

March 26th, 2026

Notice Of Meeting

You are requested to attend the meeting to be held on **Thursday, 9th April 2026 at 7:00 pm** in **Hybrid - Church Street, Newtownards & via Zoom.**

Agenda

Agenda

[2026.04.09 PP Agenda.pdf](#)

Page 1

1. Apologies

2. Declarations of Interest

Reports for Approval

3. Ards and Peninsula Business Awards 2026

Report attached

[3. Ards Peninsula Business Awards 2026.pdf](#)

Page 3

Reports for Noting

4. Local Action Groups

Report attached

[4. Local Action Groups.pdf](#)

Page 5

[4.1 Appendix 1 Bangor City Local Action Group 260226.pdf](#)

Page 9

[4.2 Appendix 2 Comber Local Action Group 250226.pdf](#)

Page 22

[4.3 Appendix 3 Donaghadee Local Action Group 120326.pdf](#)

Page 35

[4.4 Appendix 4 Holywood Local Action Group 240226.pdf](#)

Page 48

[4.5 Appendix 5 Newtownards Local Action Group 020326.pdf](#)

Page 61

5. DfE Project Gigabit - Update

Report attached

[5. DfE Project Gigabit Update.pdf](#)

Page 74

[5.1 DfE Project Gigabit PowerPoint.pptx](#)

Page 77

6. Notices of Motion referred to Committee by Council

6.1. Notice of Motion submitted by Councillor W Irvine and Councillor S Irvine

This Council commends the continued work and dedication of the South East Fermanagh Foundation (SEFF). For many years, the organisation has provided invaluable support, advocacy, and practical assistance to victims and survivors across Northern Ireland ensuring that their voices are heard and their needs are not forgotten.

We agree to display the SEFF memorial quilt at a suitable location in the borough to honour innocent victims, educate the public about the impact of the Troubles, and ensure the legacy and memory of those lost continues to be recognised.

7. Any Other Notified Business

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

Reports for Approval (In Confidence)

8. Local Economic Partnership (LEP) Update

Report attached

 **8. Local Economic Partnership (LEP) Update.pdf**

Not included

 **8.1 Appendix 1 Minutes of Local Economic Partnership 04.03.26.pdf**

Not included

ARDS AND NORTH DOWN BOROUGH COUNCIL

26 March 2026

Dear Sir/Madam

You are hereby invited to attend a hybrid meeting (in person and via Zoom) of the Place and Prosperity Committee of the Ards and North Down Borough Council which will be held in the Council Chamber, 2 Church Street, Newtownards, on **Thursday 9 April 2026** commencing at **7.00pm**.

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. Ards Peninsula Business Awards 2026 (report attached)

Reports for Noting

4. Local Action Groups (report attached)
5. DfE Project Gigabit - Update (report attached)
6. Notices of Motion referred to Committee by Council

6.1. Notice of Motion submitted by Councillor W Irvine and Councillor S Irvine

This Council commends the continued work and dedication of the South East Fermanagh Foundation (SEFF). For many years, the organisation has provided invaluable support, advocacy, and practical assistance to victims and survivors across Northern Ireland ensuring that their voices are heard and their needs are not forgotten.

We agree to display the SEFF memorial quilt at a suitable location in the borough to honour innocent victims, educate the public about the impact of the Troubles, and ensure the legacy and memory of those lost continues to be recognised.

7. Any Other Notified Business

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

Reports for Approval (In Confidence)

8. Local Economic Partnership (LEP) Update (report attached)

MEMBERSHIP OF PLACE AND PROSPERITY COMMITTEE (16 MEMBERS)

Alderman Adair (Vice-Chair)	Councillor Hollywood
Alderman Armstrong-Cotter	Councillor Kennedy
Alderman McDowell	Councillor McCollum
Councillor Blaney	Councillor McCracken (Chair)
Councillor Brady	Councillor Morgan
Councillor Edmund	Councillor Newman
Councillor Gilmour	Councillor Smart
Councillor Hennessy	Councillor Thompson

Unclassified

ITEM 3**Ards and North Down Borough Council**

Report Classification	Unclassified
Exemption Reason	Not Applicable
	If multiple:
Meeting	Place and Prosperity Committee
Date of Meeting	09 April 2026
Responsible Director	Director of Place and Prosperity
Responsible Head of Service	Head of Economic Growth
Report title	Ards Peninsula Business Awards 2026
Attachments	
File Reference (if applicable)	160094
Legislation	Local Government Act (Northern Ireland) 2014
Resource Implications	None Narrative: Budget agreed
Screening Requirements	<i>The Council will commit to consider the implication of all reports under the categories of Section 75, Rural Needs, Data Protection, Climate and Sustainability:</i> Screening of report not required
Link to Corporate Plan Priority and Outcome	Priority 1: Economic 3. A thriving and sustainable economy If multiple:

Background

Officers recently liaised with Newtownards Chamber on its annual business awards ceremony arrangements for 2026. Last year's successful awards ceremony held in April 2025 was the first time the awards ceremony covered areas outside of

Newtownards, to include Comber, Donaghadee and the Ards Peninsula.

Details

The Ards Peninsula Business Awards ceremony will take place on Thursday 14 May 2026 at 7.00 pm in the Clandeboye Lodge Hotel, Bangor. The Council has been requested to sponsor the “Business Growth Award” with two subcategories, Business Growth Awards under 10 employees and Business Growth Awards over 10 employees.

As part of the package, four complimentary tickets are being made available to Council, one of the four tickets will include the Mayor who will present the Council’s sponsored award. If additional tickets are required, these could be purchased from Ards Chamber at a cost of £85.00 plus VAT per ticket.

The package also offers the Council publicity by having the Council logo added to all sponsorship and event publicity. This includes the launch event, social media marketing campaign in the lead up to the ceremony, photo opportunities on the evening of the ceremony, and photos with other category sponsors and winners.

These awards ceremonies are a valuable opportunity for Council members and officers to forge new relationships and connections with the local businesses. It is one of the key aspects of Economic Growth to provide support to local businesses and understand barriers to growth as well as emerging needs. Taking this into consideration, it is recommended that two additional tickets are purchased for Council officers to attend the ceremony as well as members.

Budget

The Ards Peninsula Business Awards organisers have requested an uplift in contribution as, since last year, they have covered all of the Ards and Peninsula areas.

A budget of £3,000 has been set aside under the Economic Development revenue budget for this event and for its equivalent in Bangor. The budget has been agreed by the Council and, with a view to remain consistent with the amount offered for this type of event in the Borough, it is recommended that the contribution remains as agreed in this year’s budget, namely £3,000.

RECOMMENDATION

It is recommended that Council:

- Approves a contribution of £3,000 to support the Ards Peninsula Business Awards 2026.
- Nominates three Members, in addition to the Mayor, to attend the Ards Peninsula Business Awards on 14 May 2026 and that two additional tickets are purchased for Council officers to also attend the ceremony.

Unclassified

ITEM 4**Ards and North Down Borough Council**

Report Classification	Unclassified
Exemption Reason	Not Applicable
	If multiple:
Meeting	Place and Prosperity Committee
Date of Meeting	09 April 2026
Responsible Director	Director of Place and Prosperity
Responsible Head of Service	Head of Economic Growth
Report title	Local Action Groups
Attachments	<p>Appendix 1 - Bangor City Local Action Group Meeting Minutes 26 February 2026</p> <p>Appendix 2 - Comber Local Action Group Meeting Minutes 25 February 2026</p> <p>Appendix 3 - Donaghadee Local Action Group Meeting Minutes 12 March 2026</p> <p>Appendix 4 - Hollywood Local Action Group Meeting Minutes 24 February 2026</p> <p>Appendix 5 - Newtownards Local Action Group Meeting Minutes 02 March 2026</p>
File Reference (if applicable)	
Legislation	Local Government Act (Northern Ireland) 2014
Resource Implications	<p>None</p> <p>Narrative:</p>
Screening Requirements	<p><i>The Council will commit to consider the implication of all reports under the categories of Section 75, Rural Needs, Data Protection, Climate and Sustainability:</i></p> <p>Screening of report not required</p>

If multiple:

<p>Link to Corporate Plan Priority and Outcome</p>	<p>Priority 1: Economic Multiple If multiple: 1. An engaged Borough with citizens and businesses who have opportunities to influence the delivery of services, plans and investment 3. A thriving and sustainable economy. 4. A vibrant, attractive, sustainable Borough for citizens, visitors, businesses and investors.</p>
--	--

Background

Members will be aware the new Local Action Groups have been established and the initial round of introductory meetings have been conducted.

Copies of the minutes from these introductory meetings are available in Appendices 1-5.

Membership

Membership details of each group are provided below with notable additional members agreed at the Introductory Meeting:

Bangor –

Elected Members	Bangor Central DEA (6)
NI Executive Depts	Dept for Infrastructure (1) Dept for Communities (1)
Commerce/Business	Bangor Chamber of Commerce (2) Bangor Business Improvement District Steering Group (1)
Sports	AND Sports Forum (1)
Arts and Heritage	Booms Studios / Seacourt Print (1)*
Community	North Down Community Network (1) Over 50s Council (1) YMCA (1)
Faith	Ministers Forum (1)
Culture and Events	Open House Festival (1)
Council Officers	Regeneration (3)
Statutory Agency	Police Service of Northern Ireland (1)

Comber –

Elected Members	Comber DEA (5)
NI Executive Depts	Dept for Infrastructure (1) Dept for Communities (1)
Commerce/Business	Comber Chamber of Commerce (2)
Regeneration	Comber Regeneration Group (1)
Community	Comber & District U3A (1) Comber Rotary Club (1)
Youth and Faith	NET Youth Project (1) Clergy Forum (1)

Council Officers	Regeneration (3)
------------------	------------------

Donaghadee –

Elected Members	Bangor East and Donaghadee (6)
NI Executive Depts	Dept for Infrastructure (1) Dept for Communities (1)
Commerce/Business	Donaghadee Community Development Association (2)
Sports	AND Sports Forum (1)
Youth and Faith	Donaghadee Youth For Christ (1)
Community	Donaghadee Community Development Association (1) Ards Peninsula U3A (1)
Historical	Donaghadee Historical Society (1)
Council Officers	Regeneration (3)

Holywood –

Elected Members	Holywood and Clandeboye DEA (5)
NI Executive Depts	Dept for Infrastructure (1) Dept for Communities (1)
Commerce/Business	Holywood Chamber of Trade (2)
Faith	Holywood Street Pastors (1)
Youth	Holywood Family Trust (1)
Community	Holywood Shared Town (1) Holywood Residents Association (1) Redburn Loughview Community Forum (1) Holywood District and Community Council (1)
Council Officers	Regeneration (3)

Newtownards –

Elected Members	Newtownards DEA (6)
NI Executive Depts	Dept for Infrastructure (1) Dept for Communities (1)
Commerce/Business	Newtownards Chamber of Trade (2)
Faith	Ards and North Down Street Pastors (1)
Sports	AND Sports Forum (1)
Youth and Community	Ards Arena Youth Centre (1)
Historical	Ards Historical Society (1)
Council Officers	Regeneration (3)

The annual schedule of meetings is outlined as follows:

Introductory Meetings	February/ March 2026
Q1 Meeting	April 2026
Q2 Meeting	June 2026
Q3 Meeting	September 2026
Q4 Meeting	November/ December 2026
Annual Conference of all five groups	January 2027

An official launch of the new Local Action Groups will be held in May 2026.

Members should note the appointed Chair and Vice Chair for each group:

Bangor	Chair: TBC Vice Chair: TBC
Comber	Chair: Alderman Trevor Cummings Vice Chair: Councillor Patricia Morgan
Donaghadee	Chair: Adrian Kerr, Donaghadee Community Development Association Vice Chair: Councillor Eddie Thompson
Hollywood	Chair: Mayor, Councillor Gillian McCollum Vice Chair: Helen Aston, Hollywood Chamber of Commerce
Newtownards	Chair: TBC Vice Chair: TBC

RECOMMENDATION

It is recommended that Council Notes this information.

Bangor City Local Action Group Meeting Minutes	
26 February 2026 4.00pm Signal Business Centre	
Attendees	<p>Councillor Alistair Cathcart Ards and North Down Borough Council Councillor Tom Brady Ards and North Down Borough Council Frank Shivers, President Bangor Chamber of Commerce Emma Drury Seacourt Print Workshop Alison Gordon Open House Festival David Jebb Over 50s Council Valerie Goodchild Over 50s Council Carly McMullan Regeneration Manager Ards and North Down Borough Council Pamela Dempster Regeneration Officer Ards and North Down Borough Council Calum Symington Administration Officer Ards and North Down Borough Council</p>
Apologies	<p>Councillor Chris McCracken Ards and North Down Borough Council Councillor Wesley Irvine Ards and North Down Borough Council Stephen Gardiner Department for Infrastructure Niall McVitty Department for Communities Alison Blayney Bangor Chamber of Commerce</p>
Appendix	Appendix 1 – Terms of Reference
Item 1 Welcome and Introductions	<p>C McMullan welcomed everyone to the introductory meeting of the Bangor Local Action Group and introductions took place.</p> <p>The group requested the name of the Local Action Group to be Bangor City Local Action Group – agreed.</p>
Item 2 Appointment of Chair and Vice Chair	<p>C McMullan welcomed nominations for the position of Chair and Vice Chair. It was noted that any person nominated needed to be present and in the case of more than one nomination, the matter will be determined by vote.</p> <p>It was agreed to postpone the nomination of Chair and Vice Chair to the next meeting when more members were in attendance.</p> <p>Councillor Cathcart agreed as interim chair for the duration of the meeting.</p>

<p>Item 3 Declarations of Interest</p>	<p>No declarations of interest.</p> <p>Any issues arising during the agenda will be addressed accordingly.</p>
<p>Item 4 Data Sharing Agreement</p>	<p>Copy of Data Sharing Agreement provided to all members for completion.</p> <p>C McMullan advised the purpose of the Data Sharing Agreement is to manage communications between members, and to provide public communications regarding membership and roles & responsibilities of the Local Action Group.</p>
<p>Item 5 Role of Local Action Group</p>	<p>C McMullan provided a background summary to the formation of the Local Action Group:</p> <ul style="list-style-type: none"> - A review of the Masterplan was conducted in 2022/23 which included a recommendation to assess the effectiveness of the former Advisory Group - In 2023, consultants The Paul Hogarth Company, were appointed to undertake a review of the Advisory Group - The review was carried out in four stages including a review of local policy, research into best practice, online survey and workshop with Council officers and members of the Advisory Group. <p>C McMullan advised the independent review identified a need for change to enable the groups in each town/ city to become increasingly effective and play a greater role in regeneration and placemaking.</p> <p>P Dempster provided a presentation detailing the role of the Local Action Group.</p> <p>The Vision “To be a sustainable city which is a thriving place for people to do business, socialise, shop, be creative and use public services as well as being a great place to live” “Bring all stakeholders together to identify and work together to solve problems, promote positive change, share knowledge and expertise, and advocate for policy changes to benefit the city centre and its community”</p> <p>To be:</p> <ul style="list-style-type: none"> - Socially Sustainable - Environmentally Sustainable - Economically Sustainable <p>The Approach “Empowering people and communities to reshape and repurpose their city”</p> <p>Live Work Visit Invest</p> <ul style="list-style-type: none"> - Placemaking initiatives

- Meaningful change
- Economic growth
- Attracting investment
- Sustainable city centre

The Principles of the Local Action Group

- ✓ A positive force for Bangor
- ✓ A two-way communication hub for all things in relation to Bangor – information can be shared and disseminated.
- ✓ City specific thinking – strategy development and advice drawn on local knowledge and experience
- ✓ Positive Change – advancing actions
- ✓ Championing Bangor – speaking up for our place and its people, promoting its attributes and potential for investment

The Structure

Level 1 – Bangor City Local Action Group

- Bring together all stakeholders to work together to promote positive change
- A borough-wide collective responsibility for driving regeneration, placemaking and strategic development
- A collaborative approach that unites knowledge and expertise
- Key stakeholders in developing and delivering short-medium-long term plans and strategies

Level 2 – Task and Finish Sub Working Groups (reporting to Local Action Group)

- Focused – deliver projects concentrated on specific objectives and targeted outcomes
- Collaborative Delivery Approach – using relevant project specific expertise and knowledge
- Effective Co-ordinated Efforts – efficient project delivery addressing challenges promptly
- Build and support Momentum – small & big wins

**Members nominated as per expertise and knowledge (LAG & Non-LAG Members)*

Level 3 – Regeneration and Placemaking Officer Forum

- Internal cross-departmental forum focused on regeneration and placemaking matters (urban and rural)
- Quarterly meetings held in advance of Local Action Group Meetings
- Strategic Planning and Collaboration
- Alignment of Outcomes and Achievements (Service Plans | Corporate Plan | Strategy | Policy | Masterplans)
- Innovation created through Shared Ideas and Best Practice
- Communication and Decision Making

	<p>Members of the group highlighted their concern re the lack of allocated budget. C McMullan advised that existing budgets are available to develop projects and officers will continue to seek funding opportunities. F Shivers advised the model implemented during covid recovery was very successful whereby officers and stakeholders worked together to deliver a programme of initiatives, C McMullan agreed this was a positive model to be considered.</p> <p>Chair added that small wins were equally important and can help build momentum to apply for council budgets.</p> <p>E Drury noted her support for small and big projects that will help the City to thrive, advising the group should be considering all levels of support available, both council led and funded.</p> <p>Concerns were noted regarding attendance levels at the meetings, with the need to ensure regular attendance of all members to ensure effectiveness.</p>																	
<p>Item 6 Terms of Reference including membership and schedule of meetings</p>	<p>C McMullan presented the draft Terms of Reference (please refer to Appendix 1)</p> <p>Objectives and Deliverables</p> <p>C McMullan presented the objectives and deliverables as detailed within the Terms of Reference.</p> <p>C McMullan advised the meetings will be action focused with an agreed agenda directly related to the delivery of the Masterplan considering wider regeneration and placemaking matters.</p> <p>A dashboard will be created to monitor progress/ deliverability and will provide a council wide response.</p> <p>Membership</p> <p>C McMullan advised of the membership that was agreed through the review process and provided an update following invitation to the group:</p> <table border="1" data-bbox="355 1541 1487 1960"> <tr> <td>Elected Members</td> <td>Bangor Central DEA (6)</td> <td>Confirmed membership</td> </tr> <tr> <td>NI Executive Depts</td> <td>Dept for Infrastructure (1) Dept for Communities (1)</td> <td>Confirmed membership</td> </tr> <tr> <td rowspan="2">Commerce/Business</td> <td>Bangor Chamber of Commerce (2)</td> <td>Confirmed membership</td> </tr> <tr> <td>Bangor Business Improvement District Steering Group (1)</td> <td>Awaiting response</td> </tr> <tr> <td>Sports</td> <td>AND Sports Forum (1)</td> <td>Awaiting response</td> </tr> <tr> <td>Arts and Heritage</td> <td>Booms Studios / Seacourt Print (1)*</td> <td>Awaiting response</td> </tr> </table>	Elected Members	Bangor Central DEA (6)	Confirmed membership	NI Executive Depts	Dept for Infrastructure (1) Dept for Communities (1)	Confirmed membership	Commerce/Business	Bangor Chamber of Commerce (2)	Confirmed membership	Bangor Business Improvement District Steering Group (1)	Awaiting response	Sports	AND Sports Forum (1)	Awaiting response	Arts and Heritage	Booms Studios / Seacourt Print (1)*	Awaiting response
Elected Members	Bangor Central DEA (6)	Confirmed membership																
NI Executive Depts	Dept for Infrastructure (1) Dept for Communities (1)	Confirmed membership																
Commerce/Business	Bangor Chamber of Commerce (2)	Confirmed membership																
	Bangor Business Improvement District Steering Group (1)	Awaiting response																
Sports	AND Sports Forum (1)	Awaiting response																
Arts and Heritage	Booms Studios / Seacourt Print (1)*	Awaiting response																

