

October 8th, 2025

Notice Of Meeting

You are requested to attend the meeting to be held on **Wednesday, 15th October 2025** at **7:00 pm** in **Hybrid, Church Street, Newtownards** via zoom.

Agenda

Agenda

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7. Notices of Motion

7.1 Notice of Motion from Councillor Cochrane, seconded by Councillor Edmund

That this Council recognises the importance of every child having the opportunity to learn to swim - a vital life skill that supports physical health, mental wellbeing and water safety. Swimming is not only one of the most effective forms of exercise, but also a key activity for building confidence and resilience in young people.

Further to this Council agrees to:

1. An audit of current indoor swimming lesson provision and also open water safety awareness programmes across the Borough against local demand; and
2. The development of a strategy to ensure that no child is denied access to swimming lessons or safety awareness programmes due to cost or capacity.

8. Any Other Notified Business

ITEMS *IN CONFIDENCE*****

Reports for Approval

9. Response to Notice of Motion 525 - Sporting Grants

 9. Response to Notice of Motion - Sporting Grants.pdf

Not included

 9.1 Appendix 1 - List of proscribed organisations.pdf

Not included

Reports for Noting

10. NCLT Trust Board Report Q1 2025-2026

 10. NCLT Trust Board Report Q1 2025-26.pdf

Not included

 10.1 Appendix 1 -NCLT Trust Board Report Q1 2025-26 (002).pdf

Not included

 10.2 Appendix 2 - NCLT Finance Report Q1 2025 2026.pdf

Not included

11. PCSP Minutes

 11. PCSP Minutes.pdf

Not included

 11.1 Appendix 1 - Minutes of PCSP partnership meeting held on 16th June 2025.pdf

Not included

ARDS AND NORTH DOWN BOROUGH COUNCIL

8 October 2025

Dear Sir/Madam

You are hereby invited to attend a hybrid meeting (in person and via zoom) of the Active and Healthy Communities Committee of Ards and North Down Borough in the Council Chamber, 2 Church Street, Newtownards and via Zoom on **Wednesday 15 October 2025 commencing at 7pm.**

Yours faithfully

Susie McCullough
Chief Executive
Ards and North Down Borough Council

A G E N D A

1. Apologies
2. Declarations of Interest

Reports for Approval

3. Grey Market Trading (Report attached)
4. Further Additional Funding to Support Social and Racial Cohesion (Report attached)

Reports for Noting

5. Sports Development Capital Grants Programme 2025-2026 (Report attached)
6. Ards and North Down Sports Forum Grants (Report attached)
7. Notices of Motion
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Reports for Approval

9. Response to Notice of Motion - Sporting Grants (Report attached)

Reports for Noting

10. NCLT Trust Board Report Q1 2025-26 (Report attached)
11. PCSP Minutes (Report attached)

MEMBERSHIP OF ACTIVE & HEALTHY COMMUNITIES COMMITTEE (16 MEMBERS)

Alderman Brooks	Councillor Hollywood
Alderman Cummings	Councillor S Irvine
Alderman McRandal (Chair)	Councillor W Irvine (Vice-Chair)
Councillor Ashe	Councillor Kerr
Councillor Boyle	Councillor McBurney
Councillor Chambers	Councillor McClean
Councillor Cochrane	Councillor McKee
Councillor Douglas	Councillor Moore

Unclassified

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ITEM 3

Ards and North Down Borough Council

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Community and Wellbeing Committee
Date of Meeting	15 October 2025
Responsible Director	Director of Active and Healthy Communities
Responsible Head of Service	Acting Head of Environmental Health, Protection and Development
Date of Report	24 September 2025
File Reference	EHPD20
Legislation	The Food Additives, Flavourings, Enzymes and Extraction Solvents Regulations (Northern Ireland) 2013 Food Information Regulations (Northern Ireland) 2014
Section 75 Compliant	Yes ☒ No ☐ Other ☐ If other, please add comment below:
Subject	Grey Market Trading
Attachments	Appendix 1 Guidance for Local Authorities and District Councils on Grey Market Goods Appendix 2 Draft Consultation Response

Background

The Food Standards Agency (FSA) have produced guidance to support Local Authorities in identifying and taking action on food not intended for the UK market. These foods, also known as 'Grey Market goods', can contain unauthorised or excessive additives and/or ingredients which do not meet requirements set out in UK food safety legislation. They may also fail to identify allergens in the prescribed format.

The consultation seeks views, comments, and feedback in relation to the guidance produced by FSA.

Grey market goods are classed as any food that enters the UK which is not compliant with UK requirements in terms of composition and/or labelling, typical examples of

Not Applicable

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these can include: American candy, food supplements and Dubai chocolate. It is worth noting however, that not all examples of these product types are non-compliant, as many are manufactured specifically for the UK market.

The draft response

The draft response, which is attached, generally welcomes the guidance and provides feedback on areas where more detail is required and where there are omissions from the guidance or clarity is required in relation to enforcement tools. The response also suggests that enforcement provisions could be strengthened, such as introducing fixed penalties and a permit to trade.

The closing date for responses is 24th October 2025, which will fall before Council call in period. Therefore, the response will be submitted subject to agreement at Council with the caveat that it is subject to the call-in period and the Council may make further amendments.

RECOMMENDATION

It is recommended that Council approves the Consultation response.

Guidance for Local Authorities and District Councils on Grey Market Goods:

Considerations of steps to take in regulating imported foods that are non-compliant with UK food law.

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1. Purpose

1.1 This document provides guidance to help local authorities in England and Wales, and district councils in Northern Ireland (hereafter, referred to as enforcement officers), should they identify grey market goods when undertaking official food controls.

1.2 This Guidance explains the rationale for authorising additives and provides a link to the current list (April 2025) of authorised additives and E numbers. Additives in this guidance includes additives, flavourings, including smoke flavourings, enzymes, extraction solvents etc.

1.3 This document sets out the Food Standards Agency (FSA) guidance in relation to steps that can be taken in respect of foods containing additives and ingredients which are not authorised in the UK.

2. Introduction

2.1 Grey Market goods are foods that are not formulated, labelled, or intended for the UK market and so are non-compliant with food law. These goods continue to appear on the UK markets and present issues for enforcing authorities.

2.2 This Guidance aims to help enforcement officers identify imported foods that do not comply with food law when undertaking official food controls, specifically with regards to:

- the inclusion of additives that have not been authorised for use in the relevant food category being placed on the UK market,
- authorised additives where they are being used in an unauthorised way e.g. exceeding the maximum residue levels as stipulated in GB and EU legislation, and
- labelling that is not in English or does not otherwise comply with UK food information labelling requirements.

2.3 The non-compliant Grey Market goods commonly identified as described above include, but are not limited to:

- confectionery,
- breakfast cereals,
- bakery products,
- soft drinks, and
- food supplements.

3. Desired outcomes

3.1 The intended outcome of this Guidance is to promote consistency in enforcement of non-compliant Grey Market goods placed on the UK market and drive-up business compliance with relevant food law. This will protect consumers and reduce the number of reported incidents that enforcement officers must address.

3.2 This will be achieved by:

- Developing a consistent approach across enforcement officers in efficiently and effectively dealing with Grey Market goods.

- Clarifying the enforcement powers available to enforcement officers to remove unsafe and non-compliant imported products from the market and, where required, take appropriate enforcement action (in line with the enforcement authority's enforcement policy) against those involved in the importation and placing on the UK market of non-compliant Grey Market goods.
- Encouraging the recording of intelligence to identify the principal importers/distributors of Grey Market goods.
- Giving enforcement officers clarity in applying UK food law in this area.
- To support enforcement authorities in engaging with principal importers and distributors to tackle the matter at source.

4. Intended audience

4.1 Enforcement officers delivering official controls on imported food at the point of import and inland enforcement of food standards by enforcement officers.

