeopardise succession planning on farms and discourage investment in many farm businesses.</p> <p>Further to this, Council calls on the Minister for Agriculture, Environment and Rural Affairs to bring forward proposals to mitigate the impact of these damaging policies on local farms, as well as avoid significant increases in food prices; further commits to engage with the Chancellor at the earliest opportunity and demonstrate his absolute support for farmers affected by this budget and further calls on the Minister to work with the Minister of Finance to deliver an early and firm commitment to farming families that current levels of financial support will not only be maintained but increased in the next financial year.</p>	Council meeting 27.11.2024 - Heard and agreed.	Letter sent to Minister on 9 December and response received 13 January. Report to go to January Council.			
644	Community & Wellbeing	10.12.24	Alderman McIlveen and Alderman Armstrong-Cotter	That Council notes the poor condition of the Bowtown children's play park and its poor provision of accessible play equipment and tasks officers to bring forward a report on enhancing and improving the play park to meet the needs of local children.	Council 18.12.24 and Community and Wellbeing Committee 15.01.2025	Referred to the February 2025 meeting of Community and Wellbeing Committee. Reported to April C&W Committee. April Council determined that Director & HoS to visit site. Site visit took place on 3 June 2025. A masterplan/feasability study to be carried out.	Stephen Daye (Head of Parks and Cemeteries)		
646	Place & Prosperity	10.12.24	Alderman Cummings and Councillor Douglas	That this Council brings back a report identifying potential sites around Comber to accommodate industrial units suitable for use by SME's, and outline their compatibility with the Department of Economy Sub Regional Economic Plan, and Sectoral Action Plans together with Invest NI.	PC 04.02.25 Council 18.12.24 (Item 15.4)	<p>Report to P&P 9.10.25</p> <p>Agreed at 4.2.25 that the Notice of Motion be adopted.</p> <p>FURTHER AGREED that officers report back, where relevant, to the Place and Prosperity Committee.</p> <p>To be heard at Planning Committee 04.02.25</p>	Alison Stobie (Interim Head of Economic Development)		

650	Place & Prosperity	16.12.24	Councillor Ashe and Councillor McCollum	<p>That this Council notes the transformative benefits that street art, such as painted utility boxes, can have on communities including the potential to become tourist attractions or foster a sense of civic pride and notes the recent success of the painted utility boxes in Ward Park. That this Council also acknowledges the frustration and concern that graffiti, such as tagging, can cause and the subsequent costs of removal. Council notes it is important to facilitate the creation of local art in a safe, legal, and positive way enabling artistic creation and local regeneration while also reducing the proliferation of antisocial graffiti.</p> <p>That this Council returns a report which: Identifies suitable utility boxes which could be prospective 'canvas sites' for local art; Identifies prospective local artists who could participate in the project, with the input of the Council Arts Officer; and Identifies any external sources of funding, such as from the Department for Communities or the Arts Council of Northern Ireland.</p>	<p>Place and Prosperity February 2025 (Item 12.1)</p> <p>Council January 2025</p>	<p>Report to be presented to P&P 4.9.25</p> <p>Agreed at P&P 6.2.25</p>	Director of Place/Head of Regeneration		
653	Environment	21.01.25	Councillor Kendall and Councillor McKee	<p>This Council recognises that the safety of people and communities is paramount, and that any dog irrespective of breed or type may display aggression. However, this Council also recognises that the provisions, as set out within the Statutory Rule The Dangerous Dogs (Designated Types) Order (Northern Ireland) 2024, under powers conferred by Articles 25(1)(c) and (8) of The Dogs (Northern Ireland) Order 1983 (the 1983 Order), as relates to XL Bully dogs that make it an offence to rehome is unnecessarily cruel. Restriction of rehoming, even by establishments such as rescue centres and animal shelters has led, as is leading to, the unnecessary destruction and euthanasia of healthy animals, which have no history of violence or aggression, and goes against the 'unnecessary suffering' clause in the Welfare of Animals Act NI 2011. Therefore this Council will write to the DAERA Minister outlining our opposition to the continuation of the legislation as currently set out, and asks that the Minister allow for managed rehoming by shelters and other specific animal rescue establishments, of dogs including those considered to be XL Bullies with no history of aggression or violence, to suitable owners, to prevent further animal suffering.</p>	<p>Council January 2025</p> <p>Environment Committee 05.02.25 Item 11.1</p> <p>Environment Committee 11.06.25 Item 14</p>	<p>Letter from DAERA Minister dated 29.04.25 noted at June EC</p> <p>Reply received from DAERA Minister 29.04.25. Update report to be brought to June EC.</p> <p>Letter sent to DAERA Minister from the Chief Executive 14.04.25</p> <p>Agreed to adopt Notice of Motion at Environment Committee 05.02.2025</p> <p>Agreed to refer to Environment Committee at Council January 2025</p>	Richard McCracken (Interim Head of Regulatory Services)		TO BE REMOVED