	Community	North Down Community Network (1) Over 50s Council (1) YMCA (1)	Awaiting response Confirmed membership Awaiting response														
	Faith	Ministers Forum (1)	Awaiting response														
	Culture and Events	Open House Festival (1)	Confirmed membership														
	Council Officers	Regeneration (3)	Regeneration Manager Regeneration Officer Administrative Officer														
	<p><i>*Shared seat</i></p> <p>Discussion took place regarding inviting additional stakeholders to the group, with a proposal to invite the PSNI – all agreed. F Shivers to provide contact details.</p> <p>A Gordon advised she was unaware an invitation had been issued to the Bangor Improvement District Steering Group. A Gordon to follow up.</p> <p>Schedule of Meetings C McMullan proposed the below schedule of meetings for the period February 2026 – March 2027:</p> <table border="1"> <tr> <td>Introductory Meeting</td> <td>February 2026</td> </tr> <tr> <td>Q1 Meeting</td> <td>April 2026</td> </tr> <tr> <td>Official Launch of Group</td> <td>May 2026</td> </tr> <tr> <td>Q2 Meeting</td> <td>June 2026</td> </tr> <tr> <td>Q3 Meeting</td> <td>September 2026</td> </tr> <tr> <td>Q4 Meeting</td> <td>December 2026</td> </tr> <tr> <td>Annual Conference of 5no Local Action Groups</td> <td>January 2027</td> </tr> </table> <p>Discussion took place regarding the format of meetings. It was agreed to continue with the same start time of 4pm and review options for hybrid as required.</p> <p>It was agreed that officers would issue an annual schedule of dates to all members.</p>			Introductory Meeting	February 2026	Q1 Meeting	April 2026	Official Launch of Group	May 2026	Q2 Meeting	June 2026	Q3 Meeting	September 2026	Q4 Meeting	December 2026	Annual Conference of 5no Local Action Groups	January 2027
Introductory Meeting	February 2026																
Q1 Meeting	April 2026																
Official Launch of Group	May 2026																
Q2 Meeting	June 2026																
Q3 Meeting	September 2026																
Q4 Meeting	December 2026																
Annual Conference of 5no Local Action Groups	January 2027																
Item 7 Regeneration Update	<p>P Dempster provided an overview of the role of the Regeneration Service and outlined a number of projects which are progressing or nearing completion:</p> <ul style="list-style-type: none"> - Supporting Thriving High Streets Programme – Glow Up Grant Total cost of capital investment in Bangor £181,819.95 Total grant awarded in Bangor £147,665.22 Total trader contribution in Bangor £34,154.73 - Annual Chamber Support Programme - £15,000 allocation to Bangor Chamber of Commerce 																

	<ul style="list-style-type: none"> - Urban Regeneration Programme – to include lamp post banners, footfall counters, Christmas lighting, signage, etc. - Formation of the new Bangor City Local Action Group - Empty to Energised Pilot Grant Scheme (managed by Strategic Development) <p>F Shivers noted there was concerns regarding the paperwork required to apply under the Empty to Energised grant scheme and the unrealistic timescales to obtain this information.</p> <p>P Dempster provided an update on projects that are currently being progressed for the future:</p> <ul style="list-style-type: none"> - Clean City and Tidy Towns Proposal - Freshen Your Shopfront Grant Scheme - Review projects in Masterplan to develop to planning stage <p>C McMullan advised a funding application is currently being prepared for the Clean City and Tidy Towns proposal – an improvement/ enhancement of the existing public realm. C McMullan advised officers assessed the public realm noting concerns re stained paving and damaged and broken street furniture etc. Discussion followed around the concerns of the maintenance of the public realm scheme, and it was felt that the inground lighting should be removed.</p> <p>C McMullan advised of an underspend under the Glow Up Grant that officers are working alongside DfC officials to reallocate to the Freshen Your Shopfront scheme, which will provide an opportunity for local businesses to apply for funding to paint and/or power wash their shop front ahead of the summer season. This is likely to be launched mid-April. The group asked to be kept informed and involved in the launch of this grant scheme and to be informed of any relevant updates.</p> <p>F Shivers suggested that funds for new shop front schemes should be collated into more strategic projects such as the Ulster Bank and Danske Bank buildings.</p>
<p>Item 8 Nomination of Sub Working Groups</p>	<p>Chair welcomed the group to propose project related sub-working groups.</p> <p>The group discussed and agreed 3no sub working groups to be set up:</p> <ol style="list-style-type: none"> 1. Marketing/ Events/ Promotion The sub working group should focus on all marketing/ events/ promotion relating to Bangor City. A meeting should be arranged soon to discuss the annual programme of events. F Shivers advised that the sub-working group would need to focus on the new Marine Gardens site set to open later this year and enquired if budget was being made available for the animation at

	<p>this location, C McMullan confirmed a budget has been allocated. F Shivers advised that an events plan should be started immediately for this area.</p> <p>2. Cleaning and Maintenance The sub working group should focus on the general cleaning and maintenance of the City Centre with an immediate focus on the Clean City and Tidy Towns proposal.</p> <p>3. Public Transport The group shared frustrations surrounding the lack of late-night public transport. The sub working group should be focused on enhancing the public transport offering both in and out of the city. Both A Gordon and E Drury were supportive of this sub-working group, advising of the positive outcomes a late-night service could provide for the businesses in the city centre.</p>
<p>Item 9 Any Other Business</p>	<p>Update on Queen's Parade Redevelopment Request for Bangor Marine to attend the next meeting of the Bangor City Local Action Group to provide an update on the project.</p> <p>The following items were agreed for discussion at the Next Meeting</p> <ol style="list-style-type: none"> 1. Masterplan Review 2. Queen's Parade update 3. Clean City, Tidy Towns proposal
<p>Item 10 Close of Meeting</p>	<p>Chair thanked everyone for attending.</p> <p>Date of the next meeting to be issued via email.</p>

Bangor Local Action Group

Terms of Reference



Document Summary	The purpose of this document is to set out a Terms of Reference in which the Bangor Local Action Group will operate.
Local Action Group Approval Date	

Version Number	Version Date	Author(s)	Comments
1.0 DRAFT	January 2026	Regeneration Manager	For approval by members of the Bangor Local Action Group

Background

In 2022/23 a review of the City and Town Masterplans was conducted by consultants, The Paul Hogarth Company, on behalf of Ards and North Down Borough Council.

A recommendation following the review of the City and Town Masterplans was the need to assess the effectiveness of the Advisory Groups.

In 2023, the Council appointed consultants, The Paul Hogarth Company, and Place Solutions, to undertake a review of the existing City and Town Advisory Groups.

The review aimed to assess the effectiveness, composition, structure, and function of the Advisory Groups in order to identify areas for improvement and provide recommendations for enhancing their overall performance and impact.

The review process was carried out in four stages:

1. Review of NI and Local Policy and Strategic Context
2. Research into other approaches and best practice in the UK and Ireland
3. Online Survey with members of the Advisory Groups
4. Workshop with Council Officers and members of the Advisory Groups

The independent review of the Advisory Groups identified the need for change.

Through a series of focused amendments to the Advisory Group structure and processes, the groupings could become increasingly effective and play a greater role in their respective settlement.

The Vision

Bring all stakeholders together to identify and work together to solve problems, promote positive change, share knowledge and expertise, and advocate for policy changes to benefit the city centre and its community.

The following 5 principles summarise the proposed role of the Bangor Local Action Group going forward:

1. A **positive force** for our city
2. A **two-way communication** hub for all things in relation to our city, so that information can be shared and disseminated
3. **City specific thinking** – strategy development and advice drawn on local knowledge and experience
4. **Positive change** – advancing actions
5. **Championing our city**– speaking up for our place and its people, promoting its attributes and potential for investment.

Objectives and Deliverables

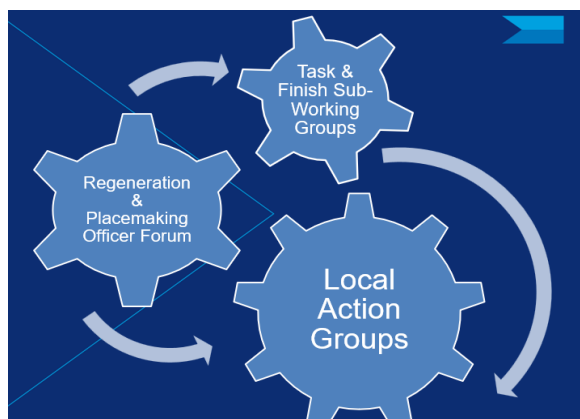
1. The Local Action Groups will align to the recommendations set out in the Living High Street Framework MAG - Living High Streets initiative. By doing so, the groups will be empowered to leverage the framework's expertise and guidance to inform their strategies and actions, ensuring that their efforts are effective, co-ordinated, and aligned with local priorities.
2. The Local Action Groups will have an annual schedule of meetings that will be on a quarterly basis. This will enable the groups to stay focused, make progress, and maintain momentum. The agenda will be closely linked to the Masterplan with minutes that will be action based and supported by a delivery dashboard.
3. Each Local Action Group will nominate a Chair and Vice Chair annually by majority vote. The administrative function will be managed by the Regeneration Department.
4. Where required, matters will be decided by a simple majority vote of those present at the meeting to ensure fairness and transparency.
5. Quorum: the minimum number of members must be at least one quarter of the total membership.
6. Each Local Action Group will have a dedicated webpage on the Council's website as a mechanism for enhanced communication. This will provide a platform for the public to stay informed about the group's activities, progress, and achievements. The webpage will foster transparency, engagement, collaboration, and ultimately enhance and demonstrate the overall effectiveness of the Local Action Groups.

7. An Annual Conference for all Local Action Group members to attend with invited speakers on policy and best practice will be arranged. This event would provide a platform for members to collaborate, share knowledge, and learn from one another, as well as stay updated on the latest developments in policy and practice. It would also offer an opportunity for networking, building relationships, and fostering partnership working.

8. The Local Action Groups will have a dedicated Regeneration Officer as their primary point of contact, providing a single person to communicate with and facilitating efficient communication and collaboration. This dedicated officer can help ensure that the groups needs are understood, concerns are addressed, and feedback is heard, ultimately leading to a more effective and responsive Council led action group.

9. Each Local Action Group will provide a Dashboard which will serve as a comprehensive overview of their activities, outputs, and outcomes from the previous year. The dashboard will also outline the group's priorities for the upcoming year, highlighting their alignment with local and Council policies. This will enable the group to track progress, monitor performance, and make informed decisions, while also ensuring accountability and transparency.

10. The focus will remain city centre focused and where projects fall outside of this area, a sub-working group can be formed to include appropriate representation.



Tier 1 – Local Action Group

Reports to the Council's Place and Prosperity Committee.

Tier 2 – Regeneration & Placemaking Officer Forum

Council officer forum made up of key departments across the Council that will meet on a quarterly basis (in advance of the Local Action Groups) to discuss the delivery of the Masterplans. The outcomes of these meetings will then be presented to the Local Action Groups. It is felt that this level of internal engagement, drawing on each departments remit, would provide a more holistic and collaborative approach to overall delivery of the Masterplans.

Reports to Local Action Group.

Tier 3 – Task and Finish Sub-Working Groups

The sub-working groups would be task / project specific, can include members outside of the Local Action Group to ensure the relevant expertise, and will report to the Local Action Group.

Reports to Local Action Group.

Membership

BANGOR LOCAL ACTION GROUP	
Elected Members	Bangor Central DEA (6)
NI Executive Departments	Department for Infrastructure (1) Department for Communities (1)
Commerce/ Business	Bangor Chamber of Commerce (2) Bangor Business Improvement District (1)
Youth	AND Youth Voice (1)
Sports	AND Sports Forum (1)
Arts and Heritage	Boom Studios and/or Seacourt Print (1)
Community	North Down Community Network (1) Over 50's (1) YMCA (1)
Faith	Ministers Forum (1)
Culture and Events	Open House Festival (1)
Council Officers	Regeneration (2)

Document End

Comber Local Action Group Meeting Minutes	
25 February 2026 4.00pm Comber Leisure Centre	
Attendees	Alderman Trevor Cummings Ards and North Down Borough Council Councillor Libby Douglas Ards and North Down Borough Council Councillor Patricia Morgan Ards and North Down Borough Council Councillor Philip Smith Ards and North Down Borough Council Iris McBride President, Comber Chamber of Commerce Bobby Hunniford Comber Rotary Club Carly McMullan Regeneration Manager Ards and North Down Borough Council Pamela Dempster Regeneration Officer Ards and North Down Borough Council Calum Symington Administration Officer Ards and North Down Borough Council
Apologies	Councillor Rachel Ashe Ards and North Down Borough Council Stephen Gardiner Department for Infrastructure Niall McVitty Department for Communities Fiona McAlpine Comber Chamber of Commerce
Appendix	Appendix 1 – Terms of Reference
Item 1 Welcome and Introductions	C McMullan welcomed everyone to the introductory meeting of the Comber Local Action Group and introductions took place.
Item 2 Appointment of Chair and Vice Chair	C McMullan welcomed nominations for the position of Chair and Vice Chair. It was noted that any person nominated needed to be present and in the case of more than one nomination, the matter will be determined by vote. Chair of the Comber Local Action Group: Alderman Cummings <ul style="list-style-type: none"> - Proposed by Councillor Douglas - Seconded by I McBride Vice Chair of the Comber Local Action Group: Councillor Morgan <ul style="list-style-type: none"> - Proposed by I McBride - Seconded by Alderman Cummings

<p>Item 3 Declarations of Interest</p>	<p>No declarations of interest.</p> <p>Any issues arising during the agenda will be addressed accordingly.</p>
<p>Item 4 Data Sharing Agreement</p>	<p>Data Sharing Agreement circulated to all members.</p> <p>C McMullan advised the purpose of the Data Sharing Agreement is to manage communications between members, and to provide public communications regarding membership and roles & responsibilities of the Local Action Group.</p>
<p>Item 5 Role of Local Action Group</p>	<p>C McMullan provided a background summary to the formation of the Local Action Group:</p> <ul style="list-style-type: none"> - A review of the Masterplan was conducted in 2022/23 which included a recommendation to assess the effectiveness of the former Advisory Group - In 2023, consultants The Paul Hogarth Company, were appointed to undertake a review of the Advisory Group - The review was carried out in four stages including a review of local policy, research into best practice, online survey and workshop with Council officers and members of the Advisory Group. <p>The independent review identified a need for change to enable each of the advisory groups to become more effective and play a greater role in regeneration and placemaking.</p> <p>P Dempster provided a presentation detailing the role of the Local Action Group.</p> <p>The Vision “To be a sustainable town which is a thriving place for people to do business, socialise, shop, be creative and use public services as well as being a great place to live” “Bring all stakeholders together to identify and work together to solve problems, promote positive change, share knowledge and expertise, and advocate for policy changes to benefit the town centre and its community”</p> <p>To be:</p> <ul style="list-style-type: none"> - Socially Sustainable - Environmentally Sustainable - Economically Sustainable <p>The Approach “Empowering people and communities to reshape and repurpose their town”</p> <p>Live Work Visit Invest</p> <ul style="list-style-type: none"> - Placemaking initiatives - Meaningful change

- Economic growth
- Attracting investment
- Sustainable town centre

The Principles of the Local Action Group

- ✓ A positive force for Comber
- ✓ A two-way communication hub for all things in relation to Comber – information can be shared and disseminated.
- ✓ Town specific thinking – strategy development and advice drawn on local knowledge and experience
- ✓ Positive Change – advancing actions
- ✓ Championing Comber – speaking up for our place and its people, promoting its attributes and potential for investment

The Structure

Level 1 – Comber Local Action Group

- Bring together all stakeholders to work together to promote positive change
- A borough-wide collective responsibility for driving regeneration, placemaking and strategic development
- A collaborative approach that unites knowledge and expertise
- Key stakeholders in developing and delivering short-medium-long term plans and strategies

Level 2 – Task and Finish Sub Working Groups (reporting to Local Action Group)

- Focused – deliver projects concentrated on specific objectives and targeted outcomes
- Collaborative Delivery Approach – using relevant project specific expertise and knowledge
- Effective Co-ordinated Efforts – efficient project delivery addressing challenges promptly
- Build and support Momentum – small & big wins

**Members nominated as per expertise and knowledge (LAG & Non-LAG Members)*

Level 3 – Regeneration and Placemaking Officer Forum

- Internal cross-departmental forum focused on regeneration and placemaking matters (urban and rural)
- Quarterly meetings held in advance of Local Action Group Meetings
- Strategic Planning and Collaboration
- Alignment of Outcomes and Achievements (Service Plans | Corporate Plan | Strategy | Policy | Masterplans)
- Innovation created through Shared Ideas and Best Practice
- Communication and Decision Making