5. Legal status of guidance

5.1 Since exiting the EU, directly applicable EU legislation no longer applies in GB. EU legislation retained when the UK exited the EU became assimilated law on 1 January 2024. References to any legislation in FSA guidance with 'EU' or 'EC' in the title (e.g. Regulation (EC) 178/2002) should now be regarded as assimilated law where applicable to GB and as directly applicable EU law where applicable to Northern Ireland. References to 'Retained EU Law' or 'REUL' should now be regarded as references to assimilated law.

5.2 Enforcement Officers in Northern Ireland are asked to read references in this Guidance to UK food law or to specific assimilated legislation as referring to the corresponding EU legislation.

5.3 Guidance on the movement of goods from Great Britain to Northern Ireland and the Windsor Framework, including the [NI Retail Movement Scheme](#) (NIRMS), is available on GOV.UK.

5.4 This document does not constitute legal advice and should not be taken as an authoritative statement or interpretation of the law, as only the courts have this power. It is the responsibility of individual enforcement authorities to decide how they will enforce food law, and they should seek their own legal advice, on a case-by-case basis.

6. Review

6.1 We aim to keep all guidance up to date and undertake regular reviews to ensure guidance is still relevant. The next scheduled review date for this guidance is June 2027.

7. Contact us

7.1 We welcome your feedback on this guidance including reports of any broken links or out-of-date content and will consider all feedback for the next intended review of the guidance. Please provide any feedback to food.intelligence@food.gov.uk

8. Legal requirements

8.1 The legislation below is assessed as being the most relevant for setting out additives' requirements:

General principles and requirements of food law and procedures in matters of food safety, including traceability of food and feed, set out in:

- [Regulation \(EC\) No. 178/2002](#)

The rules on food additives used in foods, set out in:

- [Regulation \(EC\) No 1333/2008](#)

General principles, requirements, and responsibilities for the provision of food information to consumers, set out in:

- [Regulation \(EU\) No 1169/2011](#)

The rules on flavourings and certain food ingredients with flavouring properties for use in and on foods, set out in:

- [Regulation \(EC\) No 1334/2008](#)

The rules on smoke flavourings used or intended for use in or on foods, set out in:

- [Regulation \(EC\) No 2065/2003](#)

8.2 The following legislation provides officers with the domestic enforcement powers:

- [Food Safety Act 1990](#) (England and Wales)
 - Section 9, power to seize
- [Food Safety \(Northern Ireland\) Order 1991](#)
- Article 8, power to seize
- Food Additives, Flavourings, Enzymes & Extraction Solvents Regulations 2013
 - [England](#)
 - [Wales](#)
 - [Northern Ireland](#)

Regulation 17 – offences and penalties
Regulation 18 – condemnation of food
- [Food Safety & Hygiene \(England\) Regulations 2013](#)
 - Regulation 25, power to seize
- [Food Hygiene \(Wales\) Regulations 2006](#)
 - Regulation.27, power to seize
- [Food Hygiene Regulations \(Northern Ireland\) 2006](#)
 - Regulation 25, power to seize
- Official Food and Feed Controls Regulations 2009
 - [England](#)
 - [Wales](#)
 - Regulation 31, detention of a consignment
 - [Northern Ireland](#)
 - Regulation 30, detention of a consignment

9. Background

9.1 In the United Kingdom, food additives must be authorised for use in food before they can be placed on the UK market. Authorised food additives may be subject to conditions of use, including restricting their use to certain foods and where necessary controlling their use in food to maximum, specified limits.

9.2 Whilst additives may feature on other global lists, e.g. Codex, the requirements for the UK market are specific to the UK and must be complied with when placing products on the UK market.

9.3 The FSA maintains a full register of Authorised Regulated Food and Feed Products for Great Britain. Relevant information for the authorised food additives in England and Wales is held on the [GB register of regulated food and feed products](#) under the [food additive authorisation list](#).

9.4 In Northern Ireland, relevant information for the authorised food additives can be found in EU Regulation (EC) No. 1333/2008 on Food Additives and the European Commission's [Food and Feed Information Portal Database](#). Whilst additives and E numbers may be on the lists, restrictions may apply as to what purpose and to what degree some additives/numbers can be used in food.

10. Responsibility for ensuring that food is safe

10.1 A food additive is considered **not authorised** for use in **Great Britain** (being England and Wales for the purposes of this Guidance) if:

- no application has been submitted to the FSA for its approval;
- an application was submitted to the FSA but did not meet the necessary criteria for authorisation;
- the application is still under assessment by the FSA;
- an existing authorisation has been revoked by the FSA; or
- it does not appear as authorised in the [GB register of regulated food and feed products](#).

10.2 The FSA cannot confirm the safety of any food additive for use in GB unless it has been authorised (except where an authorisation was revoked on safety grounds). All food additives used in GB must comply with Regulation (EC) No 1333/2008.

10.3 A food additive is considered **not authorised** for use in **Northern Ireland** if:

- no application has been submitted to the European Commission for its approval;
- an application was submitted to the European Commission but did not meet the necessary criteria for authorisation;
- the application is still under assessment by the European Commission;
- an existing authorisation has been revoked by the European Commission
- it does not appear as authorised on the European Commission's [Food and Feed Information Portal Database](#); or
- the NIRMS exemption does not apply (see paragraph 10.4)

10.4 Under the Windsor Framework, businesses in Northern Ireland must continue to apply to the EU for authorisation of regulated products. Regulated products approved in GB can be placed on the Northern Ireland market, if moved via the NIRMS.

10.5 It is also important to note that some additives may be authorised for use in Northern Ireland under EU legislation, but this does not imply authorisation in England, Wales, and Scotland (GB), until GB has completed its own assessment and the authorisation decision made.

10.6 As covered in this section of this Guidance, the absence of an appropriate authorisation for the specific market in which the product is placed (England, Wales, or Northern Ireland), there is no basis to evidence that the additive is safe (as detailed in paragraph 9.2).

10.7 Enforcement officers should take the appropriate action in line with their own enforcement procedures outlined in the Food Law Code of Practice, and prioritisation of interventions assessed based on intelligence about significant importers and distributors of Grey Market goods. Enforcement authorities may choose to reprioritise interventions at importers and distributors of Grey Market goods due to intelligence recorded by other enforcement officers where traceability identifies food businesses in their area. Similarly, repeated food incidents that identify a specific business as a concern because of its links to such incidents through the supply chain should also be considered.

10.8 Article 17 of Regulation 178/2002 provides that it is the responsibility of the Food Business Operator ("FBO") to ensure the food or feed under their control complies with UK food law.

10.9 FBOs are therefore responsible for ensuring that the food they place on the market contains only UK authorised additives. This includes the importer and any other distributors, including wholesalers, involved in importing or distribution of the grey market goods and the retailer selling grey market goods to consumers.

10.10 Should inland enforcement officers identify problems with imported food they should, wherever possible, inform the authority for any identified importers and point of entry, as well as to identified distributors e.g. wholesalers, of the grey market goods within the UK.

11. Food labelling breaches

11.1 The following are common labelling breaches that enforcement officers may encounter in respect of grey market goods:

- The list of ingredients is not in English in breach of article 15 of Regulation 1169/2011, Food Information to Consumers (FIC).
- The list of ingredients does not follow FIC requirements.
- The name or business name, and address of the importer has not been included in breach of article 9(1)(h) of FIC. An e-mail address and/or phone number without a UK or EU address of the importer is not sufficient.
- The 14 substances or products causing allergies or intolerances are not emphasised through a typeset that clearly distinguishes it from the rest of the list of ingredients in breach of article 21(1)(b) of FIC.

11.2 The FSA has issued [food labelling guidance](#) in England, Wales, and Northern Ireland for FBOs which sets out labelling requirements, including details about relevant legislation, which can be referred to for further information.

11.3 Food labelling breaches (other than where the list of ingredients is not in English as this could be a safety issue detailed in paragraph 16.1) should be addressed by service of an improvement notice under section 10 of the Food Safety Act 1990 ([England and Wales](#)) or article 9 of the Food Safety ([Northern Ireland](#)) Order 1991. Please refer to [Annex 1](#) for specimen notices applicable to England, Wales, and Northern Ireland. These templates can be adapted by enforcement authorities in Wales and Northern Ireland.