654	Place & Prosperity	20.01.25	Alderman Brooks and Councillor Kendall	<p>This Council acknowledges the success of the Ards and North Down Borough Council Pipe Band Championships, hosted by this Council in Bangor and Newtownards.</p> <p>This Council notes that other areas of the Borough have the space, potential locations, and infrastructure required to host major events, for example 14,000 people attended the Donaghadee Lights Up event, and that a spread of large events across the Brough brings cultural, social and economic benefits, fostering a sense of whole-Borough inclusivity.</p> <p>Therefore, working with the Royal Scottish Pipe Band Association NI, this Council will bring back a report considering the potential for the ANDBC Pipe Band Championships to be held across the Borough on a rotational basis in Bangor, Holywood, Newtownards, Comber and Donaghadee.</p>	<p>P&P 6.3.25</p> <p>Council 26.02.2025</p>	<p>Report to P&P 9.10.25</p> <p>Meeting arranged with Pipe Bands for 13.5.25</p> <p>Agreed at P&P 6.3.25 to adopt Notice of Motion</p>	Interim Director of Prosperity		
655	Environment	18.02.2025	Alderman Cummings and Councillor Douglas	<p>That this Council brings back a report outlining the design, cost and positioning of an additional plaque on the War Memorial in Comber, to accommodate a list of historically researched names, currently being collated as per War Memorial Trust guidelines, of the fallen in the Great War 1914-1918, which were previously not included</p>	<p>Council 26.02.2025</p> <p>Environment Committee</p> <p>5 March 2025</p>	<p>Agreed to adopt Notice of Motion at Environment Committee 05.03.2025.</p> <p>Report to future EC.</p> <p>Agreed to refer to Environment Committee at Council 26.02.25</p>	Peter Caldwell (Head of Assets & Property Services)		

656	Corporate Services	18.02.2025	Councillor Wray & Councillor McLaren	<p>That this Council recognises the impact that recent severe weather events have had on residents and business owners within our Borough.</p> <p>Council will develop an information, advice, and education initiative that will be accessible to all residents across Ards and North Down. The aim of this initiative will be to ensure residents are prepared for severe weather events such as storms and floods. This will include advice around precautions they can take, services they can avail of, and signposting.</p> <p>Officers will produce a report to members with suggested methodology such as a dedicated section on the Council website, workshops, and visual media, along with projected associated costs if any.</p>	Council 26.02.2025 - Corporate Services March 2025	<p>Presented to 8.4.2025 CS Committee. Report to be brought back. Council 30.4.2025 updated wording of NOM. August update: Report to follow in September.</p>	Alison Curtis (Head of Administration)		
657	Community & Wellbeing	18.02.2025	Alderman Adair & Councillor Edmund	<p>That Council task officers to bring forward a report on options and potential funding opportunities to enhance and improve Council Football Pitches at Islandview Road Greyabbey to ensure future intermediate football standards by the local sporting clubs and community of Greyabbey.</p>	Council 26.02.2025 - Community & Wellbeing Committee March 2025	<p>Agreed that Council task officers to bring forward a report on options and potential funding opportunities to enhance and improve Council Football Pitches at Islandview Road Greyabbey to ensure future intermediate football standards by the local sporting clubs and community of Greyabbey</p>	Ian O'Neill (Head of Leisure)		
658	Environment	03.03.2025	Councillor McClean & Councillor Cathcart	<p>That Council notes the tired and inconsistent presentation of Christmas lights and illuminations in Bangor City Centre, particularly during the Christmas period, and considers potential festive lighting improvements for Christmas 2025.</p> <p>Further, that Council tasks officers to bring back a report presenting options that draw on successful practice and displays elsewhere, including the use of festoon lighting over Main Street. The report should look at the feasibility of the future expansion of these concepts to the remainder of the Borough, if proven successful in Bangor.</p>	<p>Council 26.03.2025 - Environment Committee 02.04.2025</p> <p>Environment Committee 11.06.25 Council 25.06.25</p>	<p>Agreed the proposals in the update report in relation to Christmas Lighting in Bangor, utilising DfC funding wherever possible, with any shortfall coming from existing Christmas Lighting maintenance budgets.</p> <p>Agreed to adopt Notice of Motion - Environment Committee 02.04.2025. Report to future EC.</p>	Peter Caldwell (Head of Assets & Property Services)		