	<p>Discussion centred on budget allocations; it was noted that the projects being delivered are generally funded by the Department for Communities. C McMullan informed the council have committed to an annual revenue budget for working projects up to planning stage, noting that officers have been informed of the upcoming Shaping Sustainable Places Programme which will provide the capital funding for project delivery (subject to approval).</p>																					
<p>Item 6 Terms of Reference including membership and schedule of meetings</p>	<p>C McMullan presented the draft Terms of Reference (please refer to Appendix 1)</p> <p>Objectives and Deliverables C McMullan presented the objectives and deliverables as detailed within the Terms of Reference.</p> <p>C McMullan noted that during the review of the Masterplan, a survey was conducted which enquired with members of the public if they were aware the town had an advisory group to which majority of respondents advised no. C McMullan advised of the importance of raising local awareness of the Local Action Group and advised a dedicated webpage will be developed.</p> <p>C McMullan advised a dashboard will be created to demonstrate and monitor progress of the Masterplan delivery. Members will be provided the opportunity to feed into the information to be captured.</p> <p>Membership C McMullan advised of the membership that was agreed through the review process and provided an update following invitation to the group:</p> <table border="1" data-bbox="357 1384 1485 1939"> <tr> <td>Elected Members</td> <td>Comber DEA (5)</td> <td>Confirmed membership</td> </tr> <tr> <td>NI Executive Depts</td> <td>Dept for Infrastructure (1) Dept for Communities (1)</td> <td>Confirmed membership</td> </tr> <tr> <td>Commerce/Business</td> <td>Comber Chamber of Commerce (2)</td> <td>Confirmed membership</td> </tr> <tr> <td>Regeneration</td> <td>Comber Regeneration Group (1)</td> <td>Awaiting response</td> </tr> <tr> <td>Community</td> <td>Comber & District U3A (1) Comber Rotary Club (1)</td> <td>Awaiting response Confirmed membership</td> </tr> <tr> <td>Youth and Faith</td> <td>NET Youth Project (1)</td> <td>Awaiting response</td> </tr> <tr> <td>Council Officers</td> <td>Regeneration (3)</td> <td>Regeneration Manager Regeneration Officer Administrative Officer</td> </tr> </table>	Elected Members	Comber DEA (5)	Confirmed membership	NI Executive Depts	Dept for Infrastructure (1) Dept for Communities (1)	Confirmed membership	Commerce/Business	Comber Chamber of Commerce (2)	Confirmed membership	Regeneration	Comber Regeneration Group (1)	Awaiting response	Community	Comber & District U3A (1) Comber Rotary Club (1)	Awaiting response Confirmed membership	Youth and Faith	NET Youth Project (1)	Awaiting response	Council Officers	Regeneration (3)	Regeneration Manager Regeneration Officer Administrative Officer
Elected Members	Comber DEA (5)	Confirmed membership																				
NI Executive Depts	Dept for Infrastructure (1) Dept for Communities (1)	Confirmed membership																				
Commerce/Business	Comber Chamber of Commerce (2)	Confirmed membership																				
Regeneration	Comber Regeneration Group (1)	Awaiting response																				
Community	Comber & District U3A (1) Comber Rotary Club (1)	Awaiting response Confirmed membership																				
Youth and Faith	NET Youth Project (1)	Awaiting response																				
Council Officers	Regeneration (3)	Regeneration Manager Regeneration Officer Administrative Officer																				

	<p>It was discussed engaging the Clergy Forum in Comber for representative from the faith sector.</p> <p>B Hunniford agreed to make enquiries regarding the membership of the youth and faith sectors.</p> <p>Councillor Douglas and Councillor Morgan agreed to liaise with Comber & District U3A for relevant contact information.</p> <p>Schedule of Meetings</p> <p>C McMullan proposed the below schedule of meetings for the period February 2026 – March 2027:</p> <table border="1" data-bbox="359 719 1487 1043"> <tr> <td>Introductory Meeting</td> <td>February 2026</td> </tr> <tr> <td>Q1 Meeting</td> <td>April 2026</td> </tr> <tr> <td>Official Launch of Group</td> <td>May 2026</td> </tr> <tr> <td>Q2 Meeting</td> <td>June 2026</td> </tr> <tr> <td>Q3 Meeting</td> <td>September 2026</td> </tr> <tr> <td>Q4 Meeting</td> <td>December 2026</td> </tr> <tr> <td>Annual Conference of 5no Local Action Groups</td> <td>January 2027</td> </tr> </table> <p>It was agreed to host the December meeting in the first week of the month.</p> <p>Discussion took place regarding the format of the meetings. It was agreed to trial a 6.00pm start time to encourage greater attendance. The group were in favour of meetings being held in person.</p> <p>It was agreed to avoid setting meetings for Mondays and the third Wednesday of the month due to member commitments.</p>	Introductory Meeting	February 2026	Q1 Meeting	April 2026	Official Launch of Group	May 2026	Q2 Meeting	June 2026	Q3 Meeting	September 2026	Q4 Meeting	December 2026	Annual Conference of 5no Local Action Groups	January 2027
Introductory Meeting	February 2026														
Q1 Meeting	April 2026														
Official Launch of Group	May 2026														
Q2 Meeting	June 2026														
Q3 Meeting	September 2026														
Q4 Meeting	December 2026														
Annual Conference of 5no Local Action Groups	January 2027														
<p>Item 7 Regeneration Update</p>	<p>P Dempster provided an overview of the role of the Regeneration Service and outlined a number of projects which are progressing or nearing completion:</p> <ul style="list-style-type: none"> - Supporting Thriving High Streets Programme – Glow Up Grant Total cost of capital investment in Comber £71,305.00 Total grant awarded in Comber £51,035.70 Total trader contribution in Comber £20,269.30 C McMullan noted that there was a very positive response to the grant in Comber with the highest allocation across the smaller towns of the Borough (Comber, Holywood and Donaghadee) - Annual Chamber Support Programme - £15,000 allocation to Comber Chamber of Commerce - Urban Regeneration Programme – to include lamp post banners, footfall counters, gap site improvements, Christmas lighting, etc. - Formation of the new Comber Local Action Group 														

	<ul style="list-style-type: none"> - Vacancy and Dereliction Study <p>Councillor Morgan noted the high level of vacancy and dereliction at one side of the Square with nearly all buildings vacant in this area.</p> <p>I McBride noted the need to have premises open at weekends to draw people in, suggesting ideas such as workshops, craft rooms etc.</p> <p>P Dempster provided an update on projects that are currently being progressed for the future:</p> <ul style="list-style-type: none"> - Clean City and Tidy Towns Proposal - Freshen Your Shopfront Grant Scheme - Review projects in Masterplan to develop to planning stage <p>C McMullan advised a funding application is currently being prepared for the Clean City and Tidy Towns proposal. The application will request £1M of funding with a 10% contribution from the Council to complete public realm improvements across the urban areas. Officers will keep the group informed of updates.</p> <p>C McMullan advised of an underspend under the Glow Up Grant that officers are working alongside DfC officials to reallocate to the Freshen Your Shopfront scheme which will provide an opportunity for local businesses to apply for funding to paint and/or power wash their shop front ahead of the summer season. This is likely to be launched mid-April.</p> <p>Officers to circulate the Comber Masterplan Review to members in advance of the next meeting.</p>
<p>Item 8 Nomination of Sub Working Groups</p>	<p>Chair welcomed the group to propose project related sub-working groups.</p> <p>The group enquired as to the type of sub-groups that should be considered. C McMullan advised an example would be an events/ animation/ promotion working group which would align with the masterplan priority to ‘animate the Square’.</p> <p>It was agreed to develop sub-working groups as projects are initiated.</p>
<p>Item 9 Any Other Business</p>	<p>Castle Street Gap Site</p> <p>Chair requested an update on the Castle Street Gap Site.</p> <p>C McMullan advised the terms and conditions of the agreement are still being considered by the agent/ landowner and some amendments have been requested which have been agreed by the Council’s legal team. C McMullan advised she remained hopeful that an agreement could be reached which will see the works follow immediately to ensure the funding deadlines are met. C McMullan agreed to provide updates via email as the project progresses.</p>

	<p>Flooding in Square Councillor Morgan raised concern regarding the ongoing flooding in the Square. Officers to liaise with DfI for an update.</p>
<p>Item 10 Close of Meeting</p>	<p>Chair thanked everyone for attending. Date of the next meeting to be issued via email.</p>



Comber Local Action Group

Terms of Reference



Document Summary	The purpose of this document is to set out a Terms of Reference in which the Comber Local Action Group will operate.
Local Action Group Approval Date	

Version Number	Version Date	Author(s)	Comments
1.0 DRAFT	January 2026	Regeneration Manager	For approval by members of the Comber Local Action Group

Background

In 2022/23 a review of the City and Town Masterplans was conducted by consultants, The Paul Hogarth Company, on behalf of Ards and North Down Borough Council.

A recommendation following the review of the City and Town Masterplans was the need to assess the effectiveness of the Advisory Groups.

In 2023, the Council appointed consultants, The Paul Hogarth Company, and Place Solutions, to undertake a review of the existing City and Town Advisory Groups.

The review aimed to assess the effectiveness, composition, structure, and function of the Advisory Groups in order to identify areas for improvement and provide recommendations for enhancing their overall performance and impact.

The review process was carried out in four stages:

1. Review of NI and Local Policy and Strategic Context
2. Research into other approaches and best practice in the UK and Ireland
3. Online Survey with members of the Advisory Groups
4. Workshop with Council Officers and members of the Advisory Groups

The independent review of the Advisory Groups identified the need for change.

Through a series of focused amendments to the Advisory Group structure and processes, the groupings could become increasingly effective and play a greater role in their respective settlement.

The Vision

Bring all stakeholders together to identify and work together to solve problems, promote positive change, share knowledge and expertise, and advocate for policy changes to benefit the town centre and its community.

The following 5 principles summarise the proposed role of the Comber Local Action Group going forward:

1. A **positive force** for our town
2. A **two-way communication** hub for all things in relation to our town, so that information can be shared and disseminated
3. **Town specific thinking** – strategy development and advice drawn on local knowledge and experience
4. **Positive change** – advancing actions
5. **Championing our town**– speaking up for our place and its people, promoting its attributes and potential for investment.

Objectives and Deliverables

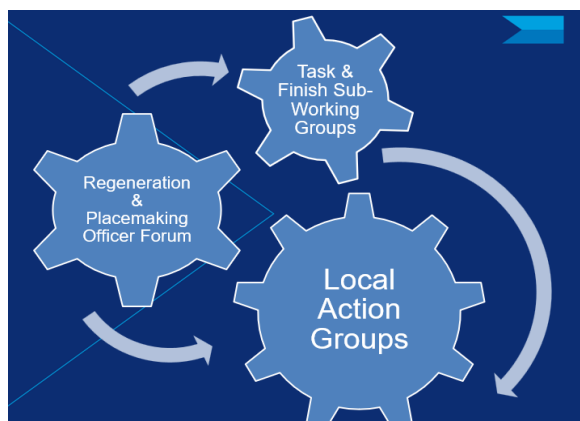
1. The Local Action Groups will align to the recommendations set out in the Living High Street Framework MAG - Living High Streets initiative. By doing so, the groups will be empowered to leverage the framework's expertise and guidance to inform their strategies and actions, ensuring that their efforts are effective, co-ordinated, and aligned with local priorities.
2. The Local Action Groups will have an annual schedule of meetings that will be on a quarterly basis. This will enable the groups to stay focused, make progress, and maintain momentum. The agenda will be closely linked to the Masterplan with minutes that will be action based and supported by a delivery dashboard.
3. Each Local Action Group will nominate a Chair and Vice Chair annually by majority vote. The administrative function will be managed by the Regeneration Department.
4. Where required, matters will be decided by a simple majority vote of those present at the meeting to ensure fairness and transparency.
5. Quorum: the minimum number of members must be at least one quarter of the total membership.
6. Each Local Action Group will have a dedicated webpage on the Council's website as a mechanism for enhanced communication. This will provide a platform for the public to stay informed about the group's activities, progress, and achievements. The webpage will foster transparency, engagement, collaboration, and ultimately enhance and demonstrate the overall effectiveness of the Local Action Groups.

7. An Annual Conference for all Local Action Group members to attend with invited speakers on policy and best practice will be arranged. This event would provide a platform for members to collaborate, share knowledge, and learn from one another, as well as stay updated on the latest developments in policy and practice. It would also offer an opportunity for networking, building relationships, and fostering partnership working.

8. The Local Action Groups will have a dedicated Regeneration Officer as their primary point of contact, providing a single person to communicate with and facilitating efficient communication and collaboration. This dedicated officer can help ensure that the groups needs are understood, concerns are addressed, and feedback is heard, ultimately leading to a more effective and responsive Council led action group.

9. Each Local Action Group will provide a Dashboard which will serve as a comprehensive overview of their activities, outputs, and outcomes from the previous year. The dashboard will also outline the group's priorities for the upcoming year, highlighting their alignment with local and Council policies. This will enable the group to track progress, monitor performance, and make informed decisions, while also ensuring accountability and transparency.

10. The focus will remain town centre focused and where projects fall outside of this area, a sub-working group can be formed to include appropriate representation.



Tier 1 – Local Action Group

Reports to the Council's Place and Prosperity Committee.

Tier 2 – Regeneration & Placemaking Officer Forum

Council officer forum made up of key departments across the Council that will meet on a quarterly basis (in advance of the Local Action Groups) to discuss the delivery of the Masterplans. The outcomes of these meetings will then be presented to the Local Action Groups. It is felt that this level of internal engagement, drawing on each departments remit, would provide a more holistic and collaborative approach to overall delivery of the Masterplans.

Reports to Local Action Group.

Tier 3 – Task and Finish Sub-Working Groups

The sub-working groups would be task / project specific, can include members outside of the Local Action Group to ensure the relevant expertise, and will report to the Local Action Group.

Reports to Local Action Group.

Membership

COMBER LOCAL ACTION GROUP	
Elected Members	Comber DEA (5)
NI Executive Departments	Department for Infrastructure (1) Department for Communities (1)
Commerce/ Business	Comber Chamber of Commerce (2)
Regeneration	Comber Regeneration Group (1)
Community	Comber & District u3a (1) Comber Rotary Club (1)
Youth and Faith	NET Youth Project (1)
Council Officers	Regeneration (2)

Document End

Donaghadee Local Action Group Meeting Minutes	
12 March 2026 4.00pm Donaghadee Community Centre	
Attendees	Alderman Mark Brooks Ards and North Down Borough Council Councillor Eddie Thompson Ards and North Down Borough Council Councillor James Cochrane Ards and North Down Borough Council John Caldwell Donaghadee Community Development Association Adrian Kerr Donaghadee Community Development Association Denis Waterworth Donaghadee Community Development Association Shirley Cochrane Donaghadee Historical Society Carly McMullan Regeneration Manager Ards and North Down Borough Council Pamela Dempster Regeneration Officer Ards and North Down Borough Council Calum Symington Administration Officer Ards and North Down Borough Council
Apologies	Stephen Gardiner Department for Infrastructure Niall McVitty Department for Communities
Appendix	Appendix 1 – Terms of Reference
Item 1 Welcome and Introductions	C McMullan welcomed everyone to the introductory meeting of the Donaghadee Local Action Group and introductions took place.
Item 2 Appointment of Chair and Vice Chair	C McMullan welcomed nominations for the position of Chair and Vice Chair. It was noted that any person nominated needed to be present and in the case of more than one nomination, the matter will be determined by vote. Chair of the Donaghadee Local Action Group: Adrian Kerr <ul style="list-style-type: none"> - Proposed by Alderman Brooks - Seconded by J Caldwell Vice Chair of the Donaghadee Local Action Group: Councillor Thompson <ul style="list-style-type: none"> - Proposed by Alderman Brooks - Seconded by D Waterworth
Item 3	No declarations of interest.

Declarations of Interest	Any issues arising during the agenda will be addressed accordingly.
Item 4 Data Sharing Agreement	<p>Copy of Data Sharing Agreement provided to all members for completion.</p> <p>C McMullan advised the purpose of the Data Sharing Agreement is to manage communications between members, and to provide public communications regarding membership and roles & responsibilities of the Local Action Group.</p> <p>C McMullan noted that a previous survey carried out at the time of the Masterplan review highlighted the lack of awareness of the former Advisory Group, with a high level of respondents stating they were not aware of the group. C McMullan advised of the need to raise the profile of the group and advised a dedicated webpage will be developed that will include roles, responsibilities, outcomes, key successes etc with individual member profiles. J Caldwell enquired if the minutes of the meetings could be hosted on this webpage for transparency. C McMullan advised she would enquire with the Council's communications dept but didn't see any reason why this could not be facilitated with items in confidence being redacted. It was also suggested to devise a communications strategy for the group, officers to consider this for each group and collectively.</p>
Item 5 Role of Local Action Group	<p>C McMullan provided a background summary to the formation of the Local Action Group:</p> <ul style="list-style-type: none"> - A review of the Masterplan was conducted in 2022/23 which included a recommendation to assess the effectiveness of the former Advisory Group - In 2023, consultants The Paul Hogarth Company, were appointed to undertake a review of the Advisory Group - The review was carried out in four stages including a review of local policy, research into best practice, online survey and workshop with Council officers and members of the Advisory Group. <p>The independent review identified a need for change to enable the group to become increasingly effective and play a greater role in regeneration and placemaking.</p> <p>P Dempster provided a presentation detailing the role of the Local Action Group.</p> <p>The Vision "To be a sustainable town which is a thriving place for people to do business, socialise, shop, be creative and use public services as well as being a great place to live" "Bring all stakeholders together to identify and work together to solve problems, promote positive change, share knowledge and expertise, and advocate for policy changes to benefit the town centre and its community"</p> <p>To be:</p>

- Socially Sustainable
- Environmentally Sustainable
- Economically Sustainable

The Approach

“Empowering people and communities to reshape and repurpose their town”

Live | Work | Visit | Invest

- Placemaking initiatives
- Meaningful change
- Economic growth
- Attracting investment
- Sustainable town centre

The Principles of the Local Action Group

- ✓ A positive force for Donaghadee
- ✓ A two-way communication hub for all things in relation to Donaghadee – information can be shared and disseminated.
- ✓ Town specific thinking – strategy development and advice drawn on local knowledge and experience
- ✓ Positive Change – advancing actions
- ✓ Championing Donaghadee – speaking up for our place and its people, promoting its attributes and potential for investment

The Structure

Level 1 – Donaghadee Local Action Group

- Bring together all stakeholders to work together to promote positive change
- A borough-wide collective responsibility for driving regeneration, placemaking and strategic development
- A collaborative approach that unites knowledge and expertise
- Key stakeholders in developing and delivering short-medium-long term plans and strategies

Level 2 – Task and Finish Sub Working Groups (reporting to Local Action Group)

- Focused – deliver projects concentrated on specific objectives and targeted outcomes
- Collaborative Delivery Approach – using relevant project specific expertise and knowledge
- Effective Co-ordinated Efforts – efficient project delivery addressing challenges promptly
- Build and support Momentum – small & big wins

**Members nominated as per expertise and knowledge (LAG & Non-LAG Members)*

Level 3 – Regeneration and Placemaking Officer Forum

	<ul style="list-style-type: none"> - Internal cross-departmental forum focused on regeneration and placemaking matters (urban and rural) - Quarterly meetings held in advance of Local Action Group Meetings - Strategic Planning and Collaboration - Alignment of Outcomes and Achievements (Service Plans Corporate Plan Strategy Policy Masterplans) - Innovation created through Shared Ideas and Best Practice - Communication and Decision Making 						
<p>Item 6 Terms of Reference including membership and schedule of meetings</p>	<p>C McMullan presented the draft Terms of Reference (please refer to Appendix 1)</p> <p>Objectives and Deliverables C McMullan presented the objectives and deliverables as detailed within the Terms of Reference.</p> <p>Discussion took place regarding the dashboard and what information this will include. C McMullan advised this will detail the priorities of both the Town Centre Masterplan and the Commons Masterplan and the deliverables against the priorities – demonstrating progress council and community wide.</p> <p>J Caldwell suggested categorising the dashboard by Council Committee and agreed to provide a progress update at each meeting from Donaghadee Community Development Association which can be fed into the dashboard.</p> <p>The group enquired if a budget has been allocated for the delivery of projects. C McMullan advised of existing council budget to develop projects ‘shovel ready’, advising that the next meeting of the group will include a review of the Masterplan to identify what projects should be taken forward as a priority (copies of both the Town Masterplan and Commons Masterplan were made available to the group).</p> <p>Alderman Brooks stated that a Notice of Motion had been presented recently for increased swimming infrastructure in Donaghadee and that Peter Caldwell, Head of Estates, wished to submit a planning application to have a scheme oven ready should funding become available. C McMullan replied that regeneration will engage P Caldwell and review options for a collaborative approach to delivery.</p> <p>Membership C McMullan advised of the membership that was agreed through the review process and provided an update following invitation to the group:</p> <table border="1" data-bbox="357 1812 1490 1973"> <tr> <td data-bbox="357 1812 735 1890">Elected Members</td> <td data-bbox="735 1812 1114 1890">Bangor East and Donaghadee (6)</td> <td data-bbox="1114 1812 1490 1890">Confirmed membership</td> </tr> <tr> <td data-bbox="357 1890 735 1973">NI Executive Depts</td> <td data-bbox="735 1890 1114 1973">Dept for Infrastructure (1) Dept for Communities (1)</td> <td data-bbox="1114 1890 1490 1973">Confirmed membership</td> </tr> </table>	Elected Members	Bangor East and Donaghadee (6)	Confirmed membership	NI Executive Depts	Dept for Infrastructure (1) Dept for Communities (1)	Confirmed membership
Elected Members	Bangor East and Donaghadee (6)	Confirmed membership					
NI Executive Depts	Dept for Infrastructure (1) Dept for Communities (1)	Confirmed membership					

Commerce/Business	Donaghadee Community Development Association (2)	Confirmed membership
Sports	AND Sports Forum (1)	Awaiting response
Youth and Faith	Donaghadee Youth For Christ (1)	Awaiting response
Community	Donaghadee Community Development Association (1)	Confirmed membership
	Ards Peninsula U3A (1)	Confirmed membership
Historical	Donaghadee Historical Society (1)	Confirmed membership
Council Officers	Regeneration (3)	Regeneration Manager Regeneration Officer Administrative Officer

Discussion took place regarding the opportunity to invite additional groups to represent, with a proposal to invite Donaghadee Sailing Club and the Sir Samuel Kelly Project.