11.4 A notice should set out the grounds for believing that the FBO is not complying with FIC, the measures for the FBO to take (or measures that are at least equivalent to them) to come into compliance and the timescale, not being less than 14 days from the date of the service of the notice.

11.5 If a notice provides for the products to be returned to the supplier or re-exported, the notice will need to ensure there are sufficient traceability safeguard requirements contained in the notice to ensure that enforcement officers can trace the products to their point of exit from the UK and that they cannot be placed back on the market. This could include a requirement to inform enforcement officers of the name of the importer to whom the goods are returned. Re-exporting options should be considered by the enforcement authority and the FSA has published an Inland Resource Pack for [England](#), [Wales](#) and [Northern Ireland](#) which you could consider.

11.6 It is an offence to fail to comply with an improvement notice by the date specified on the notice.

11.7 Specimen notices are included in the Annex which can be adapted, as appropriate. Notices must be specific to the non-compliance identified.

12. Consignments

12.1 An option available to an enforcement authority where a grey market goods consignment has not yet been split, is to place the consignment under detention and refuse its entry into the UK and serve a notice on the importer under regulation 32 of the Official Feed and Food Controls (England) Regulations 2009, regulation 32 the Official Feed and Food Controls (Wales) Regulations 2009, or regulation 31 of the Official Feed and Food Controls Regulations (Northern Ireland) 2009.

13. Proportionate steps to achieve compliance

13.1 Enforcement officers should consider a graduated approach to enforcement in line with their enforcement procedures. The FSA sent a letter to importers in [England](#), [Wales](#) and [Northern Ireland](#), to remind them of their responsibility as FBOs to ensure imported food placed on the UK market is compliant with relevant legislation. Voluntary surrender may also be considered an option as a first step before taking formal action and follow up action where attempts to deal by way of voluntary surrender are not agreed by the FBO, ensuring enforcement officers have a structured approach to dealing with unsafe food. An intervention may focus on advice and education to ensure compliance and voluntary co-operation.

13.2 [Annex 2](#) contains letters that enforcement officers can adapt to send to FBOs reminding them of their responsibilities that they can access to ensure they are complying with the law.

14. Enforcement options in respect of Grey Market goods

14.1 Seizure and condemnation under Section 9 of the Food Safety Act 1990 or Article 8 of the Food Safety (Northern Ireland) Order 1991.

a. The FSA considers that food containing unauthorised ingredients are unsafe on the basis that unauthorised ingredients have either failed a risk assessment or that satisfactory risk assessments have not been conducted by the FSA, or the European Food Safety Authority in respect of Northern Ireland. They should not be on the market. Unsafe food can be seized under section 9 of the Food Safety Act 1990 or, in Northern Ireland, article 8 of the Food Safety (Northern Ireland) Order 1991. An application to the magistrates' court shall follow for an order for condemnation. Where Grey Market goods are unsafe enforcement officers may seize them using these powers.

b. Ingredients must be authorised for use in food and may be subject to specific quantitative limits. The FSA maintains a list of [authorised Ingredients](#) for England and Wales. In Northern Ireland, the authorised ingredients can be found in EU Legislation. Ingredients that are not listed may have either failed a safety assessment or have not undergone a safety assessment for use in that product.

c. To assist enforcement officers in determining if food is unsafe, the FSA registers as referenced at paragraph 9.2, are the primary source of information on ingredients authorised for marketing.

d. For example, if food is labelled as:

- containing any additive that is not on the list of approved additives and E numbers (England and Wales),
- containing any additive that is not approved under Regulation (EC) 1333/2008 (Northern Ireland), or
- contains an authorised additive but it is being used for an unauthorised purpose and/or not used within the specified quantity limits,

then enforcement officers should consider seizing this food.

e. Where food is seized on the grounds that it is considered unsafe to be placed on the market, and an application is made to the magistrate's court to condemn it, enforcement officers may want to direct the court to this guidance in so far as it sets out how the food is unsafe, not been demonstrated as being safe and fails to comply with food safety requirements.

14.2 Certification of food by a food analyst

a. Regulation 18 of the Food Additives, Flavourings, Enzymes and Extraction Solvents (England) Regulations 2013, Regulation 18 the Food Additives, Flavourings, Enzymes and Extraction Solvents (Wales) Regulations 2013 and the Food Additives, Flavourings, Enzymes and Extraction Solvents Regulations (Northern Ireland) 2013 ("Food Additives etc. Regs") provides that where a food analyst certifies that it is an offence to market a food, the food is deemed unsafe for the purposes of section 9 of the Food Safety Act 1990 or, in Northern Ireland, article 8 of the Food Safety (Northern Ireland) Order

1991 and the court must order its destruction. The certificate is the evidence for the court that the food is “statutorily” unsafe.

14.3 Improvement and Compliance Notices

a. Where labelling non-compliance can be remedied by over stickering, enforcement officers may want to consider bringing the FBO into compliance with an improvement notice served under section 10 of the Food Safety Act 1990 (England and Wales), or a compliance notice served under regulation 7 of the Food Additives, Flavourings, Enzymes and Extraction Solvents (England) Regulations 2013, or in Wales, an improvement notice under regulation 7 of the Food Additives, Flavourings, Enzymes and Extraction Solvents (Wales) Regulations 2013.

b. In Northern Ireland, officers may want to consider bringing the FBO into compliance with an improvement notice served under article 9 of the Food Safety (Northern Ireland) Order 1991 or regulation 7 of the Food Additives, Flavourings, Enzymes and Extraction Solvents Regulations (Northern Ireland) 2013.

c. Over stickering must not be used to conceal the presence of an unauthorised ingredient or additive. It is permitted where over stickering brings the product into compliance with UK food law, such as listing the ingredients in English and in the correct format.

d. If the over stickering is inaccurate this results in misleading information to consumers under the Food Information Regulations 2014, the Food Information (Wales) Regulations 2014 or the Food Information Regulations (Northern Ireland) 2014. Over stickering may also amount to an offence under non –food legislation as may be applicable. E.g.: Digital Markets, Competition and Consumers Act 2024 or under the Fraud Act 2006.

14.4 Powers at the border

a. Any consignment identified at a port of entry that does not comply with UK food law, or EU food law where relevant in Northern Ireland, may be placed under detention by a port health authority and refused entry into the UK and the enforcement officers may serve a notice on the importer under regulation 32 of the Official Feed and Food Controls (England) Regulations 2009 or the Official Feed and Food Controls (Wales) Regulations 2009 or regulation 31 of the Official Feed and Food Controls Regulations (Northern Ireland) 2009.

14.5 Prosecution options

a. Where offences have been committed, enforcement officers may also want to consider whether to prosecute FBOs. Regulations 3, 4, 5 and 6 of the Food Additives etc. Regs make it an offence to place any food on the market in contravention of Regulation 1333/2008 on food additives, Regulation 1334/2008 on flavourings and Regulation 2065/2003 on smoke flavourings. Offences may also be committed under consumer protection legislation.

15. The importance of recording intelligence

15.1 Recording intelligence is a vital part of effective food standards enforcement. It enables local authorities to contribute to the development and understanding of a shared national picture of food-related risks and non-compliance. The recording of intelligence and sharing of intelligence enables us to identify recurring issues, emerging trends, and anomalies that may not be immediately visible at the local level. This collective insight supports the FSA in shaping national priorities and identifying emerging food standards threats.

15.2 Intelligence supports cross-boundary enforcement.

A report recorded in one local authority could support regulation or investigation in another. This is particularly valuable in cases involving mobile businesses, imported goods, or supply chain fraud.

When intelligence is not recorded or shared, opportunities for better informed regulation, enforcement and disruption are lost.

15.3 Enforcement officers are encouraged to record any information on IDB that falls into the following areas:

- New and emerging trends/products/businesses
- Chronic issues that do not go away
- Volume issues that come up repeatedly
- Sampling results, satisfactory and unsatisfactory

16. Common anticipated issues

16.1 Defining food as unsafe

a. Article 14 of Regulation 178/2002 (“General Food Law”) provides that food shall not be placed on the market if it is unsafe and food shall be deemed to be unsafe if it is injurious to health.