659	Corporate Services	17.03.2025	Councillor Gilmour & Alderman Graham	<p>That this council recognises the challenges faced by those who are blind and partially sighted and commits to working to make Ards and North Down a Visually aware Borough. This council recognises the expertise of the RNIB, their vision for a, world where blind and partiality sighted people participate equally, and their goal of breaking down the barriers for blind and partially sighted people in everyday life.</p> <p>Tasks officers to bring forward a report outlining what processes we already have in place and identifying what measures the council can take to ensure we are a welcoming, Visually aware Borough.</p>	Council 26.03.2025 - Corporate Services Committee 08.04.2025	Presented to 8.4.2025 CS Committee. August update - Report to be brought to Sept Committee.	Alison Curtis (Head of Administration)		
660	Community & Wellbeing	21.03.2025	Alderman Adair & Councillor Edmund	<p>That Council task officers to bring forward a report on options to enhance and improve pedestrian and vehicle access to Kirkistown Cemetery making use of the adjacent derelict Council owned former caretaker's site to improve access and road safety at the cemetery.</p>	Council 26.03.2025 - Community and Wellbeing Committee 09.04.2025	Agreed at April 2025 Council. June 2025 Land Survey being undertaken ahead of Architect being engaged. Report going to corporate committee in September.	Stephen Daye (Head of Parks and Cemeteries)		
661	Corporate Services	21.03.25	Councillor McKee and Councillor Kendall	<p>That this Council notes with concern the announcement made by the Work and Pensions Secretary on Tuesday 18th March proposing changes to the social security system, particularly in relation to the potential impact on disabled people. It therefore writes to the Work and Pensions Secretary, the Secretary of State for Northern Ireland, and the Minister for Communities expressing concern, requesting information on what will apply in Northern Ireland, the Executives plan to mitigate against the negative impacts of such proposals, given the development of an Anti-Poverty Strategy and Programme for Government commitments.</p>	Council 30.04.25	NOM added to the Corporate Services agenda - May 2025. 30 June 2025 letters x 3 issued from CEX office. 30 July 2025 reply received from the Department of Communities. Reponse to NOM to Corporate September. Close after ratification			

665	Community & Wellbeing	15.04.25	Councillor Morgan and Councillor Ashe	We are all aware that dog ownership has increased significantly over the past years. There is fenced off area on "Muckers" in Comber, which is currently being used by NIW which when they have finished their work might lend itself to creating a dog park. This Council should bring back a report that explores the options for creating a dog park in Comber."	Council 30.04.25	Assigned to June 2025 C&W Agenda	Stephen Daye (Head of Parks and Cemeteries)		
667		23.04.25	Councillor S Irvine and Alderman McIlveen	That this Council notes with deep respect the tragic loss of four Ulster Defence Regiment (UDR) soldiers - John Bradley (25) , John Birch (28), Stephen Smart (23), and Michael Adams (23) - who were murdered in a 1,000 lb IRA landmine attack on April 9, 1990, on the Ballydugan Road near Downpatrick. Recognises the pain and sacrifice felt by their families, comrades, and the wider community, and acknowledges the bravery of these young men who served their country during a difficult period in our history. Proposes that a permanent memorial be added to the cenotaph in Newtownards in honour of these four UDR soldiers, ensuring their memory is preserved within the heart of their home town for future generations. Requests that this Council engage with the families of the fallen, veteran organisations, and local stakeholders to develop appropriate wording and design for the memorial addition, and to ensure the tribute is carried out with the dignity and sensitivity it deserves.	Council 28.05.25 and Corporate Committee June 2025	Minute to Head of Administration			
668		23.04.25	Councillor Wray and Councillor Hollywood	Council amends funding eligibility criteria to allow for voluntary dance groups to avail of grants within either the arts or sport funding streams. Council acknowledges the opportunities performance arts bring in terms of community wellbeing, education, tourism, and our local economy. Officers will provide a report on how Council can further grow performance art across Ards and North Down	Council 28.05.25 and Community and Wellbeing Committee 18.06.25				