It was agreed to invite Donaghadee Sailing Group to be part of a task and finish/sub-working group as necessary. It was agreed S Cochrane to represent both Donaghadee Historical Society and the Sir Samuel Kelly Project.

Schedule of Meetings

C McMullan proposed the below schedule of meetings for the period March 2026 – March 2027:

Introductory Meeting	March 2026
Q1 Meeting	April 2026
Official Launch of Group	May 2026
Q2 Meeting	June 2026
Q3 Meeting	September 2026
Q4 Meeting	December 2026
Annual Conference of 5no Local Action Groups	January 2027

It was agreed to move the Q4 Meeting to November 2026.

Discussion took place regarding the format of the meetings. It was agreed Thursday suits best for meetings with a 4.00pm start time. The group were in favour of meetings being held in person.

<p>Item 7 Regeneration Update</p>	<p>P Dempster provided an overview of the role of the Regeneration Service and outlined a number of projects which are progressing or nearing completion:</p> <ul style="list-style-type: none"> - Supporting Thriving High Streets Programme – Glow Up Grant Total cost of capital investment in Donaghadee £36,743.41 Total grant awarded in Donaghadee £28,124.91 Total trader contribution in Donaghadee £8,618.50 - Annual Chamber Support Programme - £15,000 allocation to Donaghadee Community Development Association - Urban Regeneration Programme – to include lamp post banners, footfall counters, car park enhancements, Christmas lighting. - Formation of the new Donaghadee Local Action Group - Study to review options to develop the tourism offering - Vacancy and Dereliction Study - Funding secured for the pump track at the Commons <p>C McMullan advised the group the resurfacing to Crommelin car park was complete however there is an issue regarding land ownership which has prevented the lighting from progressing, as such the lining of the car park has been placed on hold. The Council's lands team are currently reviewing this.</p> <p>Alderman Brooks enquired if the marina car park was due to be lined under this programme. C McMullan advised the programme is funded by the Department for Communities, and this car park falls outside of the town centre boundary.</p> <p>Discussion took place regarding the Christmas lighting – it was agreed that due to time constraints, proposals will be shared with the group via email.</p> <p>Discussion took place regarding the lamp post banners, C McMullan presented the design options, advising that a clear and simple design will be implemented with images showcasing the town, supported by the town centre branding and the Supporting Thriving High Streets branding. J Caldwell enquired if images could be submitted for consideration, C McMullan confirmed and advised any images should be submitted as soon as possible.</p> <p>P Dempster provided an update on the study currently being delivered by Podd Consulting to review options to develop the tourism offering in Donaghadee. P Dempster noted the high level of engagement via the online survey and other engagement sessions. P Dempster informed the consultants would like the opportunity to present the findings to the group and suggested the 01st April for the meeting. It was agreed an alternative date would be suggested and circulated due to diary conflicts.</p> <p>C McMullan provided an update on the proposed pump track at The Commons, advising the group that the application was successful in securing funding under the PeacePlus programme.</p>
---	--

	<p>C McMullan provided the background information to the project, outlining that this was consulted via the Commons Masterplan engagement process.</p> <p>C McMullan informed a final public information session will be held in May 2026 – this will take place onsite and include the final proposed design.</p> <p>J Caldwell advised it would be useful to have a 3d artist impressions of what the scheme would look like. It was agreed it would be beneficial to have this session onsite with the area marked up to provide an understanding of the size of the track.</p> <p>J Caldwell enquired if officers were aware that it had been mentioned that a bylaw is in place at the Commons to prevent cycling. Officers to clarify.</p> <p>P Dempster provided an update on projects that are currently being progressed for the future:</p> <ul style="list-style-type: none"> - Clean City and Tidy Towns Proposal - Freshen Your Shopfront Grant Scheme - Review projects in Masterplan to develop to planning stage <p>C McMullan advised a funding application is currently being prepared for the Clean City and Tidy Towns proposal – an improvement/ enhancement of the existing public realm. C McMullan advised officers assessed the public realm noting concerns re stained paving and damaged street furniture.</p> <p>The group expressed concern that the paving sealant was not correct at the time of delivery and that this should be included within the enhancements.</p> <p>C McMullan advised of an underspend under the Glow Up Grant that officers are working alongside DfC officials to reallocate to the Freshen Your Shopfront scheme, which will provide an opportunity for local businesses to apply for funding to paint and/or power wash their shop front ahead of the summer season. This is likely to be launched mid-April.</p>
<p>Item 8 Nomination of Sub Working Groups</p>	<p>Chair welcomed the group to propose project related sub-working groups.</p> <p>It was agreed to bring this item forward to the next meeting when a review of the Masterplan has been completed.</p>
<p>Item 9 Any Other Business</p>	<p>J Caldwell thanked regeneration officers for arranging a meeting with the Local Development Plan team and encouraged involvement of the group on any local matters.</p> <p>Sports Hub</p> <p>C McMullan advised she has enquired with the relevant Heads of Service to attend the next meeting of the group to provide an update.</p>



**Ards and
North Down**
Borough Council

Item 10 Close of Meeting	Chair thanked everyone for attending. Date of the next meeting to be issued via email.

Donaghadee Local Action Group

Terms of Reference



Document Summary	The purpose of this document is to set out a Terms of Reference in which the Donaghadee Local Action Group will operate.
Local Action Group Approval Date	

Version Number	Version Date	Author(s)	Comments
1.0 DRAFT	January 2026	Regeneration Manager	Internal consultation

Background

In 2022/23 a review of the Masterplans for each town/city was conducted by consultants, The Paul Hogarth Company, on behalf of Ards and North Down Borough Council.

A recommendation following the review of the City and Town Masterplans was the need to assess the effectiveness of the Advisory Groups.

In 2023, the Council appointed consultants, The Paul Hogarth Company, and Place Solutions, to undertake a review of the existing City and Town Advisory Groups.

The review aimed to assess the effectiveness, composition, structure, and function of the Advisory Groups in order to identify areas for improvement and provide recommendations for enhancing their overall performance and impact.

The review process was carried out in four stages:

1. Review of NI and Local Policy and Strategic Context
2. Research into other approaches and best practice in the UK and Ireland
3. Online Survey with members of the Advisory Groups
4. Workshop with Council Officers and members of the Advisory Groups

The independent review of the Advisory Groups identified the need for change.

Through a series of focused amendments to the Advisory Group structure and processes, the groupings could become increasingly effective and play a greater role in their respective settlement.

The Vision

Bring all stakeholders together to identify and work together to solve problems, promote positive change, share knowledge and expertise, and advocate for policy changes to benefit the town centre and its community.

Principles

The following 5 principles summarise the proposed role of the groups going forward:

1. A **positive force** for our town
2. A **two-way communication** hub for all things in relation to our town, so that information can be shared and disseminated
3. **Town specific thinking** – strategy development and advice drawn on local knowledge and experience.
4. **Positive change** – advancing actions
5. **Championing our town**– speaking up for our place and its people, promoting its attributes and potential for investment.

Objectives and Deliverables

1. The Local Action Groups will align to the recommendations set out in the Living High Street Framework MAG - Living High Streets initiative. By doing so, the groups will be empowered to leverage the framework's expertise and guidance to inform their strategies and actions, ensuring that their efforts are effective, co-ordinated, and aligned with local priorities.
2. The Local Action Groups will have an annual schedule of meetings that will be on a quarterly basis. This will enable the groups to stay focused, make progress, and maintain momentum. The agenda will be closely linked to the Masterplan with minutes that will be action based and supported by a delivery dashboard.
3. Each Local Action Group will nominate a Chair and Vice Chair annually by majority vote. The administrative function will be managed by the Regeneration Department.
4. Each Local Action Group will have a dedicated webpage on the Council's website as a mechanism for enhanced communication. This will provide a platform for the public to stay informed about the group's activities, progress, and achievements. The webpage will foster transparency, engagement, collaboration, and ultimately enhance and demonstrate the overall effectiveness of the Local Action Groups.
5. An Annual Conference for all Local Action Group members to attend with invited speakers on policy and best practice will be arranged. This event would provide a platform for members to collaborate, share knowledge, and learn from one another, as

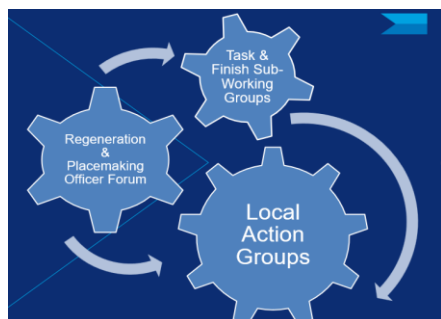
well as stay updated on the latest developments in policy and practice. It would also offer an opportunity for networking, building relationships, and fostering partnership working.

6. The Local Action Groups will have a dedicated Regeneration Officer as their primary point of contact, providing a single person to communicate with and facilitating efficient communication and collaboration. This dedicated officer can help ensure that the groups needs are understood, concerns are addressed, and feedback is heard, ultimately leading to a more effective and responsive Council led action group.

7. Each Local Action Group will provide a Dashboard which will serve as a comprehensive overview of their activities, outputs, and outcomes from the previous year. The dashboard will also outline the group's priorities for the upcoming year, highlighting their alignment with local and Council policies. This will enable the group to track progress, monitor performance, and make informed decisions, while also ensuring accountability and transparency.

8. The focus will remain town centre focused and where projects fall outside of this area, a sub-working group can be formed to include appropriate representation.

Structure



Tier 1 – Local Action Group

Reports to the Council's Place and Prosperity Committee.

Tier 2 – Regeneration & Placemaking Officer Forum

Council officer forum made up of key departments across the Council that will meet on a quarterly basis (in advance of the Local Action Groups) to discuss the delivery of the Masterplans. The outcomes of these meetings will then be presented to the Local Action Groups. It is felt that this level of internal engagement, drawing on each departments remit, would provide a more holistic and collaborative approach to overall delivery of the Masterplans.

Reports to Local Action Group.

Tier 3 – Task and Finish Sub-Working Groups

The sub-working groups would be task / project specific, can include members outside of the Local Action Group to ensure the relevant expertise, and will report to the Local Action Group

Reports to Local Action Group.

Membership

DONAGHADEE LOCAL ACTION GROUP	
Elected Members	Bangor East and Donaghadee DEA (6)
NI Executive Departments	Department for Infrastructure (1) Department for Communities (1)
Commerce/ Business	Donaghadee Community Development Association (3)
Sports	AND Sports Forum (1)
Youth and Faith	Donaghadee Youth for Christ (1)
Community	Ards Peninsula U3A (1)
Historical	Donaghadee Historical Society (1)
Council Officers	Regeneration (3)

Document End

Holywood Local Action Group Meeting Minutes	
24 February 2026 4.00pm Queen's Leisure Complex	
Attendees	Mayor, Councillor Gillian McCollum Ards and North Down Borough Council Alderman Martin McRandal Ards and North Down Borough Council Alderman Alan Graham Ards and North Down Borough Council Nadia Dornan Holywood Family Trust Helen Aston Holywood Chamber of Commerce Carly McMullan Regeneration Manager Ards and North Down Borough Council Pamela Dempster Regeneration Officer Ards and North Down Borough Council Calum Symington Administration Officer Ards and North Down Borough Council
Apologies	Councillor Stephen Hollywood Ards and North Down Borough Council Stephen Gardiner Department for Infrastructure Niall McVitty Department for Communities
Appendix	Appendix 1 – Terms of Reference
Item 1 Welcome and Introductions	C McMullan welcomed everyone to the introductory meeting of the Holywood Local Action Group and introductions took place.
Item 2 Appointment of Chair and Vice Chair	C McMullan welcomed nominations for the position of Chair and Vice Chair. It was noted that any person nominated needed to be present and in the case of more than one nomination, the matter will be determined by vote. Chair of the Holywood Local Action Group: Mayor, Councillor McCollum <ul style="list-style-type: none"> - Proposed by Alderman McRandal - Seconded by H Aston Vice Chair of the Holywood Local Action Group: Helen Aston <ul style="list-style-type: none"> - Proposed by Alderman Graham - Seconded by Alderman McRandal
Item 3 Declarations of Interest	Chair and H Aston declared an interest in chamber related items for future reference.

	Any issues arising during the agenda will be addressed accordingly.
Item 4 Data Sharing Agreement	<p>Copy of Data Sharing Agreement provided to all members for completion.</p> <p>C McMullan advised the purpose of the Data Sharing Agreement is to manage communications between members, and to provide public communications regarding membership and roles & responsibilities of the Local Action Group.</p> <p>It was agreed a copy should be circulated to all members (including those not in attendance) for sign up prior to the next meeting.</p>
Item 5 Role of Local Action Group	<p>C McMullan provided a background summary to the formation of the Local Action Group, noting that members will be aware a review of the Masterplan was conducted in 2022/23 which included the recommendation to review the former Advisory Group. Consultants, The Paul Hogarth Company, were appointed in 2023 to conduct the review of the Advisory Group which included an online survey and workshop with members of the Advisory Group.</p> <p>The independent review identified a need for change to enable the group to become increasingly effective and play a greater role in regeneration and placemaking.</p> <p>P Dempster provided a presentation detailing the role of the Local Action Group.</p> <p>The Vision “To be a sustainable town which is a thriving place for people to do business, socialise, shop, be creative and use public services as well as being a great place to live” “Bring all stakeholders together to identify and work together to solve problems, promote positive change, share knowledge and expertise, and advocate for policy changes to benefit the town centre and its community”</p> <p>To be:</p> <ul style="list-style-type: none"> - Socially Sustainable - Environmentally Sustainable - Economically Sustainable <p>The Approach “Empowering people and communities to reshape and repurpose their town”</p> <p>Live Work Visit Invest</p> <ul style="list-style-type: none"> - Placemaking initiatives - Meaningful change - Economic growth - Attracting investment - Sustainable town centre

The Principles of the Local Action Group

- ✓ A positive force for Holywood
- ✓ A two-way communication hub for all things in relation to Holywood – information can be shared and disseminated.
- ✓ Town specific thinking – strategy development and advice drawn on local knowledge and experience
- ✓ Positive Change – advancing actions
- ✓ Championing Holywood – speaking up for our place and its people, promoting its attributes and potential for investment

The Structure

Level 1 – Holywood Local Action Group

- Bring together all stakeholders to work together to promote positive change
- A borough-wide collective responsibility for driving regeneration, placemaking and strategic development
- A collaborative approach that unites knowledge and expertise
- Key stakeholders in developing and delivering short-medium-long term plans and strategies

Level 2 – Task and Finish Sub Working Groups (reporting to Local Action Group)

- Focused – deliver projects concentrated on specific objectives and targeted outcomes
- Collaborative Delivery Approach – using relevant project specific expertise and knowledge
- Effective Co-ordinated Efforts – efficient project delivery addressing challenges promptly
- Build and support Momentum – small & big wins

**Members nominated as per expertise and knowledge (LAG & Non-LAG Members)*

Level 3 – Regeneration and Placemaking Officer Forum

- Internal cross-departmental forum focused on regeneration and placemaking matters (urban and rural)
- Quarterly meetings held in advance of Local Action Group Meetings
- Strategic Planning and Collaboration
- Alignment of Outcomes and Achievements (Service Plans | Corporate Plan | Strategy | Policy | Masterplans)
- Innovation created through Shared Ideas and Best Practice
- Communication and Decision Making

Discussion took place and members were in agreement with the proposed model.