In determining if food is injurious to health, regard shall be had:

- To the probable immediate and/or short and/or long-term effects of consuming the food on the health of the person consuming it and on subsequent generations. This will include the probable cumulative toxic effects of consumption.
- To the particular health sensitivities of a specified category of consumers where food is intended for that category of consumers. This includes the risk from any ingredient that might trigger an allergic reaction in a consumer. It is not limited to the 14 allergens that must be declared in a different typeface.

Similar requirements apply in respect of Northern Ireland under Regulation (EC) No.178/2002.

b. Unauthorised additives have either not been subject to FSA safety assessment or have failed to be authorised based on the outcome of the FSA safety assessment. The unauthorised additives cannot therefore be defined as safe to place on the UK market, unless it has been authorised by the EU and placed on the market in Northern Ireland.

16.2 Using powers of entry

a. The list below is non-exhaustive, the facts of the situation at local authority level should be considered and the most appropriate legislation used. However, powers to consider are detailed below:

- Section 32 of the Food Safety Act 1990 (or article 33 of the Food Safety (Northern Ireland) Order 1991)
- Regulation 13 of the Official Controls (Animals, Feed and Food, Plant Health Fees etc.) Regulations 2019
- Regulation 13 of the Official Controls (Animals, Feed and Food, Plant Health Fees etc.) (Wales) Regulations 2020
- Regulation 10 of The Official Controls (Animals, Feed and Food) Regulations (Northern Ireland) 2019
- Regulation 16 of the Food Safety and Hygiene (England) Regulations 2013
- Regulation 14 of the Food Hygiene (Wales) Regulations 2006
- Regulation 14 of the Food Hygiene Regulations (Northern Ireland) 2006

16.3 Food held in warehouses for export must comply with UK food law

a. Food held in a warehouse which is not intended to be placed on the UK market will need to comply with UK food law, as well as that which is to be supplied in the UK. This means that it must not contain any ingredients that are unauthorised in GB (or NI, where held in NI) as they are considered to be unsafe in the UK, even though it is intended for sale elsewhere - Article 3(8) of assimilated Regulation 178/2002.

16.4 Responsibility for over stickering food that is imported

a. The responsibility for over stickering imported foods lies with whoever is placing the food on the market. This will include the importer, who is also responsible for putting their contact details onto food manufactured abroad and imported into the UK. Any wholesaler and the retailer selling food to the consumer are also responsible for ensuring that the food complies with UK food labelling requirements.

16.5 Non-compliance notices for multiple products

a. A notice can include multiple different non-compliant products marketed by the FBO; in which event the products and relevant non-compliance can be set out in a schedule to the notice.

16.6 Initiating withdrawals or recalls

a. Enforcement officers cannot mandate a FBO to withdraw or recall food products. It is the responsibility of the FBO to initiate withdrawal or recall procedures if they suspect or have evidence that the food they have imported or distributed does not meet food safety standards. Enforcement officers are encouraged to adopt the perspective that any food without authorisation has not been demonstrated to be safe, and therefore, should be regarded as unsafe in accordance with paragraph 10. Where enforcement officers believe a product is unsafe and have advised a withdrawal or recall then normal incident handling procedures apply, and the issue should be reported to the relevant incident team in England, Wales, or Northern Ireland. Where an FBO refuses to fulfil their food safety obligations enforcement partners should undertake appropriate enforcement action.

16.7 Ingredients list that contains an unauthorised ingredient should not be over stickered.

- a. If an unauthorised ingredient is listed on the product's original label, over stickering should not be allowed unless the food business can provide evidence that the product does not actually contain the unauthorised ingredient.

17. Annex 1 – Specimen Notices

This annex provides specimen improvement notices designed to address breaches in food labelling regulations and food additives legislation. These notices are intended to be used as a guide for enforcement officers.

[Food Additives, Flavourings, Enzymes and Extraction Solvents \(England\) Regulations 2013 Compliance Notice](#)

[Food Information Regulations 2014 Improvement Notice England](#)

[Food Information \(Wales\) Regulations 2014 Improvement Notice](#)

[Food Information Regulations 2014 Improvement Notice Northern Ireland](#)

18. Annex 2 – Example letter

This letter is shared as an example of how to highlight the relevant issues. Please note that there will be foods imported from countries that are not UK compliant. If using this template, then it should be drafted and amended with specific references to the products and countries of origin, as necessary and how they relate to the business you are addressing.

Food Safety Act 1990

Food Safety and Hygiene (England) Regulations 2013 / Food Hygiene (Wales)

Regulations 2006 / Food Hygiene Regulations (Northern Ireland) 2006

Assimilated Regulation 178/2002

Assimilated Regulation 1169/2011

Food Information Regulations 2014 / Food Information (Wales) Regulations 2014 / Food Information Regulations (Northern Ireland) 2014

Company, Limited Liability Partnership and Business (Names and Trading Disclosures) Regulations 2015

Companies Act 2006

Consumer Rights Act 2015

Digital Markets, Competition and Consumers Act 2024

[Delete legislation that does not apply to the circumstances].

Dear Food Business Operator,

We are writing to you to inform and educate you about some problems we have identified with the imported food products you may sell and what you need to do about it. We expect you to read this letter which contains information critical to your business. Failure to act on this information may result in enforcement action, including criminal proceedings, being taken against you and your business.

DO NOT IGNORE THIS LETTER.

If you require any further information or do not fully understand what you need to do after reading this letter, please contact us using the details above.

We are currently aware of several issues with the imported food products (Insert specific details) you may sell. Some of the products you sell do not currently comply with the food safety and consumer food information law of Great Britain (GB). We therefore want to make clear what the issues are and what you must do to put things right.

Additionally, we have also noted that some shops in [insert location] that sell non-compliant foods (specify as appropriate) from unregistered establishments (“premises”), so we have included information on how to register your premises. It is a legal requirement for food businesses to notify local authorities of its food premises for the purposes of registration. Please take time to read and understand the information below. This information will help ensure the products you sell are correctly labelled for the UK market and your premises is registered. We will be visiting your premises shortly to check your compliance with the issues raised in this letter. If you do not fully understand what you must do or require any help and assistance, please contact the officer named above.

Yours sincerely,

Name

Job title

The following text is an example of guidance a local authority may wish to include or otherwise add to any such letter.

“Important Information for your food business – DO NOT IGNORE THIS ADVICE

- **FOOD BUSINESS REGISTRATION:**

Legal Requirement – Article 6(2) of assimilated Regulation 852/2004 - You are legally required to notify [local authority name] of all food premises that you control for the purposes of registration of those premises.

Registration is free. If you have not already registered or if you are unsure if you have registered, please register online here without delay: <https://register.food.gov.uk/new> or here – LA to insert specific alternative local requirements
You must keep us up to date with any changes such as any change of Food Business Operator or Trading Name.

Failure to register constitutes an offence under The Food Safety and Hygiene (England) Regulations 2013 / Food Hygiene (Wales) Regulations 2006 / Food Hygiene Regulations (Northern Ireland) 2006 for which you may be prosecuted.

We shall be checking your registration details are correct during our visit.

- **TRACEABILITY – Who supplied you with the food you sell?**

Legal Requirement – Article 18 of assimilated Regulation 178/2002

Food law requires that all food business operators must cooperate and provide information to the competent authority – [insert authority].

You may be asked to provide information relating to the origin of the food you sell. This is most likely to be the details of who supplied you with the food you sell. This would include invoices and delivery notes showing the products supplied, the name, address and contact details of the supplier.

It is a legal requirement for you to keep this information about your suppliers and the food they supply you. You must be able to provide this information on demand.

Failure to provide information within a reasonable time of asking may constitute an offence under the above legislation for which you may be prosecuted.

We shall be asking you to provide evidence to us of who supplied the food you are selling when we visit.