669	Place & Prosperity		Alderman McDowell and Councillor McCollum	Given the market failure and severe shortage of Business Accommodation in the Borough, as highlighted by the reduction of the non-domestic Rates base, that this Council urgently prepares a report detailing potential plans to develop different types of Business Accommodation in Bangor, Newtownards, Holywood, Comber, Donaghadee and Portaferry. This Business Accommodation would be to encourage start-up businesses, to help business to grow and to attract new business to the Borough.	P&P 12.6.25 (17.1) Council 28.05.25 and Place and Prosperity Committee 12.06.25	Report to be brought to future P&P Committee Agreed to adopt NoM at P&P 12.6.25 (17.1)	Interim Head of Economic Development		
670	Environment	07.05.25	Councillor Morgan and Councillor Irwin	This Council is pleased with the recycling rates for waste that have been achieved in the Borough, however there are currently limited facilities to recycle litter. This sends out a poor message to our residents and visitors. This Council asks that officers bring back a report that explores how, and when recycling litter bins could be introduced to the Borough. Indication of costs should be included.	Council 28.05.25 and Environment Committee 11.06.25	Agreed to adopt NOM at June 2025 Committee - report to be brought to future Committee Assigned to June 2025 EC Agenda	Nigel Martin (Head of Waste and Cleansing)		
671	Environment	20.05.25	Councillor Kendall and Councillor McKee	Responsible Dog Walking in Public Spaces. This Council, as a 'Dog Friendly Borough' recognises the increasing use of public parks and footpaths by professional and recreational dog walkers, and the need to balance animal welfare, public safety, and the enjoyment of public spaces for all of our Borough's residents. This Council notes that: Multiple dogs under the control of a single individual may pose challenges to effective management and public safety. Excessive numbers of dogs being walked simultaneously can lead to increased risk of dog fights, interference with other park users, fouling, and uncontrolled behaviour; There has been an increasing number of professional dog walkers, offering services within the Borough and there is a lack of licencing, registration or other requirements which may lead to inadequate insurance, training and experience, adding further potential risks to people and pets; and · Many local authorities across the UK, including our neighbour Belfast City Council, have introduced limits on the number of dogs that may be walked at one time. The Council therefore resolves to: Produce a report outlining the costs and steps required to introduce a local restriction under the relevant provisions of the Clean Neighbourhoods and Environments Act (Northern	Council 25.06.25 Environment Committee - September	Assigned to September 2025 EC Agenda	Richard McCracken (Interim Head of Regulatory Services)		

673	Environment	21.05.25	Alderman Graham and Councillor Cochrane	That this Council notes the popularity of public spaces such as beaches during the summer months. Further to this Council will task officers to bring back a report to explore options for the extension of public toilet opening hours during the summer months to 9pm near beaches and other busy areas. Council Officers will further bring back a report on expanding baby changing facilities within our Borough at public toilets.	Council 25.06.25 Environment Committee - September	Assigned to September 2025 EC Agenda	Nigel Martin (Head of Waste and Cleansing)		
672	Place & Prosperity	20.05.25	Councillor McCracken and Councillor Harbinson	"That this Council agrees that:1. Bangor Marine should be invited to the next meeting of the Bangor CAG to update stakeholders on Marine Gardens and confirm a guaranteed start date. 2. Should it prove necessary, Council will liaise with the Department of Communities to consider alternative options for the delivery of the project, including the potential for an arms-length regeneration agency, that is publicly owned but with commercial freedom. 3. Council should work with the developer to create a commercial marketing plan to deliver at least £50m of investment for the rest of Queen's Parade. The initial plan should be brought to Committee before the end of 2025 and should dovetail with other critical developments in the area, helping to provide a catalyst for wider regeneration.	P&P 4.9.25 Council 25.06.25		Interim Director of Place		