	<p>Chair enquired if a pre-briefing could be arranged with officers and the Chair and Vice Chair in advance of the meeting. This was agreed.</p> <p>Chair enquired if the Chair of the Local Action Group will be required to attend each of the sub working groups. It was confirmed that a member of the Action Group will need to attend the sub working group to feed back to the group on progress/ actions etc.</p>																									
<p>Item 6 Terms of Reference including membership and schedule of meetings</p>	<p>C McMullan presented the draft Terms of Reference (please refer to Appendix 1)</p> <p>Objectives and Deliverables C McMullan presented the objectives and deliverables as detailed within the Terms of Reference, outlining the group will align to the recommendations of the Living High Streets Framework.</p> <p>The group agreed it was imperative to build public awareness of the group and welcomed a dedicated webpage.</p> <p>Membership C McMullan advised of the membership that was agreed through the review process and provided an update following invitation to the group:</p> <table border="1" data-bbox="357 1189 1489 1939"> <tr> <td>Elected Members</td> <td>Holywood and Clandeboye DEA (5)</td> <td>Confirmed membership</td> </tr> <tr> <td>NI Executive Depts</td> <td>Dept for Infrastructure (1) Dept for Communities (1)</td> <td>Confirmed membership</td> </tr> <tr> <td>Commerce/Business</td> <td>Holywood Chamber of Trade (2)</td> <td>Confirmed membership</td> </tr> <tr> <td>Faith</td> <td>Holywood Street Pastors (1)</td> <td>No response received</td> </tr> <tr> <td>Youth</td> <td>Holywood Family Trust (1)</td> <td>Confirmed membership</td> </tr> <tr> <td rowspan="3">Community</td> <td>Holywood Shared Town (1)</td> <td>Confirmed membership</td> </tr> <tr> <td>Holywood Residents Association (1)</td> <td>No response received</td> </tr> <tr> <td>Redburn Loughview Community Forum (1)</td> <td>No response received</td> </tr> <tr> <td>Council Officers</td> <td>Regeneration (3)</td> <td>Regeneration Manager Regeneration Officer Administrative Officer</td> </tr> </table>	Elected Members	Holywood and Clandeboye DEA (5)	Confirmed membership	NI Executive Depts	Dept for Infrastructure (1) Dept for Communities (1)	Confirmed membership	Commerce/Business	Holywood Chamber of Trade (2)	Confirmed membership	Faith	Holywood Street Pastors (1)	No response received	Youth	Holywood Family Trust (1)	Confirmed membership	Community	Holywood Shared Town (1)	Confirmed membership	Holywood Residents Association (1)	No response received	Redburn Loughview Community Forum (1)	No response received	Council Officers	Regeneration (3)	Regeneration Manager Regeneration Officer Administrative Officer
Elected Members	Holywood and Clandeboye DEA (5)	Confirmed membership																								
NI Executive Depts	Dept for Infrastructure (1) Dept for Communities (1)	Confirmed membership																								
Commerce/Business	Holywood Chamber of Trade (2)	Confirmed membership																								
Faith	Holywood Street Pastors (1)	No response received																								
Youth	Holywood Family Trust (1)	Confirmed membership																								
Community	Holywood Shared Town (1)	Confirmed membership																								
	Holywood Residents Association (1)	No response received																								
	Redburn Loughview Community Forum (1)	No response received																								
Council Officers	Regeneration (3)	Regeneration Manager Regeneration Officer Administrative Officer																								

	<p>Discussion took place regarding the opportunity to invite additional groups to represent. Members agreed to extend an invitation to Holywood District and Community Council. Regeneration officers to issue invitation.</p> <p>Schedule of Meetings C McMullan proposed the below schedule of meetings for the period February 2026 – March 2027:</p> <table border="1" data-bbox="357 602 1485 925"> <tr> <td>Introductory Meeting</td> <td>February 2026</td> </tr> <tr> <td>Q1 Meeting</td> <td>April 2026</td> </tr> <tr> <td>Official Launch of Group</td> <td>May 2026</td> </tr> <tr> <td>Q2 Meeting</td> <td>June 2026</td> </tr> <tr> <td>Q3 Meeting</td> <td>September 2026</td> </tr> <tr> <td>Q4 Meeting</td> <td>December 2026</td> </tr> <tr> <td>Annual Conference of 5no Local Action Groups</td> <td>January 2027</td> </tr> </table> <p>It was agreed to move the Q4 Meeting to November 2026.</p> <p>Discussion took place regarding the format of the meetings.</p> <p>The following schedule of dates was agreed:</p> <p>Q1 – Tuesday 28 April Q2 – Tuesday 30 June Q3 – Tuesday 29 September Q4 – Tuesday 24 November</p> <p>It was agreed to change the start time of the meetings to 6.00pm and hybrid options to be made available where possible.</p> <p>It was agreed that agenda items should be submitted in advance of the meeting, and the meeting should be structured and focused to get the best use of the time allocated.</p> <p>It was agreed the minutes of the meeting going forward should be action based.</p> <p>Regeneration officers to update the Terms of Reference accordingly and reissue to members of the group.</p>	Introductory Meeting	February 2026	Q1 Meeting	April 2026	Official Launch of Group	May 2026	Q2 Meeting	June 2026	Q3 Meeting	September 2026	Q4 Meeting	December 2026	Annual Conference of 5no Local Action Groups	January 2027
Introductory Meeting	February 2026														
Q1 Meeting	April 2026														
Official Launch of Group	May 2026														
Q2 Meeting	June 2026														
Q3 Meeting	September 2026														
Q4 Meeting	December 2026														
Annual Conference of 5no Local Action Groups	January 2027														
<p>Item 7 Regeneration Update</p>	<p>P Dempster provided an overview of the role of the Regeneration Service and outlined a number of projects which are progressing or nearing completion:</p> <ul style="list-style-type: none"> - Supporting Thriving High Streets Programme – Glow Up Grant 														

	<p>Total cost of capital investment in Holywood £24,149.24 Total grant awarded in Holywood £19,327.80 Total trader contribution in Holywood £4,821.44</p> <ul style="list-style-type: none"> - Annual Chamber Support Programme - £15,000 allocation to Holywood Chamber of Trade - Urban Regeneration Programme – including informational and directional signage for Holywood - Vacancy and Dereliction Study - Formation of the new Holywood Local Action Group <p>P Dempster provided an update on projects that are currently being progressed for the future:</p> <ul style="list-style-type: none"> - Clean City and Tidy Towns Proposal - Freshen Your Shopfront Grant Scheme - Review projects in Masterplan to develop to planning stage <p>C McMullan advised a funding application is currently being prepared for the Clean City and Tidy Towns proposal – an improvement/ enhancement of the existing public realm. C McMullan advised officers assessed the public realm noting concerns re stained paving and damaged street furniture.</p> <p>C McMullan advised of an underspend under the Glow Up Grant that officers are working alongside DfC officials to reallocate to the Freshen Your Shopfront scheme which will provide an opportunity for local businesses to apply for funding to paint and/or power wash their shop front ahead of the summer season. This is likely to be launched mid-April. Officers have reviewed the scheme in line with feedback received from the Glow Up Grant and will implement changes to create a simplified process of applying.</p>
<p>Item 8 Nomination of Sub Working Groups</p>	<p>Chair welcomed the group to propose project related sub-working groups.</p> <p>It was agreed to bring this item forward to the next meeting when greater number of members are in attendance.</p> <p>It was enquired as to whether any projects have been identified to take forward at this stage, officers confirmed at the next meeting a review of the Masterplan priorities will be conducted, and at which point projects should be identified and prioritised.</p> <p>It was noted that sub working groups will develop at various times relating to available budgets and funding opportunities.</p>
<p>Item 9</p>	<p>None.</p>



Any Other Business	
Item 10 Close of Meeting	Chair thanked everyone for attending. Date of the next meeting: Tuesday 28 April 2026 6pm Queen's Leisure Complex

Hollywood Local Action Group Terms of Reference



Document Summary	The purpose of this document is to set out a Terms of Reference in which the Hollywood Local Action Group will operate.
Local Action Group Approval Date	

Version Number	Version Date	Author(s)	Comments
1.0 DRAFT	January 2026	Regeneration Manager	For approval by members of the Hollywood Local Action Group

Background

In 2022/23 a review of the City and Town Masterplans was conducted by consultants, The Paul Hogarth Company, on behalf of Ards and North Down Borough Council.

A recommendation following the review of the City and Town Masterplans was the need to assess the effectiveness of the Advisory Groups.

In 2023, the Council appointed consultants, The Paul Hogarth Company, and Place Solutions, to undertake a review of the existing City and Town Advisory Groups.

The review aimed to assess the effectiveness, composition, structure, and function of the Advisory Groups in order to identify areas for improvement and provide recommendations for enhancing their overall performance and impact.

The review process was carried out in four stages:

1. Review of NI and Local Policy and Strategic Context
2. Research into other approaches and best practice in the UK and Ireland
3. Online Survey with members of the Advisory Groups
4. Workshop with Council Officers and members of the Advisory Groups

The independent review of the Advisory Groups identified the need for change.

Through a series of focused amendments to the Advisory Group structure and processes, the groupings could become increasingly effective and play a greater role in their respective settlement.

The Vision

Bring all stakeholders together to identify and work together to solve problems, promote positive change, share knowledge and expertise, and advocate for policy changes to benefit the town centre and its community.

Principles

The following 5 principles summarise the proposed role of the Holywood Local Action Group going forward:

1. A **positive force** for our town
2. A **two-way communication** hub for all things in relation to our town, so that information can be shared and disseminated
3. **Town specific thinking** – strategy development and advice drawn on local knowledge and experience
4. **Positive change** – advancing actions
5. **Championing our town**– speaking up for our place and its people, promoting its attributes and potential for investment.

Objectives and Deliverables

1. The Local Action Groups will align to the recommendations set out in the Living High Street Framework MAG - Living High Streets initiative. By doing so, the groups will be empowered to leverage the framework's expertise and guidance to inform their strategies and actions, ensuring that their efforts are effective, co-ordinated, and aligned with local priorities.
2. The Local Action Groups will have an annual schedule of meetings that will be on a quarterly basis. This will enable the groups to stay focused, make progress, and maintain momentum. The agenda will be closely linked to the Masterplan with minutes that will be action based and supported by a delivery dashboard.
3. Each Local Action Group will nominate a Chair and Vice Chair annually by majority vote. The administrative function will be managed by the Regeneration Department.
4. Where required, matters will be decided by a simple majority vote of those present at the meeting to ensure fairness and transparency.
5. Quorum: the minimum number of members must be at least one quarter of the total membership.
6. Each Local Action Group will have a dedicated webpage on the Council's website as a mechanism for enhanced communication. This will provide a platform for the public to stay informed about the group's activities, progress, and achievements. The webpage will

foster transparency, engagement, collaboration, and ultimately enhance and demonstrate the overall effectiveness of the Local Action Groups.

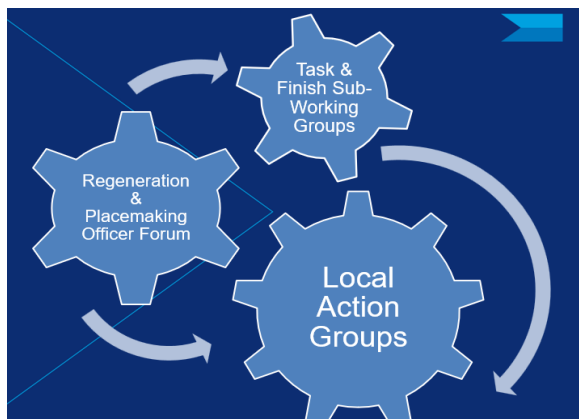
7. An Annual Conference for all Local Action Group members to attend with invited speakers on policy and best practice will be arranged. This event would provide a platform for members to collaborate, share knowledge, and learn from one another, as well as stay updated on the latest developments in policy and practice. It would also offer an opportunity for networking, building relationships, and fostering partnership working.

8. The Local Action Groups will have a dedicated Regeneration Officer as their primary point of contact, providing a single person to communicate with and facilitating efficient communication and collaboration. This dedicated officer can help ensure that the groups needs are understood, concerns are addressed, and feedback is heard, ultimately leading to a more effective and responsive Council led action group.

9. Each Local Action Group will provide a Dashboard which will serve as a comprehensive overview of their activities, outputs, and outcomes from the previous year. The dashboard will also outline the group's priorities for the upcoming year, highlighting their alignment with local and Council policies. This will enable the group to track progress, monitor performance, and make informed decisions, while also ensuring accountability and transparency.

10. The focus will remain town centre focused and where projects fall outside of this area, a sub-working group can be formed to include appropriate representation.

Structure



Tier 1 – Local Action Group

Reports to the Council's Place and Prosperity Committee.

Tier 2 – Regeneration & Placemaking Officer Forum

Council officer forum made up of key departments across the Council that will meet on a quarterly basis (in advance of the Local Action Groups) to discuss the delivery of the Masterplans. The outcomes of these meetings will then be presented to the Local Action Groups. It is felt that this level of internal engagement, drawing on each departments remit, would provide a more holistic and collaborative approach to overall delivery of the Masterplans.

Reports to Local Action Group.

Tier 3 – Task and Finish Sub-Working Groups

The sub-working groups would be task / project specific, can include members outside of the Local Action Group to ensure the relevant expertise, and will report to the Local Action Group.

Reports to Local Action Group.

Membership

HOLYWOOD LOCAL ACTION GROUP	
Elected Members	Holywood and Clandeboye DEA (5)
NI Executive Departments	Department for Infrastructure (1) Department for Communities (1)
Commerce/ Business	Holywood Chamber of Trade (2)
Faith	Holywood Street Pastors (1)
Youth	Holywood Family Trust (1)
Community	Holywood Shared Town (1) Holywood Residents Association (1) Redburn Loughview Community Forum (1)
Council Officers	Regeneration (2)

Document End

Newtownards Local Action Group Meeting Minutes	
02 March 2026 4.00pm Ards Blair Mayne Wellbeing and Leisure Complex	
Attendees	Alderman Stephen McIlveen Ards and North Down Borough Council Councillor Victoria Moore, Deputy Mayor Ards and North Down Borough Council Councillor Richard Smart Ards and North Down Borough Council Councillor Steven Irvine Ards and North Down Borough Council Michael Cafolla Newtownards Chamber of Trade Lynsey Cleland Newtownards Chamber of Trade Carly McMullan Regeneration Manager Ards and North Down Borough Council Pamela Dempster Regeneration Officer Ards and North Down Borough Council Calum Symington Administration Officer Ards and North Down Borough Council
Apologies	Stephen Gardiner Department for Infrastructure Niall McVitty Department for Communities Pam Williamson Ards and North Down Street Pastors Rebecca Freel Education Authority Youth Service
Appendix	Appendix 1 – Terms of Reference
Item 1 Welcome and Introductions	C McMullan welcomed everyone to the introductory meeting of the Newtownards Local Action Group and introductions took place.
Item 2 Appointment of Chair and Vice Chair	C McMullan welcomed nominations for the position of Chair and Vice Chair. It was noted that any person nominated needed to be present and in the case of more than one nomination, the matter will be determined by vote. It was agreed to nominate the Chair and Vice Chair at the next meeting when more members were present. Councillor Smart agreed to take on the role of interim Chair for the meeting.
Item 3 Declarations of Interest	No declarations of interest. Any issues arising during the agenda will be addressed accordingly.

<p>Item 4 Data Sharing Agreement</p>	<p>Copy of Data Sharing Agreement provided to all members for completion.</p> <p>C McMullan advised the purpose of the Data Sharing Agreement is to manage communications between members, and to provide public communications regarding membership and roles & responsibilities of the Local Action Group.</p>
<p>Item 5 Role of Local Action Group</p>	<p>C McMullan provided a background summary to the formation of the Local Action Group. A review of the Masterplan was conducted in 2022/23 which included a recommendation to assess the effectiveness of the former Advisory Group. In 2023, consultants The Paul Hogarth Company, were appointed to undertake a review of the Advisory Group. The review was carried out in four stages including a review of local policy, research into best practice, online survey and workshop with Council officers and members of the Advisory Group.</p> <p>The independent review identified a need for change to enable the group to become increasingly effective and play a greater role in regeneration and placemaking.</p> <p>P Dempster provided a presentation detailing the role of the Local Action Group.</p> <p>The Vision “To be a sustainable town which is a thriving place for people to do business, socialise, shop, be creative and use public services as well as being a great place to live” “Bring all stakeholders together to identify and work together to solve problems, promote positive change, share knowledge and expertise, and advocate for policy changes to benefit the town centre and its community”</p> <p>To be:</p> <ul style="list-style-type: none"> - Socially Sustainable - Environmentally Sustainable - Economically Sustainable <p>The Approach “Empowering people and communities to reshape and repurpose their town”</p> <p>Live Work Visit Invest</p> <ul style="list-style-type: none"> - Placemaking initiatives - Meaningful change - Economic growth - Attracting investment - Sustainable town centre <p>The Principles of the Local Action Group</p> <ul style="list-style-type: none"> ✓ A positive force for Newtownards

	<ul style="list-style-type: none"> ✓ A two-way communication hub for all things in relation to Newtownards – information can be shared and disseminated. ✓ Town specific thinking – strategy development and advice drawn on local knowledge and experience ✓ Positive Change – advancing actions ✓ Championing Newtownards – speaking up for our place and its people, promoting its attributes and potential for investment <p>The Structure</p> <p>Level 1 – Newtownards Local Action Group</p> <ul style="list-style-type: none"> - Bring together all stakeholders to work together to promote positive change - A borough-wide collective responsibility for driving regeneration, placemaking and strategic development - A collaborative approach that unites knowledge and expertise - Key stakeholders in developing and delivering short-medium-long term plans and strategies <p>Level 2 – Task and Finish Sub Working Groups (reporting to Local Action Group)</p> <ul style="list-style-type: none"> - Focused – deliver projects concentrated on specific objectives and targeted outcomes - Collaborative Delivery Approach – using relevant project specific expertise and knowledge - Effective Co-ordinated Efforts – efficient project delivery addressing challenges promptly - Build and support Momentum – small & big wins <p><i>*Members nominated as per expertise and knowledge (LAG & Non-LAG Members)</i></p> <p>Level 3 – Regeneration and Placemaking Officer Forum</p> <ul style="list-style-type: none"> - Internal cross-departmental forum focused on regeneration and placemaking matters (urban and rural) - Quarterly meetings held in advance of Local Action Group Meetings - Strategic Planning and Collaboration - Alignment of Outcomes and Achievements (Service Plans Corporate Plan Strategy Policy Masterplans) - Innovation created through Shared Ideas and Best Practice - Communication and Decision Making
<p>Item 6 Terms of Reference including membership</p>	<p>C McMullan presented the draft Terms of Reference (please refer to Appendix 1)</p> <p>Objectives and Deliverables</p> <p>C McMullan presented the objectives and deliverables as detailed within the Terms of Reference.</p>

and schedule of meetings	<p>Membership</p> <p>C McMullan advised of the membership that was agreed through the review process and provided an update following invitation to the group:</p> <table border="1" data-bbox="359 488 1487 1079"> <tr> <td>Elected Members</td> <td>Newtownards DEA (6)</td> <td>Confirmed membership</td> </tr> <tr> <td>NI Executive Depts</td> <td>Dept for Infrastructure (1) Dept for Communities (1)</td> <td>Confirmed membership</td> </tr> <tr> <td>Commerce/Business</td> <td>Newtownards Chamber of Trade (2)</td> <td>Confirmed membership</td> </tr> <tr> <td>Faith</td> <td>Ards and North Down Street Pastors (1)</td> <td>Confirmed membership</td> </tr> <tr> <td>Sports</td> <td>AND Sports Forum (1)</td> <td>Awaiting response</td> </tr> <tr> <td>Youth and Community</td> <td>Ards Arena Youth Centre (1)</td> <td>Confirmed membership</td> </tr> <tr> <td>Historical</td> <td>Ards Historical Society (1)</td> <td>Awaiting response</td> </tr> <tr> <td>Council Officers</td> <td>Regeneration (3)</td> <td>Regeneration Manager Regeneration Officer Administrative Officer</td> </tr> </table>	Elected Members	Newtownards DEA (6)	Confirmed membership	NI Executive Depts	Dept for Infrastructure (1) Dept for Communities (1)	Confirmed membership	Commerce/Business	Newtownards Chamber of Trade (2)	Confirmed membership	Faith	Ards and North Down Street Pastors (1)	Confirmed membership	Sports	AND Sports Forum (1)	Awaiting response	Youth and Community	Ards Arena Youth Centre (1)	Confirmed membership	Historical	Ards Historical Society (1)	Awaiting response	Council Officers	Regeneration (3)	Regeneration Manager Regeneration Officer Administrative Officer
	Elected Members	Newtownards DEA (6)	Confirmed membership																						
NI Executive Depts	Dept for Infrastructure (1) Dept for Communities (1)	Confirmed membership																							
Commerce/Business	Newtownards Chamber of Trade (2)	Confirmed membership																							
Faith	Ards and North Down Street Pastors (1)	Confirmed membership																							
Sports	AND Sports Forum (1)	Awaiting response																							
Youth and Community	Ards Arena Youth Centre (1)	Confirmed membership																							
Historical	Ards Historical Society (1)	Awaiting response																							
Council Officers	Regeneration (3)	Regeneration Manager Regeneration Officer Administrative Officer																							
<p>Schedule of Meetings</p> <p>C McMullan proposed the below schedule of meetings for the period March 2026 – March 2027:</p> <table border="1" data-bbox="359 1317 1487 1639"> <tr> <td>Introductory Meeting</td> <td>March 2026</td> </tr> <tr> <td>Q1 Meeting</td> <td>April 2026</td> </tr> <tr> <td>Official Launch of Group</td> <td>May 2026</td> </tr> <tr> <td>Q2 Meeting</td> <td>June 2026</td> </tr> <tr> <td>Q3 Meeting</td> <td>September 2026</td> </tr> <tr> <td>Q4 Meeting</td> <td>December 2026</td> </tr> <tr> <td>Annual Conference of 5no Local Action Groups</td> <td>January 2027</td> </tr> </table> <p>It was agreed that meetings should be in person with a hybrid option only if the member was otherwise unable to attend. The start of the week was preferred, but it was suggested to circulate an email to members of the group to enquire their preference. The start time of 4.00pm to remain the same.</p> <p>The group agreed the Terms of Reference.</p>	Introductory Meeting	March 2026	Q1 Meeting	April 2026	Official Launch of Group	May 2026	Q2 Meeting	June 2026	Q3 Meeting	September 2026	Q4 Meeting	December 2026	Annual Conference of 5no Local Action Groups	January 2027											
Introductory Meeting	March 2026																								
Q1 Meeting	April 2026																								
Official Launch of Group	May 2026																								
Q2 Meeting	June 2026																								
Q3 Meeting	September 2026																								
Q4 Meeting	December 2026																								
Annual Conference of 5no Local Action Groups	January 2027																								
Item 7	<p>P Dempster provided an overview of the role of the Regeneration Service and outlined a number of projects which are progressing or nearing completion:</p>																								