- **YOUR RESPONSIBILITIES AS A SELLER**

Third country branded food products labelled for the appropriate countries market, and any products that do not have mandatory food information given in the English language, will not comply with applicable food law.

If you buy stock from a GB or EU based supplier (wholesaler / distributor), you will need to ensure that your supplier provides you with the necessary information to accompany any products not labelled for the GB market. Candy and other foods originating directly from the other third countries will be labelled for the appropriate market and not the GB market. These products will not have a GB address on the label only unless they have a sticker applied with a GB compliant food information label. You must therefore ensure all the products you sell have the correct food information applied to them before they are offered for sale. Importers and suppliers are both responsible for the correct labelling. Importers should either attach the stickers themselves or supply you with GB compliant over stickers for each product. Where they have not, it is your responsibility to ensure that the products are correctly labelled.

If you import the products directly into GB yourself from overseas, you will be responsible for ensuring the food information labels are compliant. In this case you will need to have accurate, GB compliant, food information over-stickers produced and applied to each product before they are placed on sale. In this situation you, as the importer, would be solely responsible for them meeting food labelling requirements.

If you are the importer or require further help after reading this letter, we strongly suggest you contact us for advice immediately. We can help you ensure that your business is compliant. Important Information for your food business.

The food information on the label is the responsibility of the business under whose name or business name the food is marketed. If that business is not located in GB but outside the EU, it will be the importer of the food. The importer of the food may be your supplier or someone further down the food chain. This is why you must ensure that you only use reputable suppliers who supply correct food information labels that meet the requirements in GB either already attached to the food or for you to attach yourself.

Whilst you are not directly responsible for the content of the food information on the label of the prepacked food you sell (unless you are a direct importer), you do have important responsibilities under food law as follows:

- You must not supply food which you know or presume, based on the information in your possession as professionals, to be non-compliant with applicable food information law and the requirements of relevant national provisions; Article 8(3) of the assimilated Regulation 1169/2011

And

- You must ensure compliance with the requirements of food information law and relevant national provisions which are relevant to your activities and shall verify such requirements are met; Article 8(5) of the assimilated Regulation 1169/2011

This means that having been provided with the necessary information contained in this letter, you have a responsibility to check the food you sell is labelled correctly, and if not, you must not sell it.

• HOW TO EASILY IDENTIFY THE INCORRECTLY LABELLED FOOD PRODUCTS

Name & Address of Importer (must be an address in UK)

Legal Requirement – Articles 8(1) and 9(1)(h) of assimilated Regulation 1169/2011

All food products sold must include the name and address of the food business operator responsible for the food information on the label. This can either be the business under

whose name the food is marketed or if the product is manufactured outside UK, the importer of the food.

In the case of a product that was manufactured by a company overseas the product will need to have the full name and address of the GB or EU based (when importing direct into Northern Ireland) importer on the over sticker label. This cannot be just an e-mail address or phone number.

Importantly, the address provided on the label must be a recognised and genuine address at which the responsible business can receive mail, legal documents, etc. to enable them to respond or act as necessary. The business name and address must be traceable and linked to a registered food business.

If you have any food products on sale which only have a name and address of the overseas manufacturer on them, they will not be compliant. You will need to contact your supplier to obtain the food information compliant labels / stickers to put on the products before placing on sale.

We shall check products on display when we visit your shop. If we identify that you continue to sell products that do not have the compliant GB food information sticker on them after receiving this letter, we will take enforcement action. To be compliant the name and address on the over sticker food information label must be traceable. We will not accept over stickers which have an address which we cannot trace to a registered food business.

- Food Not Labelled in the English Language

Legal Requirement – Article 15 of assimilated Regulation 1169/2011

If any of the food products you sell do not have the mandatory food information which includes the ingredients list in English, it will be non-compliant and must not be offered for sale. Products should be either returned to your supplier, or all products must be over stickered with the corresponding information in the English Language. The food information on the sticker must be presented and comply with the requirements of food information law in GB.

The ingredients list will include details of any common allergens present in the product. These **MUST** be emphasised, such as highlighted in **bold** type or CAPITALS. It is critical that consumers can read and understand the full ingredients list on the label, particularly if they have a food allergy.

If the information is not in English, this becomes a serious food safety issue because a person with a food allergy may not understand the information on the label and will be placed at serious risk of injury.

SUMMARY

The information provided to you in this letter is based on the common problems we encounter with third country products and other food commonly sold in third country food product shops. It is not a comprehensive guide to all labelling / food standards issues associated with imported food.

Importers and FBOs must be aware of what and what is not permitted.

Some ingredients / additives are banned in GB.

In GB, some consumer warnings are required if certain colours are present in food. Food colourings are also named differently to those in GB and nutritional information may be presented differently to how it should be in GB.

You must therefore ensure you source your stock from a reputable supplier.

Your supplier should ensure the products supplied to you already meet GB labelling requirements or provide you with the GB compliant food information over sticker labels for you to attach to the products yourself.

You must ensure the correct GB compliant food information label is applied to each and every product you sell. That label must bear a genuine and traceable name and address of the importer / distributor in GB responsible for compliance with GB food law.

Consultation on Local Authority and District Council Guidance on Grey Market Goods in the United Kingdom

Purpose of this consultation

This consultation seeks views, comments and feedback in relation to guidance produced by the FSA to support enforcement authorities identifying and taking action on food not intended for the UK market. These foods, also known as 'Grey Market goods', that can contain unauthorised or excessive additives and/or ingredients which do not meet requirements set out in UK food safety legislation. They may also fail to identify allergens in the prescribed format.

Link to consultation;

<https://www.food.gov.uk/news-alerts/consultations/consultation-on-local-authority-and-district-council-guidance-on-grey-market-goods-in-the-united-kingdom>

- **Does the guidance clearly set out how authorities can use food law to enforce instances of non-compliant Grey Market goods?**

Ards and North Down Borough Council welcome the clarification on the enforcement tools that are available to local authorities to remove non-compliant products from the market or require FBO's to carry out corrective action to bring products into compliance. The guidance details actions to deal with unauthorised additives and labelling offences. However, there is no information on dealing with Grey market goods that would be considered Novel Foods.

- **Is there anything missing from the guidance or that the guidance does not adequately cover?**

- Section 12. Consignments- summarises the use of Reg 31 under Official Feed and Food Controls Regulations (NI) 2009, for the detention of goods either inland or at ports. However, the title of this section could make this clearer for officers by using the following suggested wording i.e. 'Detention of consignments either inland or at ports', as this would remind officers of the dual use of these regulations. This section could be expanded to explain that this regulation also facilitates other enforcement options i.e. destruction, special treatment, re-dispatch or other appropriate measures.
- Section 14.1 (a) refers to the unsafe food being seized. The Food Law Code of Practice states:

Food which fails to comply with food safety requirements:

If food does not satisfy food safety requirements for reasons other than hygiene, Article 8 of the Food Safety (Northern Ireland) Order 1991 should be used. Article 8 of the Order permits the service of a Detention of Food Notice to prevent the use of the food for human consumption and require it not to be removed or removed to some place as specified in the notice.

Council would ask that clarification is provided on the detention of food found to contain unauthorised ingredients.

Council would also ask for clarification on what factors and the limitations (considering appeals period) that an officer should consider when deciding to use either detention under OFFC or under the Food Safety Order.

- Ards and North Down Borough Council would welcome FSA guidance on actions that should be taken where a product is not labelled in English which contains allergens. For example - Should the product be seized as it is a breach of Article 14(3)(b) Reg 178/2002?

Article 14(3)(b) reads as 'In determining whether any food is unsafe, regard shall be had:
to the information provided to the consumer, including information on the label, or other information generally available to the consumer concerning the avoidance of specific adverse health effects from a particular food or category of foods.'