674		11.06.25	Councillor Douglas and Alderman Adair	That Ards and North Down Borough Council recognises the need to tackle all sources of pollution affecting water quality in Lough Neagh and in rivers throughout Northern Ireland. Further to this Council expresses alarm at plans by the DAERA Minister Andrew Muir to impose stricter phosphorus limits on over 3,500 local farms, manage low emission slurry spreading equipment and require compulsory uncultivated buffer strips for those in the arable and horticulture sectors; believes such measures could devastate agriculture, reduce livestock numbers, add cost and undermine food security; stresses that any future nutrient management policy, which is focused on more sustainable agriculture practices, must be the product of genuine partnership, rather than punitive policies that risk the viability of our agri-food industry, further stresses the need to redouble efforts, and actions, to address the sources of pollution in wastewater treatment, and calls on Council Officers to write to the Minister of Agriculture, Environment and Rural Affairs asking him to immediately withdraw the current public consultation on the Nutrients Action Programme 2026-2029 in order to provide time and space to develop a genuine multi-sectoral and multi-agency approach that is fair and workable for all stakeholders	Heard at Council 25.06.25	Letter sent to DAERA Minister from CEX on 7 July 2025. Reply received 18 August 2025. Response to NOM to CS September 2025.			
675	Corporate Services	16.06.25	Alderman McIlveen and Alderman Cummings	That this Council notes the importance of farmers and rural dwellers to our society; Recognises that farmers, agricultural workers and people living in rural communities can have lower access to cancer services due to the nature of their work and often living in isolated areas. We also recognise the impact that a cancer diagnosis can have on a family business such as a family farm, including housing, the extended family, and the welfare of livestock. Endorses the "Nip It In The Bud" campaign delivered by the Farming Community Network in partnership with Macmillan Cancer Support and acknowledges the benefits to the rural community. Pledges to do all we can, to raise awareness and save lives, particularly using our social media platforms, to help rural dwellers in this Council area be aware of the symptoms of cancer and to seek immediate medical advice if necessary as evidence demonstrates that early diagnosis and treatment can save lives.	Council 25.06.25 Corporate Services Committee - September	NOM added to the draft Corporate Services agenda - September 2025. Ratified minute to go to Communications & Marketing team.			

676	Community & Wellbeing	16.06.25	Councillor McBurney and Councillor McCollum	That this Council recognises the success of Love Ballyholme and thanks all involved for their hard work and commitment; further recognises the importance of community led initiatives to improve community cohesion, while supporting local businesses, and asks officers to bring back a report, which includes a plan and funding opportunities to support the replication of this community led model in the Rathmore area of Bangor.	Council 30.07.25 - Community & Wellbeing Committee				
677	Community & Wellbeing	24.06.25	Alderman Smith and Councillor Smart	That this Council produces a report to scope the potential of introducing a public hire bicycle scheme similar to Belfast Bikes for use across the new Greenway network. That the report outlines the benefits, risks, costs, potential partnerships and any funding opportunities including those provided through DfI Active Travel to inform a Council decision on progressing such a scheme.	Council 30.07.25 - Community & Wellbeing Committee				
678	Community & Wellbeing	21.07.25	Alderman Brooks and Councillor Chambers	That this Council notes the role played by Donaghadee Cricket Club in promoting sport, health, and community engagement in Donaghadee, particularly for our youth. Council further requests that officers prepare a report to look at how sports clubs like Donaghadee could be better supported by Council, particular through the lease charges levied against the clubs acknowledging the great community work these organisations do as well as the role they play in maintaining the facilities	Council 30.07.25 - Community & Wellbeing Committee				