**Regeneration
Update**

- Supporting Thriving High Streets Programme – Glow Up Grant
Total cost of capital investment in Newtownards £94,844.24
Total grant awarded in Newtownards £71,167.22
Total trader contribution in Newtownards £23,677.02
- Annual Chamber Support Programme - £15,000 allocation to Newtownards Chamber of Trade
- Urban Regeneration Programme – to include lamp post banners, footfall counters, Christmas lighting etc
- Formation of the new Newtownards Local Action Group
- Study to review options to develop the night time economy in line with the Masterplan priorities
P Dempster updated that consultants, The Paul Hogarth Company, have been appointed and wish to engage members of the Local Action Group. M Cafolla suggested that the town is better suited to day time economy but realising small pockets of evening activity can supplement.
- The rollout of the pilot ‘Empty to Energised’ scheme delivered by the Strategic Development Service

P Dempster provided an update on projects that are currently being progressed for the future:

- Clean City and Tidy Towns Proposal
- Freshen Your Shopfront Grant Scheme
- Review projects in Masterplan to develop to planning stage

C McMullan advised a funding application is currently being prepared for the Clean City and Tidy Towns proposal – an improvement/ enhancement of the existing public realm. C McMullan advised officers conducted an assessment of the public realm noting concerns re stained paving and damaged street furniture.

C McMullan advised of an underspend under the Glow Up Grant that officers are working alongside DfC officials to reallocate to the Freshen Your Shopfront scheme which will provide an opportunity for local businesses to apply for funding to paint and/or powerwash their shop front ahead of the summer season. This is likely to be launched mid-April. Regeneration officers welcomed the opportunity to provide an update on the scheme at the next Newtownards Chamber of Trade meeting.

M Cafolla noted frustrations from traders regarding the paperwork required for the Glow Up Grant scheme. C McMullan advised this is a requirement of the contract for funding and that feedback has been noted and considered under the Freshen Your Shopfront scheme. The Freshen Your Shopfront scheme will only require 1 no quotation to be provided from the preferred supplier due to the budget allocation.

The scheme will only permit powerwashing and/or painting therefore removing the requirement for planning approvals and building control consents.

Discussion was brought forward on items arising from the former Advisory Group:

1. Wayfinding

C McMullan advised the wayfinding strategy has been completed however there are no capital budgets available at present to deliver. Officers continue to seek funding opportunities.

The group discussed other wayfinding options, advising signage for the new greenway will soon be installed. Suggestion to use empty shop windows to install decals for wayfinding. C McMullan noted there had previously been budget for a similar initiative however the Empty to Energised scheme is targeted to vacant and derelict properties. It was also noted that local artist, Brooke Valentine, has created a map of the town which could be useful for wayfinding.

2. Parklets

Alderman McIlveen raised concern that planning was applied for all parklets within the town centre to extend on a permanent basis. C McMullan advised the existing planning approval was due to expire for each of the parklets, therefore it was felt best to ensure this was reapplied and secured whilst follow up discussions took place regarding the future location of each parklet. C McMullan informed she is aware of the concern regarding the maintenance of the parklets and it is proposed that a budget from the Clean City and Tidy Towns proposal will be allocated to repair/ upgrade the parklets this year.

C McMullan advised that only two of the three parklets in Newtownards received planning approval, Frances Street and High Street. Officers withdrew the Regent Street application as Historic Buildings responded to the consultation to advise they were only content with the original proposal as it was on a temporary basis. Further discussion will be required with the new Local Action Group to consider the various options available.

Alderman McIlveen advised a parklet was to be located outside Guiseppes Pizzeria which did not go ahead at the time due to nearby works. It was suggested that this location be reviewed as a potential option for the parklet located on Frances Street. Members noted the parklet on High Street was well utilised.

Vice Mayor, Councillor Moore, suggested 'Friends of the Parklet' scheme for basic maintenance.

3. Christmas Event

Discussion took place regarding the Christmas event 2025, it was noted that some elements worked whilst others required improvement.

Deputy Mayor, Councillor Moore, noted the success of the passport.

	<p>Concerns were raised regarding the timing of the event, it was agreed that 4pm on a Friday was not suitable and not encouraging for people to attend. Members requested a meeting of the Local Action Group and officers from the Events Team to take place to discuss the proposals for 2026. Regeneration officers to arrange.</p>
<p>Item 8 Nomination of Sub Working Groups</p>	<p>Chair welcomed the group to propose project related sub-working groups.</p> <p>It was suggested that sub-working groups would develop naturally as funding for projects becomes available.</p> <p>A sub-working group focused on project development was suggested, the remit being to work projects up to a 'shovel ready' stage for capital funding.</p> <p>It was also suggested a sub-working could be developed to focus on town centre cleansing/ maintenance.</p> <p>A sub-working group focused on events/ animation/ promotion was agreed – this should also include the greenway.</p> <p>Sub-working groups to be added to the agenda of next meeting.</p>
<p>Item 9 Any Other Business</p>	<p>Vacancy and Dereliction Study Request to invite the relevant officers to provide an update on the Vacancy and Dereliction Study completed for Newtownards Town Centre. Regeneration officers to action.</p> <p>Car Parking Members requested the relevant officer attend the next meeting of the group to provide an update on the consultancy outcomes. Concern was also noted that the car parking app is more expensive than the pay and display machine.</p> <p>Update on Masterplan Members requested an update on the current position of the Masterplan is presented at the next meeting. Regeneration officers to action.</p>
<p>Item 10 Close Meeting</p>	<p>Chair thanked everyone for attending.</p> <p>Date of the next meeting to be issued via email.</p>



Newtownards Local Action Group

Terms of Reference



Document Summary	The purpose of this document is to set out a Terms of Reference in which the Newtownards Local Action Group will operate.
Local Action Group Approval Date	

Version Number	Version Date	Author(s)	Comments
1.0 DRAFT	January 2026	Regeneration Manager	Internal consultation

Background

In 2022/23 a review of the Masterplans for each town/city was conducted by consultants, The Paul Hogarth Company, on behalf of Ards and North Down Borough Council.

A recommendation following the review of the City and Town Masterplans was the need to assess the effectiveness of the Advisory Groups.

In 2023, the Council appointed consultants, The Paul Hogarth Company, and Place Solutions, to undertake a review of the existing City and Town Advisory Groups.

The review aimed to assess the effectiveness, composition, structure, and function of the Advisory Groups in order to identify areas for improvement and provide recommendations for enhancing their overall performance and impact.

The review process was carried out in four stages:

1. Review of NI and Local Policy and Strategic Context
2. Research into other approaches and best practice in the UK and Ireland
3. Online Survey with members of the Advisory Groups
4. Workshop with Council Officers and members of the Advisory Groups

The independent review of the Advisory Groups identified the need for change.

Through a series of focused amendments to the Advisory Group structure and processes, the groupings could become increasingly effective and play a greater role in their respective settlement.

The Vision

Bring all stakeholders together to identify and work together to solve problems, promote positive change, share knowledge and expertise, and advocate for policy changes to benefit the town centre and its community.

Principles

The following 5 principles summarise the proposed role of the groups going forward:

1. A **positive force** for our town
2. A **two-way communication** hub for all things in relation to our town, so that information can be shared and disseminated
3. **Town specific thinking** – strategy development and advice drawn on local knowledge and experience.
4. **Positive change** – advancing actions
5. **Championing our town**– speaking up for our place and its people, promoting its attributes and potential for investment.

Objectives and Deliverables

1. The Local Action Groups will align to the recommendations set out in the Living High Street Framework MAG - Living High Streets initiative. By doing so, the groups will be empowered to leverage the framework's expertise and guidance to inform their strategies and actions, ensuring that their efforts are effective, co-ordinated, and aligned with local priorities.
2. The Local Action Groups will have an annual schedule of meetings that will be on a quarterly basis. This will enable the groups to stay focused, make progress, and maintain momentum. The agenda will be closely linked to the Masterplan with minutes that will be action based and supported by a delivery dashboard.
3. Each Local Action Group will nominate a Chair and Vice Chair annually by majority vote. The administrative function will be managed by the Regeneration Department.
4. Each Local Action Group will have a dedicated webpage on the Council's website as a mechanism for enhanced communication. This will provide a platform for the public to stay informed about the group's activities, progress, and achievements. The webpage will foster transparency, engagement, collaboration, and ultimately enhance and demonstrate the overall effectiveness of the Local Action Groups.
5. An Annual Conference for all Local Action Group members to attend with invited speakers on policy and best practice will be arranged. This event would provide a platform for members to collaborate, share knowledge, and learn from one another, as

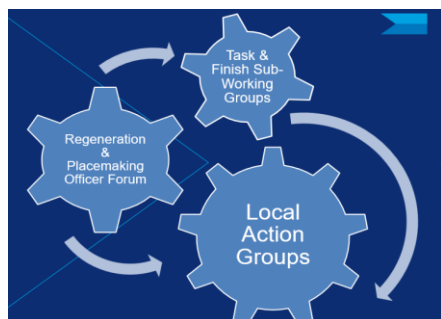
well as stay updated on the latest developments in policy and practice. It would also offer an opportunity for networking, building relationships, and fostering partnership working.

6. The Local Action Groups will have a dedicated Regeneration Officer as their primary point of contact, providing a single person to communicate with and facilitating efficient communication and collaboration. This dedicated officer can help ensure that the groups needs are understood, concerns are addressed, and feedback is heard, ultimately leading to a more effective and responsive Council led action group.

7. Each Local Action Group will provide a Dashboard which will serve as a comprehensive overview of their activities, outputs, and outcomes from the previous year. The dashboard will also outline the group's priorities for the upcoming year, highlighting their alignment with local and Council policies. This will enable the group to track progress, monitor performance, and make informed decisions, while also ensuring accountability and transparency.

8. The focus will remain town centre focused and where projects fall outside of this area, a sub-working group can be formed to include appropriate representation.

Structure



Tier 1 – Local Action Group

Reports to the Council's Place and Prosperity Committee.

Tier 2 – Regeneration & Placemaking Officer Forum

Council officer forum made up of key departments across the Council that will meet on a quarterly basis (in advance of the Local Action Groups) to discuss the delivery of the Masterplans. The outcomes of these meetings will then be presented to the Local Action Groups. It is felt that this level of internal engagement, drawing on each departments remit, would provide a more holistic and collaborative approach to overall delivery of the Masterplans.

Reports to Local Action Group.

Tier 3 – Task and Finish Sub-Working Groups

The sub-working groups would be task / project specific, can include members outside of the Local Action Group to ensure the relevant expertise, and will report to the Local Action Group

Reports to Local Action Group.

Membership

NEWTOWNARDS LOCAL ACTION GROUP	
Elected Members	Newtownards DEA (6)
NI Executive Departments	Department for Infrastructure (1) Department for Communities (1)
Commerce/ Business	Newtownards Chamber of Trade (2)
Faith	Ards and North Down Street Pastors (1)
Sports	AND Sports Forum (1)
Youth and Community	Ards Arena Youth Centre (1)
Historical	Ards Historical Society (1)
Council Officers	Regeneration (3)

Document End

Unclassified

ITEM 5

Ards and North Down Borough Council

Report Classification	Unclassified
Exemption Reason	Not Applicable
	If multiple:
Meeting	Place and Prosperity Committee
Date of Meeting	09 April 2026
Responsible Director	Director of Place and Prosperity
Responsible Head of Service	Head of Economic Growth
Report title	DfE Project Gigabit - Update
Attachments	Appendix 1 - DfE Project Gigabit PowerPoint
File Reference (if applicable)	DEV34
Legislation	Local Government Act (Northern Ireland) 2014
Resource Implications	None Narrative:
Screening Requirements	<i>The Council will commit to consider the implication of all reports under the categories of Section 75, Rural Needs, Data Protection, Climate and Sustainability:</i> Screening of report not required
Link to Corporate Plan Priority and Outcome	Priority 1: Economic 3. A thriving and sustainable economy If multiple:

Background

Telecommunications, including digital Infrastructure, is a reserved matter which sits with the UK Government. The Northern Ireland Department for the Economy (DfE) plays a key operational role in this area particularly where there is evidenced market failure.

Update

On 4 February 2026, DfE invited representatives from the 11 NI councils to be briefed on work done and work planned by DfE in the area of Digital Infrastructure.

DfE reported against work done to avail of UK Government committed funds for digital infrastructure (£5 billion across the whole of the UK for hardest to reach communities).

This work has included:

- Open market review with digital infrastructure solution providers
- Public review
- Procurement launch with standard selection Questionnaire stage
- ITT Procurement stage
- Final Tender evaluation

As a result of this work, the Department has now procured Fibrus Networks Ltd to deliver what is being called “Project Gigabit” throughout Northern Ireland. The project is part of the Gigabit infrastructure subsidy scheme operated by Building Digital UK (BDUK), part of DSIT (Department of Science Information and Technology), which provides the capital funding for gigabit subsidies here and in Great Britain.

Following DfE’s compliant procurement and evaluation process, which included social value and risk analysis, the UK Government has approved DfE’s recommended award of £34.6m. This will result in 9,333 premises in Northern Ireland being serviced with gigabit capable infrastructure in a contract managed by the department.

The DfE process and subsequent approval by UK Government has arrived at a list of premises identified for intervention (Premises in Bid) and Premises that were identified but which are not being addressed by Project Gigabit (Premises not in Bid).

Local Government District	Premises in Bid	Premises not in Bid
Antrim and Newtownabbey	335	123
Ards and North Down	309	75
Armagh City, Banbridge & Craigavon	1,619	184
Belfast	17	18
Causeway Coast and Glens	1,766	331
Derry City and Strabane District	647	145
Fermanagh and Omagh	1,918	137
Lisburn and Castlereagh	316	44
Mid and East Antrim	381	178
Mid Ulster	944	127
Newry Mourne and Down	1,056	211
No Longer on address lists	25	3
Total	9,333	1,576

DfE has reported that premises not in the bid are as a result of factors such as:

- Commercial entities in the digital infrastructure market are already looking to services these areas
- Areas have already been serviced
- Wayleave issues
- Located on islands
- Issues of proximity to nearest connection point and ANOB

In addition, DfE has reported that officials are actively exploring additional funding sources and alternative solutions to enhance service provision for these locations.

Next Steps

DfE will begin work on Local Area Reviews. This will determine any required changes to the intervention areas based on current information from the market. DfE has provided maps (Appendix 1- DfE Project Gigabit PowerPoint) illustrating intervention areas for all 11 councils in addition to a post code checker to verify if a post code is set for intervention. The post code checker is available at:

<http://www.economy-ni.gov.uk/articles/project-gigabit>

RECOMMENDATION

It is recommended that Council Notes the content of this report and the attached DfE PowerPoint presentation.



Department for the
Economy

An Roinn
Geilleagair

www.economy-ni.gov.uk

Project Gigabit: Maximising Gigabit Broadband Coverage

Update to Local Council Representatives
Wednesday February 4th 2026



Creating a globally competitive economy that works for everyone



Agenda

1	Background
2	Funding
3	Procurement
4	Bid Response by Local Council
5	Left Behind Premises
6	Next Steps
7	Local Area Review
8	Looking Ahead
9	Maps of Each Council Area



Funded by
UK Government



Department for the
Economy

79

An Roinn
Geilleagair

www.economy-ni.gov.uk

Project Gigabit - Background

- Ambition to deliver nationwide gigabit capable broadband as soon as possible.
- Places that are not commercially viable without public support.
- Government has committed £5 billion across the UK to reach the hardest to serve communities.



Background

- 94% of all premises in Northern Ireland can access gigabit-capable broadband, compared to the UK average of 86%, and 88% in the south of Ireland. This is an increase of one percentage point on figures collected in 2024.
- Availability for rural premises in Northern Ireland has increased by five percentage points, from 85% in July 2024, to 90% in July 2025.
- There remain premises that cannot yet access gigabit capable services and Project Gigabit seeks to address this. Project Gigabit is part of the Gigabit Infrastructure Subsidy scheme operated by Building Digital UK, part of DSIT, who provide the capital funding for gigabit subsidies here and in Britain.



Procurement Process

- Jan 2023 – Open Market Review with industry
- Jun/Jul 2023 – Public Review including online checker
- Nov 2024 – Procurement Launch – SQ Stage
- Apr 2025 – ITT Launched
- May – Dec 2025 – Tender Evaluation



Procurement – Process, Timeline and Outcome

- Following the public review phase, in November 2024 a procurement process was initiated to appoint a supplier that would provide a service to 10,909 premises.
- A compliant procurement and evaluation process was conducted including Social Value Assessment and Risk Analysis.
- The recommended award value was for £34.6m to Fibrus Networks Ltd to deliver gigabit capable infrastructure.
- Coverage was adjusted from an initial 10,909 proposed premises to 9,333 premises due to subsidy constraints such as being within an Area of Natural Beauty (AONB).