- Section 14.1 (a) and (e) refer to an application to the magistrate's court for condemnation of food. This is not applicable in NI. Food seized must be presented to a JP for condemnation as detailed in Schedule 4 of the Justice (Northern Ireland) Act 2002. The guidance should be amended to reflect this.
- Section 14.1 (b) in the guidance has provided a link to a list of authorised ingredients for England and Wales. It would be useful to add a link to the EU list for NI local authorities.
- Section 14.3 (d) refers to non- food legislation. Clarification is sought as to which body enforces this legislation in NI. Similarly, in Section 14.5 it refers to consumer protection legislation. Is this the same legislation listed in Section 14.3 (d)?
- Section 15.3 refers to recording information on IDB. Councils in NI do not have access to IDB and therefore guidance should be provided on the mechanism for sharing intelligence between NI DCs and the FSA, UK authorities and other EU Countries including ports. Could the FSA also consider the merits of inland councils having limited access to TRACES NT to have insight to the types of imports.
- Section 16.6 should be moved to align with Section 10.
- Section 16.6 refers to withdrawals and recalls. The FSA has provided 'Guidance on Food Traceability, Withdrawals and Recalls in the UK Food Industry'. Reg 178/2002 states that a FBO "shall immediately initiate procedures to withdraw the food". However, there is no direction regarding the timeframes for an FBO to initiate a withdrawal or provide the Local Authority with traceability details such as a customer list or provision of a 'Point of Sale Notice'. Could the FSA provide a definition of "immediate"?

- Through experience with dealing with grey market importers Ards and North Down Borough Council are very concerned that the current enforcement tools available to local authorities are not effective to address importers and distributors who refuse or delay withdrawal or recall of products that present an imminent risk to the public.

A Permit to Trade requirement for Food Businesses if implemented, could enable local authorities the ability to remove the Permit to Trade until such time as the FBO implements an effective withdrawal or recall and cooperates with the local authority.

- Section 16.6 should be expanded to detail actions that are available to the FSA ,such as the issue of a FAFA, where a business has supplied food which is an imminent risk due to the presence of an allergen that is not in English and the business has not carried out a withdrawal or recall, or provided adequate details to enable traceability in a timely manner.
- The template letter for retailers provided in the guidance does facilitate some tailored options for case-by-case circumstances. However, it is suggested that an annex could be added, that outlines common unauthorised additives the FBO should be aware of such as Mineral Oil, Southampton Colours warning and incorrect nutritional information.

➤ **Do you feel the enforcement options outlined (e.g., seizure, improvement notices, prosecution) are sufficient and proportionate? If not, what additional options should be considered?**

Detention of food under the Food Safety (NI) Order 1991 is not explicitly mentioned as an enforcement option.

Although the use of Fixed Penalty Notices is not available as an enforcement tool to address the sale of non-compliant food, Ards and North Down Borough Council would welcome consideration by the FSA to introducing the availability of Fixed Penalty Notices for offences such as incorrect on non-compliant labelling offences.

➤ **Is the guidance on over-stickering and labelling breaches clear?**

Section 14.3 refers to bringing the FBO into compliance by using Improvement or Compliance Notices. It is suggested that this section is split into action that can be taken against a retailer who has been provided with overstickers and have failed to apply them and action that can be taken against an importer who has failed to provide over stickers.

Clarification would be welcome on Grey Market products being imported into the UK and sold to a distributor in NI.

Section 11.1 states that the label must include a UK or EU address. Is the name and address of the NI distributor also required on the label as it is the importer into the EU Market?

Clarification is sought on Section 16.7 as it was felt this section was unclear. Would the offence in this case be placing unsafe food on the market (EU Reg 178/2002) or misleading information under the Food Information Regulations (NI) 2014?

- **Are the provided specimen notices and example letters useful for your enforcement work? Would any other examples be useful?**

Ards and North Down Borough Council welcome the provision of template notices and wording. However, the wording that has been provided is not applicable to the offences commonly found with Grey market products. It is suggested that the example wording provided should be expanded to cover wording that should be used for a Seizure Notice and additional wording that could be used in Improvement Notices for these commonly found offences.

- **Does the guidance give you greater confidence to take enforcement action when non-compliant Grey Market goods are found?**

When clarification is provided on the points raised in the consultation then Ards and North Down Borough Council Food Safety Officers would be more confident to take enforcement action on non-compliant Grey Market goods.

- **Are there any gaps in the guidance regarding cross-border enforcement or coordination with port health authorities?**

Section 12.1 and 14.4 outlines powers at the border and refers to detention of food under Regulation 31 of the Official Feed and Food Controls Regs (NI) 2009. These Regulations provide for detention of food under Article 65, 66 or 67 of Regulation 2017/625 due to food that is non-compliant or presenting a risk which is defined in Article 1 (2) as

‘food and food safety, integrity and wholesomeness at any stage of production, processing and distribution of food, including rules aimed at ensuring fair practices in trade and protecting consumer interests and information, and the manufacture and use of materials and articles intended to come into contact with food;

Could non-compliant labelled 3rd Country products at the port be deemed to meet this definition and as such be detained?

Ards and North Down Borough Council would welcome the inclusion of a link to the ‘FSA Guidance on Food Traceability, Withdrawals and Recalls within the UK Food Industry’, in section 16.6.

For future consideration, what additional training or resources would be helpful to support in connection with this guidance?

As previously stated, Ards and North Down Borough Council would welcome the FSA providing additional model wording that could be used in enforcement notices to ensure a level of consistency across local authorities.

When the final guidance is issued the Council would support a coordinated national or regional training initiative led by the FSA to address the non-compliance of Grey Market goods.

Unclassified

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ITEM 4

Ards and North Down Borough Council

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Community and Wellbeing Committee
Date of Meeting	15 October 2025
Responsible Director	Director of Active and Healthy Communities
Responsible Head of Service	Head of Community and Culture
Date of Report	16 September 2025
File Reference	GREL 433
Legislation	The Local Government Act (NI) 2014
Section 75 Compliant	Yes ☒ No ☐ Other ☐ If other, please add comment below:
Subject	Further Additional Funding to Support Social and Racial Cohesion
Attachments	Appendix 1 - Application for further additional funding to support social and racial cohesion

Following riots in Ballymena in June 2025, which led to heightened racial tensions across Northern Ireland, The Executive Office (TEO) offered support to councils to deliver projects to support social and racial cohesion. An additional £20,000 was granted in July.

The Executive Office has now offered a further £27,000 to Council which does not require match funding.

The priority focus of the funding is on involving local groups in projects to deliver fast paced interventions to improve social and racial cohesion in the local area. It is worth noting that the Good Relations team have faced challenges in relation to expenditure of the initial grant amount of £20,000.

Not Applicable

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The attached application form is therefore aimed towards tackling racism and social cohesion in a more innovative way that will challenge individuals. Work will be carried out in collaboration with the Councils Outdoor Recreation team.

An application was returned to TEO by the closing date of 22nd September 2025 with a caveat that it had not yet be approved by Council.

The bid has subsequently been approved and the sum of £27,000 has been awarded towards racial and social cohesion in Ards and North Down.

RECOMMENDATION

It is recommended that Council approves the application to TEO for further additional funding to be used to support social and racial cohesion and accepts the award of £27,000 to be utilised before 31st March 2026.



APPLICATION FOR FURTHER FUNDING TO ADDRESS RACIAL TENSIONS / IMPROVE SOCIAL COHESION

TOTAL AMOUNT BID FOR: £27,000

1. Please outline the emerging / existing need in your council area, relating to issues around social / racial cohesion

Ards and North Down Borough Council area is host to asylum seekers in a local hotel. Protests are a regular weekly occurrence outside the hotel since 2022. Although peaceful to date, the number of protestors attending has increased. Those present are often misinformed about the service users in the hotel and this can be observed by their banners/placards.

ANDBC has also recently seen an increase in racial targeting on individuals living in local areas and towards landlords who are renting their houses as HMO's. Graffiti, classed as race hate, in a number of local estates has also increased.

Ballyholme Beach in Bangor has experienced racial ASB which was amplified through social media, including derogatory comments and inciting hatred.

Tensions are also increasing between asylum seekers within the hotel between cultures. It can be difficult to communicate especially as English is not their first language together with the uncertainty of the future for those housed there.