Department for the
Economy

83

An Roinn
Geilleagair

www.economy-ni.gov.uk

Project Gigabit - Funding

Year	Target No. of Homes	Funding allocation
25/26	1,107	£4.1m
26/27	4,526	£16.8m
27/28	3,700	£13.7m
Sub- Total	9,333	£34.6m
Fibrus	-	£3.2m
DfE	-	£2.4m
Grand Total	-	£40.2m



**Funded by
UK Government**



Bid Response by Local Council Area

Local Government District	Premises in Bid	Premises not in Bid
Antrim and Newtownabbey	335	123
Ards and North Down	309	75
Armagh City, Banbridge & Craigavon	1,619	184
Belfast	17	18
Causeway Coast and Glens	1,766	331
Derry City and Strabane District	647	145
Fermanagh and Omagh	1,918	137
Lisburn and Castlereagh	316	44
Mid and East Antrim	381	178
Mid Ulster	944	127
Newry Mourne and Down	1,056	211
No Longer on address lists	25	3
Total	9,333	1,576



Premises Not Included - Reasons

- Other commercial providers have now covered the area.
- Located in urban areas e.g. housing developments, commercially viable.
- Wayleave issues.
- Located on islands.
- Proximity to nearest connection point and ANOB.

- Officials are actively exploring additional funding sources and alternative solutions to enhance service provision for these locations.



Next Steps

- The next steps for the Department are to complete work on a Local Area Review (LAR).
- LAR will determine any required changes to the intervention area based on the latest data available from infrastructure providers and updated addressing information.
- Aware of some 500 premises that were identified as eligible may now have access to gigabit capable services on a commercial basis.
- Some 400 of these were part of the bid and we will seek to remove them from the Project.



Local Area Review - Timeline

- New data available late Feb 2026
- To be reviewed and tested
- Identify changes possible – Mar 2026
- Instigate Contract Change – April 2026
- Complete review and update contract – Aug 2026



Looking Ahead

- Should not assume that connectivity will be available
 - Developers/New Build need to be aware
 - USO
- Commercial plans can change
- Alternative technologies may need to be considered e.g. radio, mobile, satellite for VHTR
- No obvious additional sources of funding