Concerns have also been raised in relation to those using social media to target individuals working locally with asylum seekers and resulting in fears for safety. Local businesses have also witnessed an increase in race hate incidents.

PSNI statistics for the last 365 days for Ards & North Down District:

Hate Crime has risen by 83.1% (71-126 crimes) –

Hate Incidents (ie No Crime) has risen by 29.6% (162 to 210 incidents) - Race Hate accounted for 127 of the 210 incidents and actually rose by 65.35%

There has been a 83.1% increase in overall hate crime offences in this current 12 month period compared to the same period last year and hate motivated incidents have increased by 29.6%

2. Please provide a brief summary of any proposed intervention strategy, including how it focuses on supporting local project delivery, achieves value for money and aligns to one or more key aims of the T:BUC Strategy



The following aligns with T:BUC key aims of Our Safe Community and Our Shared Community.

Programmes are being offered to communities to tackle racism in their local areas but to date no one has agreed to participate. There is a lot of fear and anger within communities towards refugees and asylum seekers that is manifesting into hate crimes against families that have been living here for years.

The Good Relations team would utilise additional funding to help better inform local communities in relation to asylum seekers and refugees. This would take the form of the showing of an open air movie. Working in partnership with the ANDBC Parks team, the movie 'Grow your Own' looks at racism towards a family who are non-white. The film shows not only how racism is present but how it can be overcome through discussion and building rapport between individuals and the local communities. The aim of the events will be to encourage attendees from all sides of the community to consider into their unconscious bias. The events are aimed at helping racial and social cohesion.

The GR Team will also work with the ANDBC Parks team in relation to community men/hen sheds and will also promote the T:BUC Trees initiative.

Funding will also be used to bring together a number of schools for a cross community multicultural event. Most schools have students from many different backgrounds and the engagement of the schools at these events may help to build social cohesion both inside and outside of school.



3. Please outline how the impact of the additional funding on racial / social cohesion will be measured

OBA's, provided by TEO, will be used for all programmes including pre and post evaluations and one off events.

The use of the OBA format will enhance the existing statistics.

As well as OBA's, Good Relations will work with PSNI to gather information and statistics.

Other methods to gather evidence will include:

Feedback from attendees

Engagement with schools

PSNI local statistics

PLEASE NOTE

1. Any funding received through this scheme remains subject to the terms and conditions of the DCGRP, as per your existing 2025/26 Letter of Offer.
2. The extra funding **does not require** matched funding.
3. The desire is to see money flow through the council to local groups in their area, where possible.
4. Upon written confirmation of a successful application, councils may commence delivery immediately – Letters of Variance will be drafted in due course.
5. Applications must be submitted by **5pm on 22 Sept 2025**.

Unclassified

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ITEM 5**Ards and North Down Borough Council**

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Community and Wellbeing Committee
Date of Meeting	15 October 2025
Responsible Director	Director of Active and Healthy Communities
Responsible Head of Service	Head of Leisure Services
Date of Report	26 August 2025
File Reference	SD167
Legislation	Recreation and Youth services Order (1986)
Section 75 Compliant	Yes ☒ No ☐ Other ☐ If other, please add comment below:
Subject	Sports Development Capital Grants Programme 2025-2026
Attachments	Appendix 1 - Successful Applications Appendix 2 - Unsuccessful Applications

Members will recall that the Sports Development Capital Grant Scheme would have historically opened for two tranches within any one financial year however in 2020/21 only one tranche was delivered due to Covid, with the process proving to be very successful. It was therefore proposed that the process of one tranche would continue and be kept under review. Therefore, this year's 2025/26 Capital Grants programme opened on Monday 28th April at 12noon and closed on Monday 28th July 2025 at 12noon with an approved budget of £70,000.

The Council received 17 applications; one application was received after the deadline of 12noon on Monday 28th July 2025. The guidance note states late applications will not be considered.

Not Applicable

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Eligibility screening of the 16 applications was carried out. One of the applications failed to meet the eligibility criteria and therefore did not proceed to the assessment stage of the project.

The 15 applications were then assessed against the following criteria:

1. Benefits to the club/organisation and the local community; clearly detailing anticipated outcomes of the proposed project
2. Increasing Participation
3. Increasing participation within key target groups: Women and girls, disability, over 50's and socially disadvantaged areas/groups
4. Improving and/or sustaining activities within the club setting; and
5. Improving the health and wellbeing of club members and/or wider community.

Applications were assessed by the Sports and Recreation Development Officer, NCLT/Serco's Sports Development and Health Manager, the Leisure Service's Officer and Leisure Project Officer.

All 15 applications scored above the minimum threshold for funding and therefore all 15 are proposed for funding, subject to project management requirements being met. These are listed within Appendix 1.

The remaining 15 successful applications requested a total of £70,986.49 and it is proposed to award £70,396.00. The overspend of £396.00 can be met from within the current sports development budget or from underspend within the wider leisure budget.

RECOMMENDATION

It is recommended that Council approves the decisions of the Assessment Panel which are listed in Appendix 1- Successful Applications and Appendix 2 - Unsuccessful Applications.

Therefore, the total awarded funding for 2025/2026 Capital Grants is £70,396.00 subject to project management requirements being met.

Appendix 1 – Successful Applications**Open at 12noon on Monday 28th April 2025 – Close at 12noon on Monday 28th July 2025.****36**

Club & Project	Date received	Date Assessed	Total Project Cost	Funding Requested	Clarification Needed	Club Claiming VAT	Outcome / Award (60% max)
Abbey Villa Football Club	22.07.2025	20.08.2025	£6,568.91	£2,727.00	Safeguarding Policy	Yes	£2,727.00
Ards Rugby Football Club	27.07.2025	20.08.2025	£11,863.20	£5,931.60		Yes	£5,931.60
Ballygalget GAC	21.07.2025	20.08.2025	£18,675.00	£6,000.00		Yes	£6,000.00
Ballywalter Bowling & Recreation Club	27.07.2025	20.08.2025	£6,483.20	£3,241.59	Safeguarding Policy	No	£3,241.59
Bangor District Archery Club	25.07.2025	20.08.2025	£2,187.00	£1,312.20		No	£1,312.20
Bangor Football Club	25.07.2025	20.08.2025	£3,804.37	£2,282.62		No	£2,282.62
Bangor Rugby Football & Cricket Club	24.07.2025	20.08.2025	£25,508.40	£6,000.00		Yes	£6,000.00
Bryansburn Rangers FC	25.07.2025	20.08.2025	£9,586.40	£5,751.84	Bank statement	No	£5,751.84
Donaghadee Golf Club	25.07.2025	20.08.2025	£10,839.30	£6,000.00		Yes	£5,419.65
Enler Boxing Club	27.07.2025	20.08.2025	£10,008.00	£5,000.00	Public Liability, Bank statement, Accounts	No	£5,000.00
Kirkistown Castle Golf Club	15.07.2025	20.08.2025	£10,600.00	£5,300.00	Public Liability	Yes	£5,299.80
Royal North of Ireland Yacht Club	25.07.2025	20.08.2025	£9,910.00	£5,946.00	Public Liability	No	£5,946.00
Scrabo Golf Club	25.07.2025	20.08.2025	£7,428.00	£3,714.00		Yes	£3,714.00
St Pauls GAC	28.07.2025	20.08.2025	£9,599.00	£5,759.40		No	£5,759.40
Strangford Yacht Club	25.07.2025	20.08.2025	£13,633.99	£6,000.00		No	£6,000.00
Totals			£169,879.80	£70,986.39			£70,396.00

Appendix 2 – Unsuccessful Applications

Open at 12noon on Monday 28th April 2025 – Close at 12noon on Monday 28th July 2025

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1. Ballyholme Yacht Club – Purchase 1 x RS Quest

- Unfortunately, the application did not meet the eligibility requirements as the club had not completed the 3-month waiting period for newly affiliated Sports Clubs to the Ards and North Down Sports Forum. This is a fundamental and essential part of the application, our guidelines clearly state “Sports Club **must currently be** affiliated to the Ards and North Down Sports Forum and newly affiliated clubs must be outside the 3-month waiting period”. The criteria also states “Should an application be received that does not meet the minimum requirements, the application will not proceed to the assessment stage of the process.”

2. Peninsula Triathlon Club – 2 x Kayaks + paddles, 2 x life jackets, 1 x car trailer and 1 x EVOC bike travel bag

- Unfortunately, the application did not meet the eligibility requirements as the club submitted the application after the deadline of 12noon on Monday 28th July 2025. The guidance clearly states “ **Late or Incomplete applications will not be considered**”

Unclassified

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ITEM 6

Ards and North Down Borough Council

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Community and Wellbeing Committee
Date of Meeting	15 October 2025
Responsible Director	Director of Active and Healthy Communities
Responsible Head of Service	Acting Head of Leisure Services
Date of Report	03 September 2025
File Reference	SD155
Legislation	Recreation and Youth Services Order (1986)
Section 75 Compliant	Yes ☒ No ☐ Other ☐ If other, please add comment below:
Subject	Ards and North Down Sports Forum Grants
Attachments	Appendix 1 - Successful Goldcard Report for Noting 2025-26 Appendix 2 - Successful Individual Travel and Accommodation for Noting 2025-26

The Ards and North Down Sports Forum administers grants for sporting purposes on behalf of Council under the Councils Grants Policy agreed in 2024.

£70,000 had been allocated within the 2025/2026 revenue budget for this purpose.

During September 2025, the Forum received a total of 11 applications: (1 Goldcard and 10 Individual Travel/Accommodation).

A summary of the **11 successful** applications are detailed in the attached 2025/26 Successful Goldcard and Travel/Accommodation Appendices.

2025/26 Budget £70,000	Annual Budget	Awarded to Date	Proposed Funding	Remaining Budget
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Not Applicable

39

			Awarded September 2025	
Anniversary	£2,000	£1,500	£0	£500.00
Coach Education	£3,000	£725	£0	£2,275.00
Equipment	£22,000	£13,723.30	£0	£10,878.70
Events	£10,000	£11,085.43	£0	-£239.43
Seeding	£2,000	£807.91	£0	£1,200.09
Travel and Accommodation	£28,000	£31,110.45	*£1,947.06	-£3,921.91
Discretionary	£1,000	£340.00	£0	£660.00
Schools/Sports Club Pathway	£2,000	£0	£0	£2,000
	1 Goldcard Awarded in September 2025 (17 Goldcards in total during 2025/26)			

*The proposed remaining budget for Travel and Accommodation of **-£3,921.91** is based on a proposed award this month of **£1,947.06**, **reclaimed £135.60** and **withdraw £1,000**.

The proposed remaining budget for equipment of **£10,878.70** includes **£2,602.00** of **withdrawn costs**.

The events remaining budget for events of **-£239.43** includes **£846.00** of **withdrawn costs**.

The proposed remaining budget for 2025/26 is **£13,352.45** (82% of the 2025/26 budget spent).

The report outlines August 2025 grants that have been administrated and approved by the Ards and North Down Sports Forum. This is in line with the Council's Grant Policy effective from 5 December 2024.

RECOMMENDATION

It is recommended that Council note the report.

APPENDIX 1 - SUCCESSFUL GOLDCARD REPORT FOR NOTING 2025-26

APPLICANT	SPORT	EVENT	DATES	GOLDCARD	REPRESENTING	PROPOSED	NOTES
Charlotte Eadie (1990)	Sailing	Senior Worlds / Junior Worlds / Junior Europeans	12 May 2026 / 19 July 2026 / 11 October 2026	ABM (Gym, Health Suite & Pool)	Northern Ireland & Ireland	Yes	A letter from RYA NI and Irish Sailing confirms Charlotte will be competing at various events in 2026. She will be competing at the Senior Worlds on 12 May 2026 in France. The second is the Junior Worlds on 19 July 2026 in the Netherlands and her final event is the Junior Europeans on 11 October 2026 in Portugal. Goldcard recommended until 2 September 2026.
TOTALS						1	

APPENDIX 2 - SUCCESSFUL INDIVIDUAL TRAVEL/ACCOMMODATION REPORT FOR NOTING 2025-26

APPLICANT	SPORT	EVENT	DATES	LOCATION	REPRESENTING2	REQUESTED	PROPOSED	NOTES
Molly Lynas (1980)	Trampolining	Loule Cup	22-27 October 2025	Loule, Portugal	Northern Ireland	£250.00	£250.00	Molly has been selected to compete at the Loule Cup in Loule, Portugal from 22-27 October 2025. This has been confirmed by a selection letter from Gymnastics NI. Recommend funding of £250.00
Lucy Andrews (1981)	Cricket	NCU U17 Tour to Play English Counties	10-15 August 2025	Bromsgrove, England	Northern Ireland	£200.00	£200.00	Lucy has been selected to compete at the NCU U17 Tour to Play English Counties in Bromsgrove, England from 10=15 August 2025. This has been confirmed by a selection letter from Cricket Ireland. Recommend funding of £200.00
Abbey Wallace (1982)	Polocrosse	Pony Club Championships	9-10 August 2025	Off church Bury, Warwickshire	Northern Ireland	£200.00	£200.00	Abbey has been selected to compete at the Pony Club Championship in Off church Bury, Warwickshire from 9-10 August 2025. This has been confirmed by a selection letter from British Equestrian. Recommend funding of £200.00

Lisa Harrison (1983)	Clay Target Shooting	Home Countries International Tournament	22-23 August 2025	Route Gun Club, Ballybogey Road, Ballymoney	Northern Ireland	£500.87	£50.00	Lisa has been selected to compete in Home Counties International Tournament in Ballymoney, Northern Ireland from 22-23 August 2025. This has been confirmed by a selection letter from Ulster Clay Pigeon Shooting Association. Recommend funding of £50.00
Jim Morgan (1984)	Walking Football	Federation of International Walking Football Association (FIWFA) World Nations Cup	28-31 October 2025	Alicante, Spain	Northern Ireland	£250.00	£200.02	Jim has been selected to compete at the Federation of International Walking Football Association (FIWFA) World Nations Cup in Alicante, Spain from 28-31 October 2025. This has been confirmed by a selection letter from the IFA. Recommend funding of £200.02 as Jim has now reached his £600 funding limit per financial year.
Will Smith (1985)	Walking Football	Federation of International Walking Football Association (FIWFA) World Nations Cup	28-31 October 2025	Alicante, Spain	Northern Ireland	£197.04	£197.04	Will has been selected to compete at the Federation of International Walking Football Association (FIWFA) World Nations Cup in Alicante, Spain from 28-31 October 2025. This has been confirmed by a selection letter from the IFA. Recommend funding of £197.04 as Will has now reached his £600 funding limit per financial year.

Paul Black (1986)	Walking Football	Federation of International Walking Football Association (FIWFA) World Nations Cup	28-31 October 2025	Alicante, Spain	Northern Ireland	£250.00	£250.00	Paul has been selected to compete at the Federation of International Walking Football Association (FIWFA) World Nations Cup in Alicante, Spain from 28-31 October 2025. This has been confirmed by a selection letter from the IFA. Recommend funding of £250.
Rosa McCloskey (1987)	Netball	Netball World Youth Cup	19-28 September 2025	Gibraltar	Northern Ireland	£250.00	£250.00	Rosa has been selected to compete at the Netball World Youth Cup in Gibraltar from 19-28 September 2025. This has been confirmed by a selection letter from Netball NI. Recommend funding of £250.
Gary Barclay (1988)	Walking Football	(FIWFA) World Nations Cup	28-31 October 2025	Alicante, Spain	Northern Ireland	£250.00	£250.00	Gary has been selected to compete at the Federation of International Walking Football Association (FIWFA) World Nations Cup in Alicante, Spain from 28-31 October 2025. This has been confirmed by a selection letter from the IFA. Recommend funding of £250.