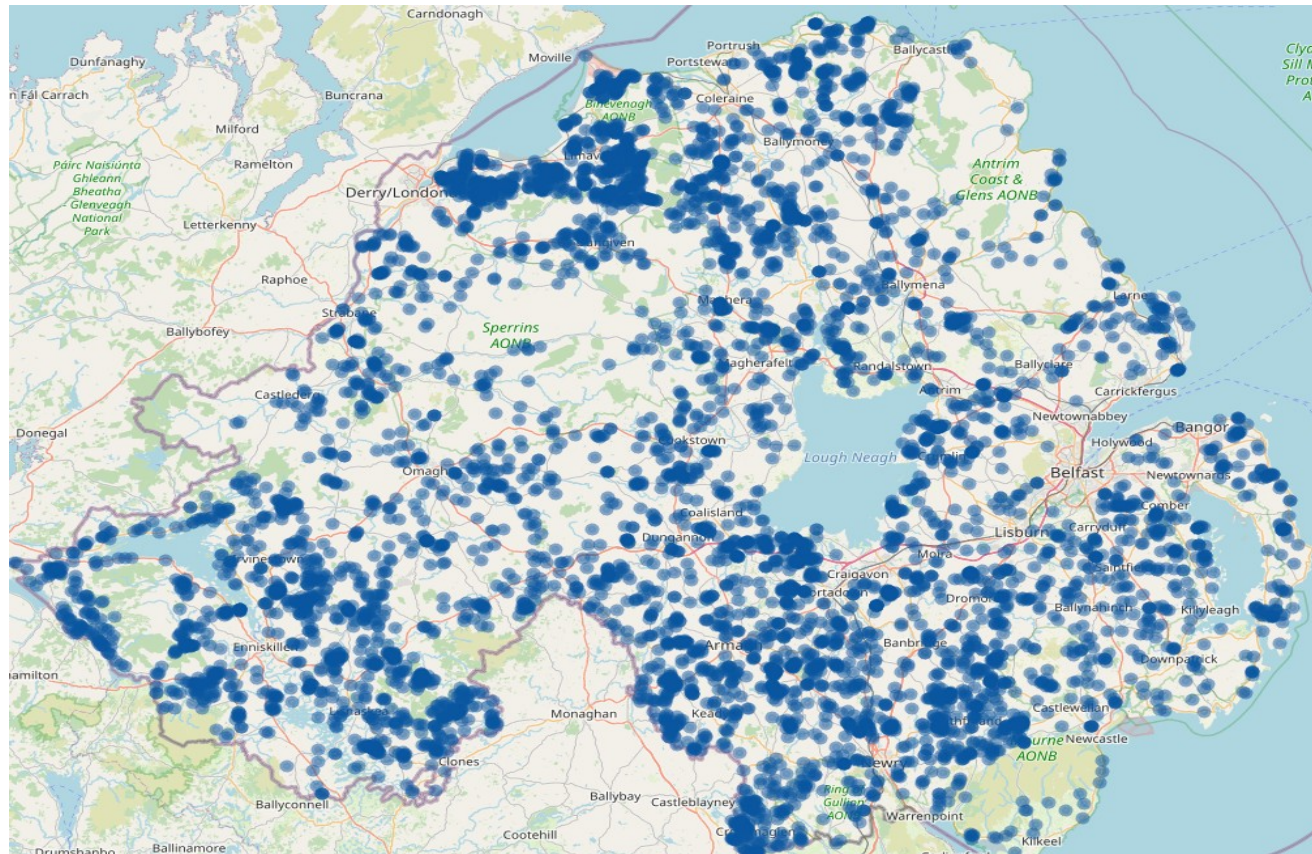


Mapping Information

MAPS



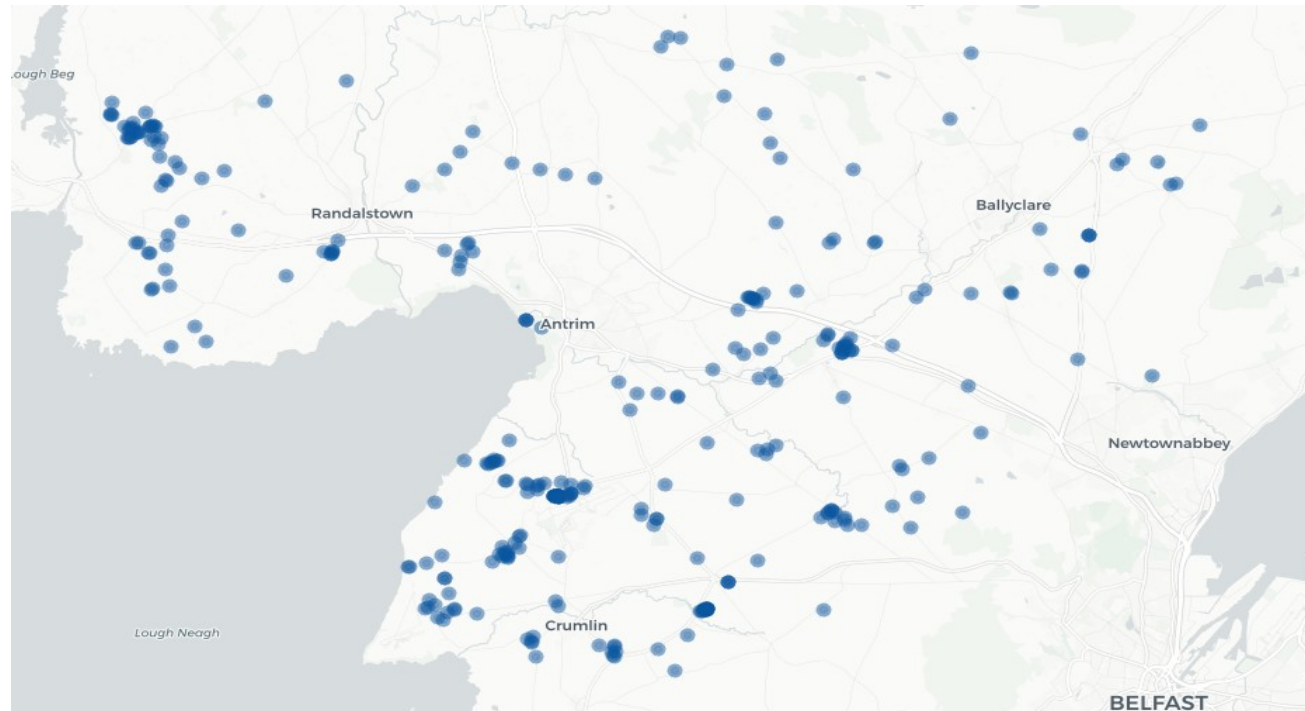
Northern Ireland



9,333 Premises



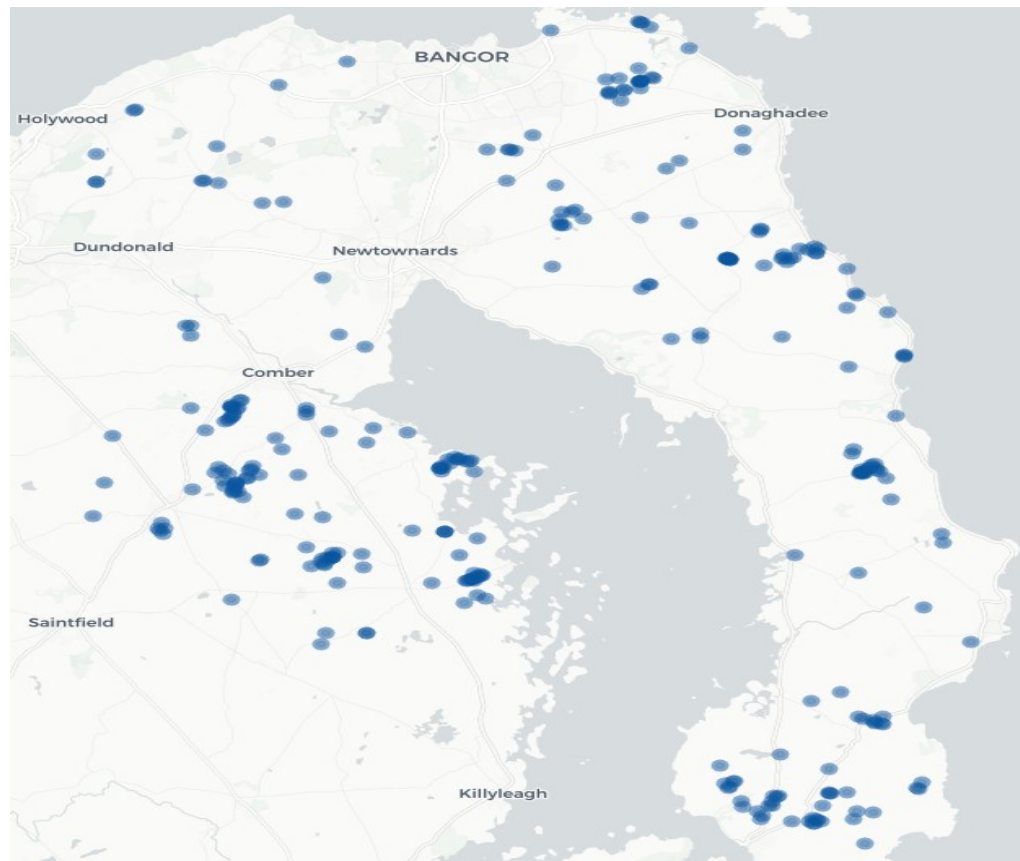
Antrim and Newtownabbey



335 Premises



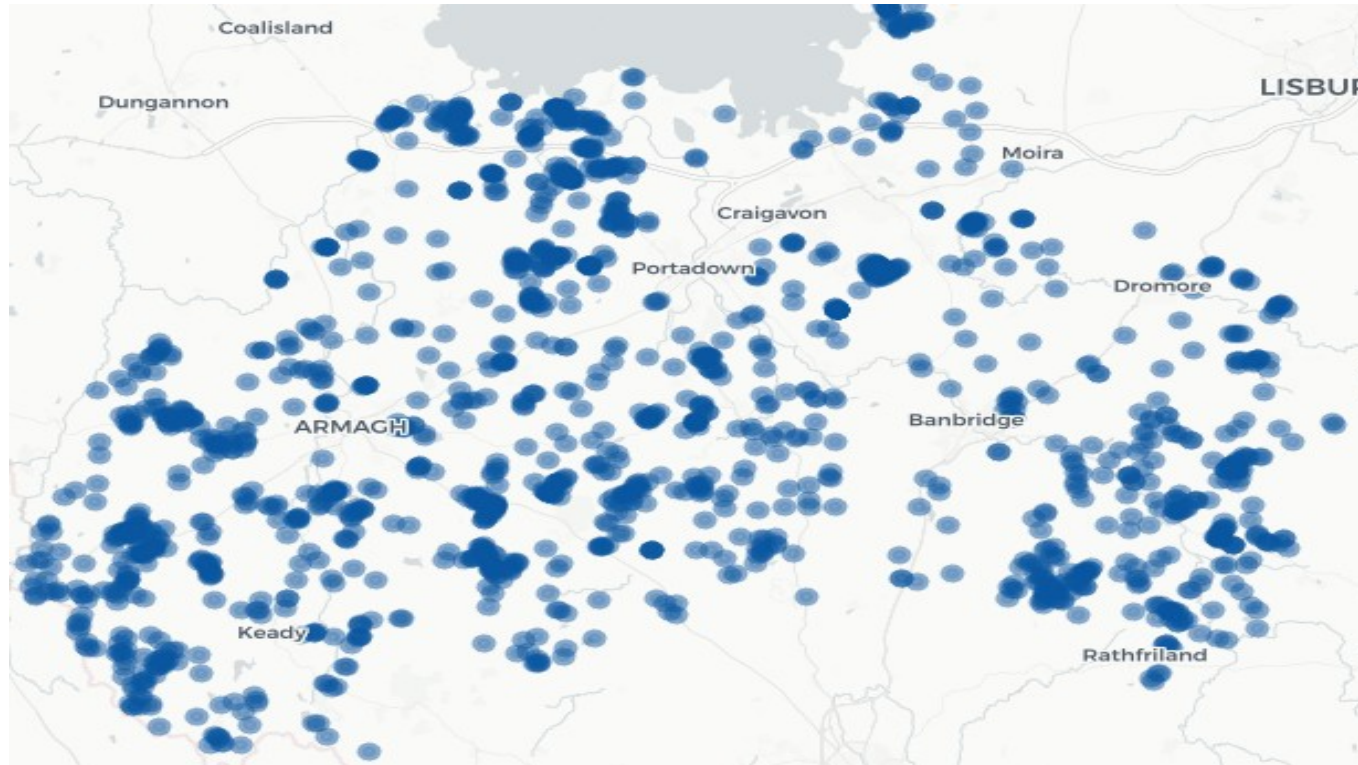
Ards and North Down



309 Premises



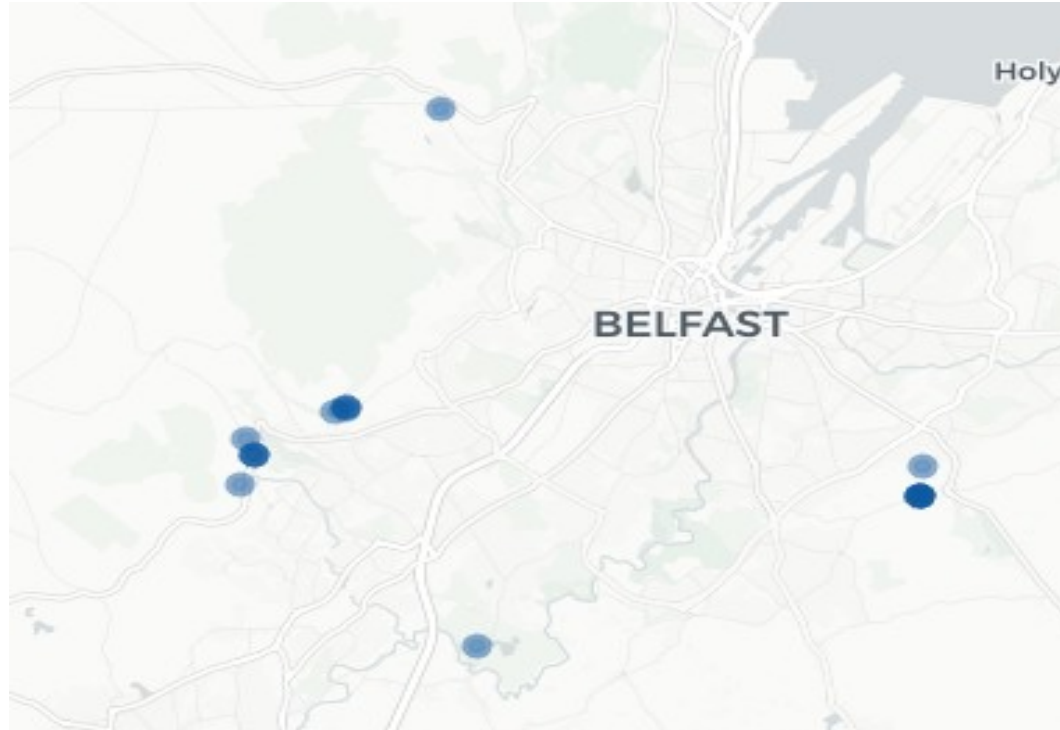
Armagh City, Banbridge and Craigavon



1,619 Premises



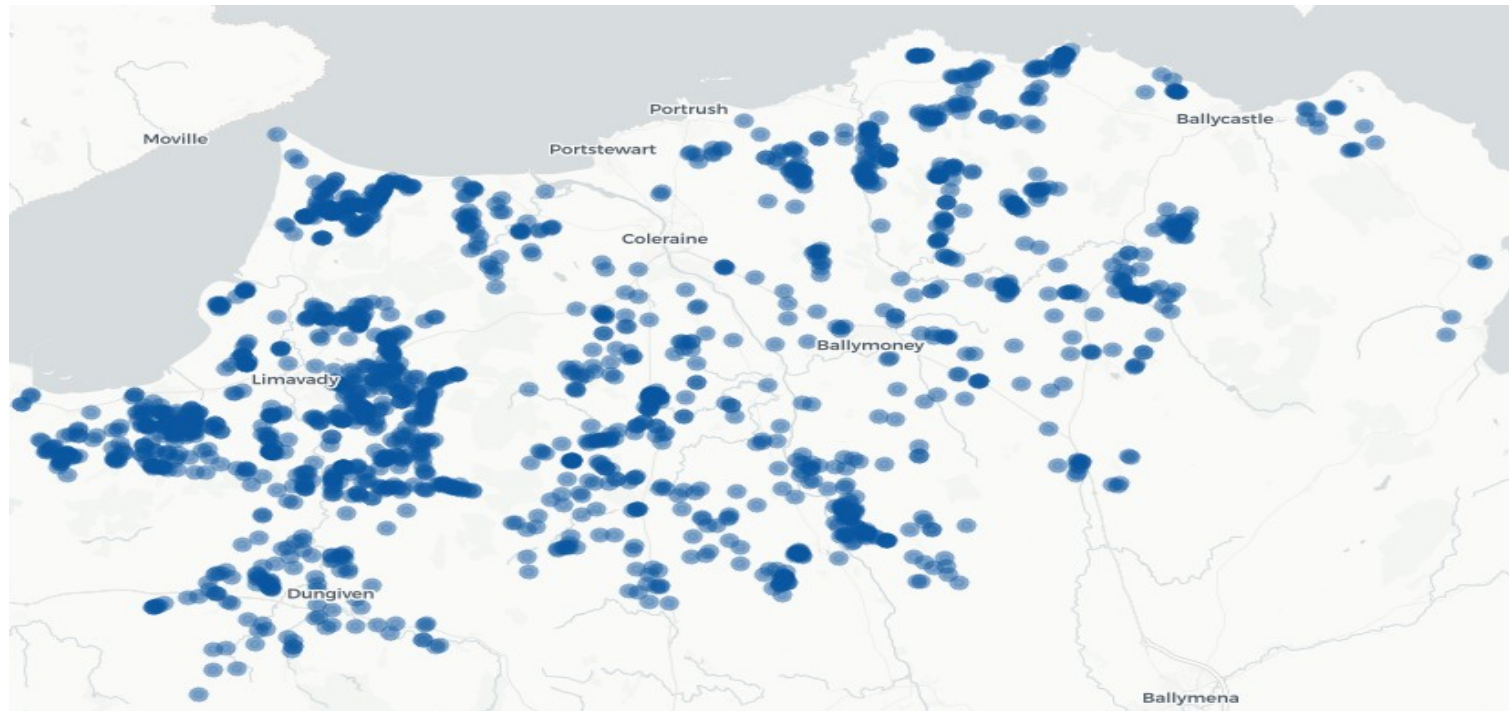
Belfast



17 Premises



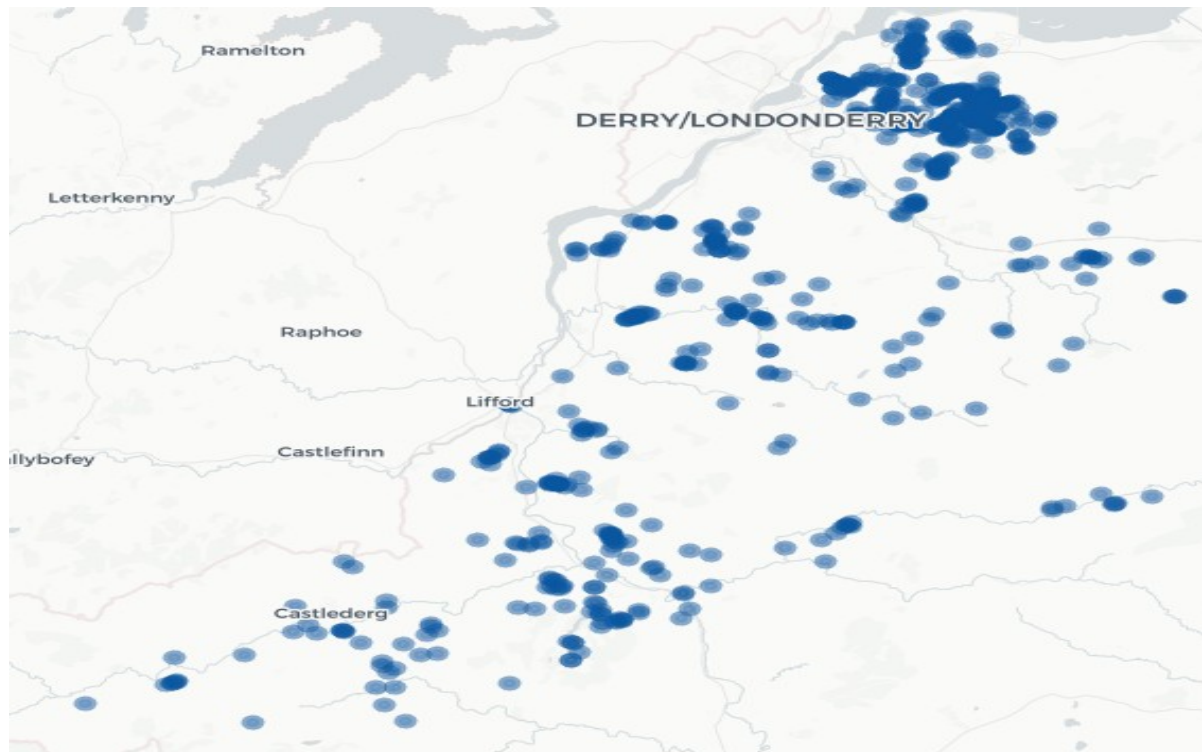
Causeway Coast and Glens



1,766 Premises



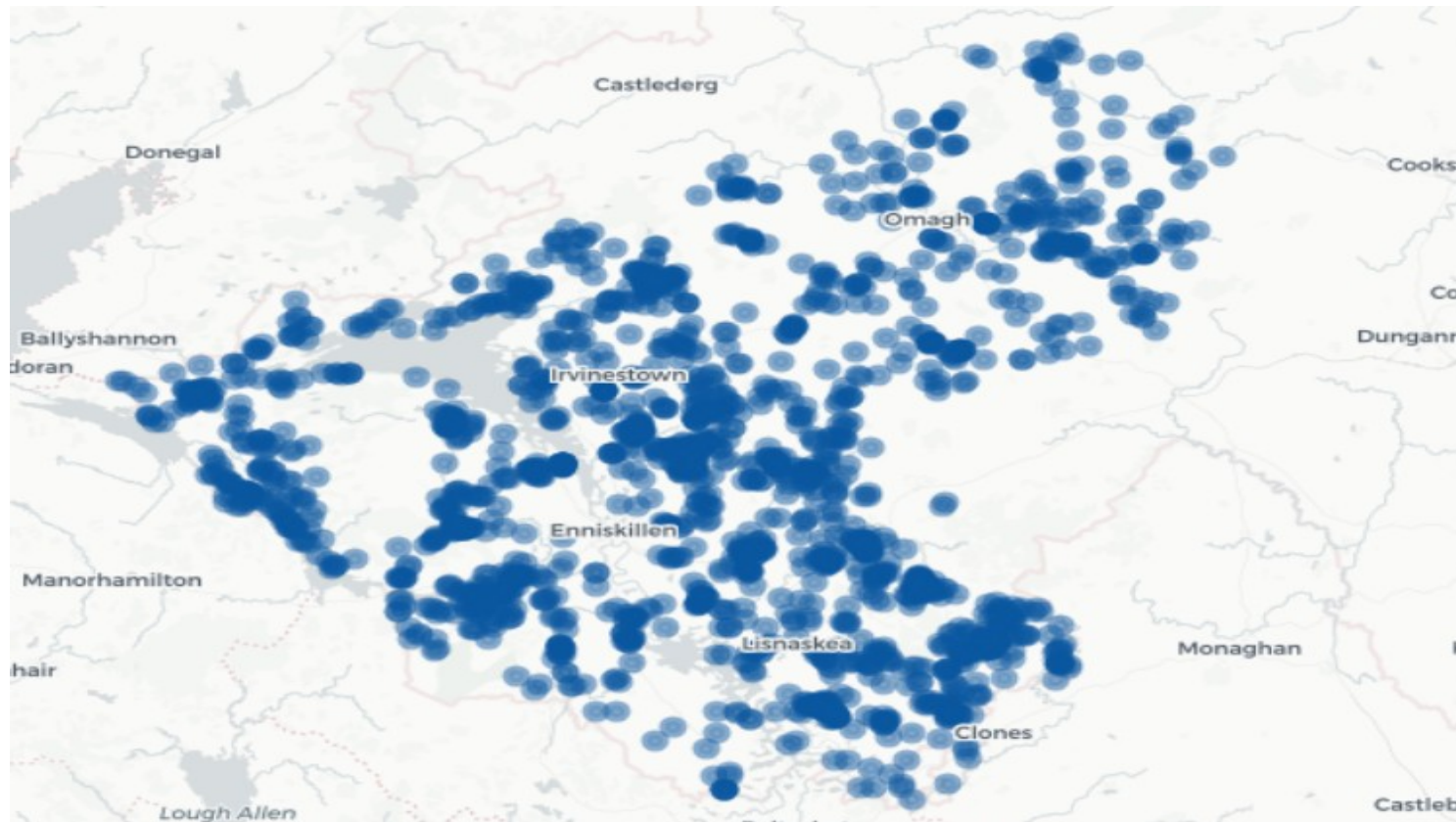
Derry City and Strabane



647 Premises



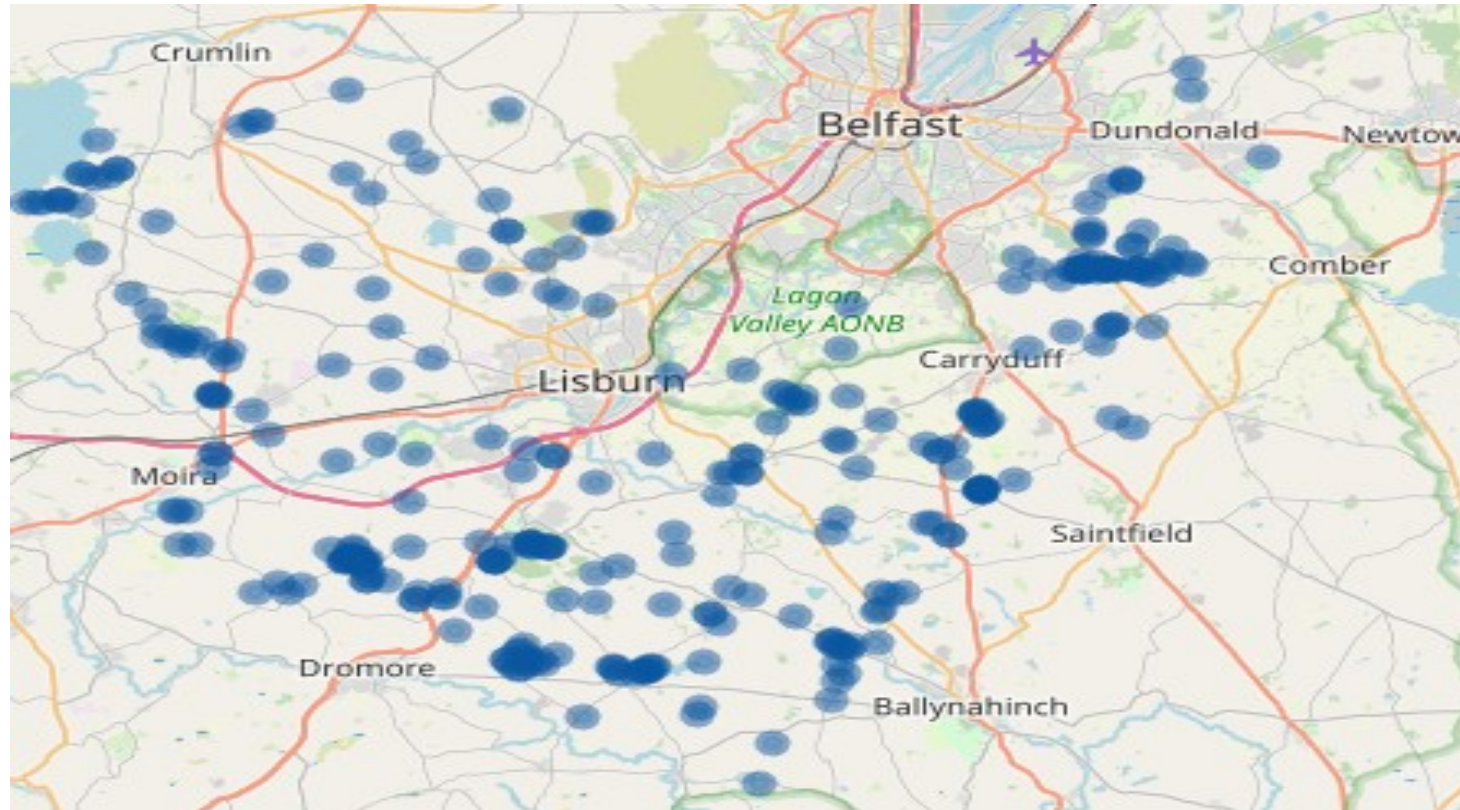
Fermanagh and Omagh



1,918 Premises



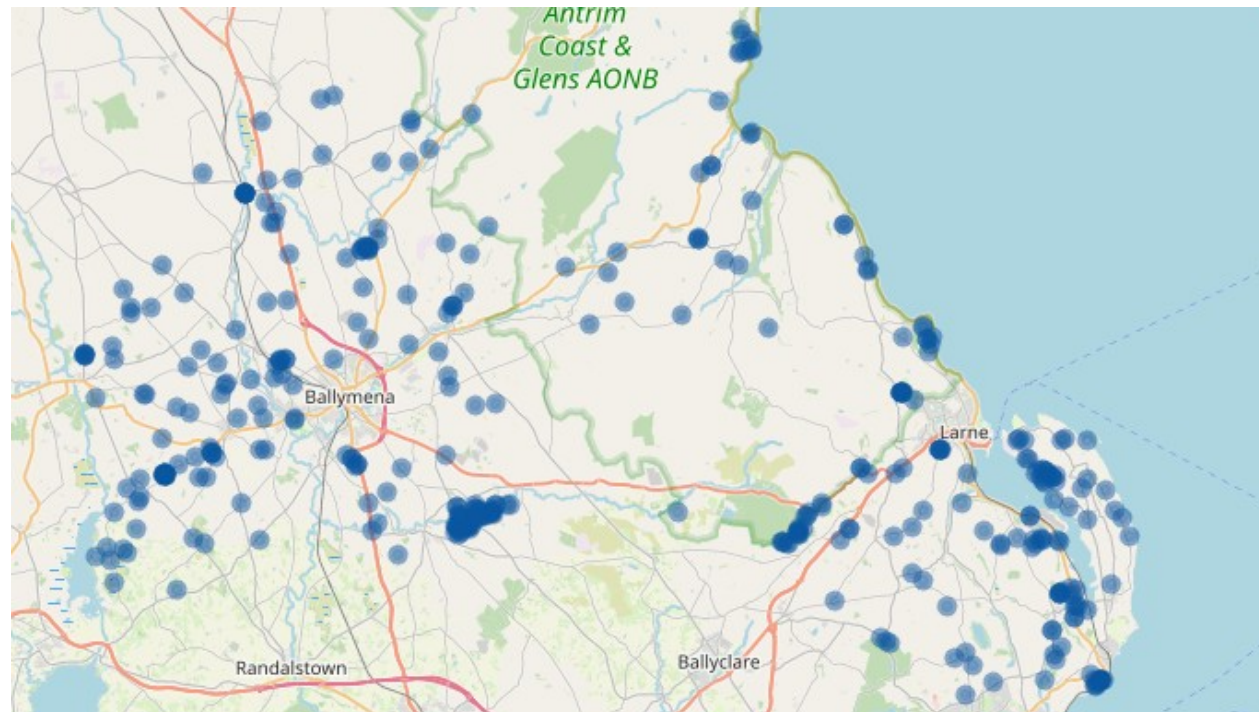
Lisburn and Castlereagh



316 Premises



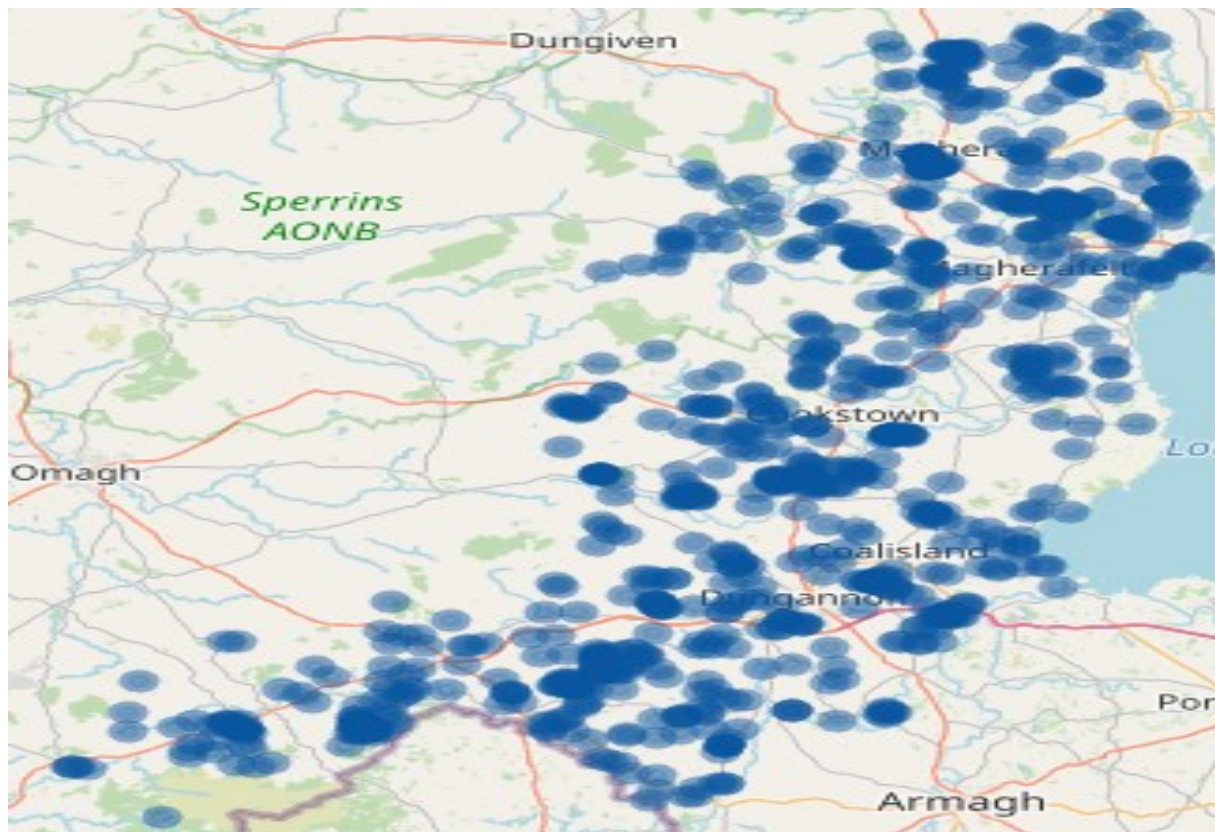
Mid and East Antrim



381 Premises



Mid Ulster



944 Premises



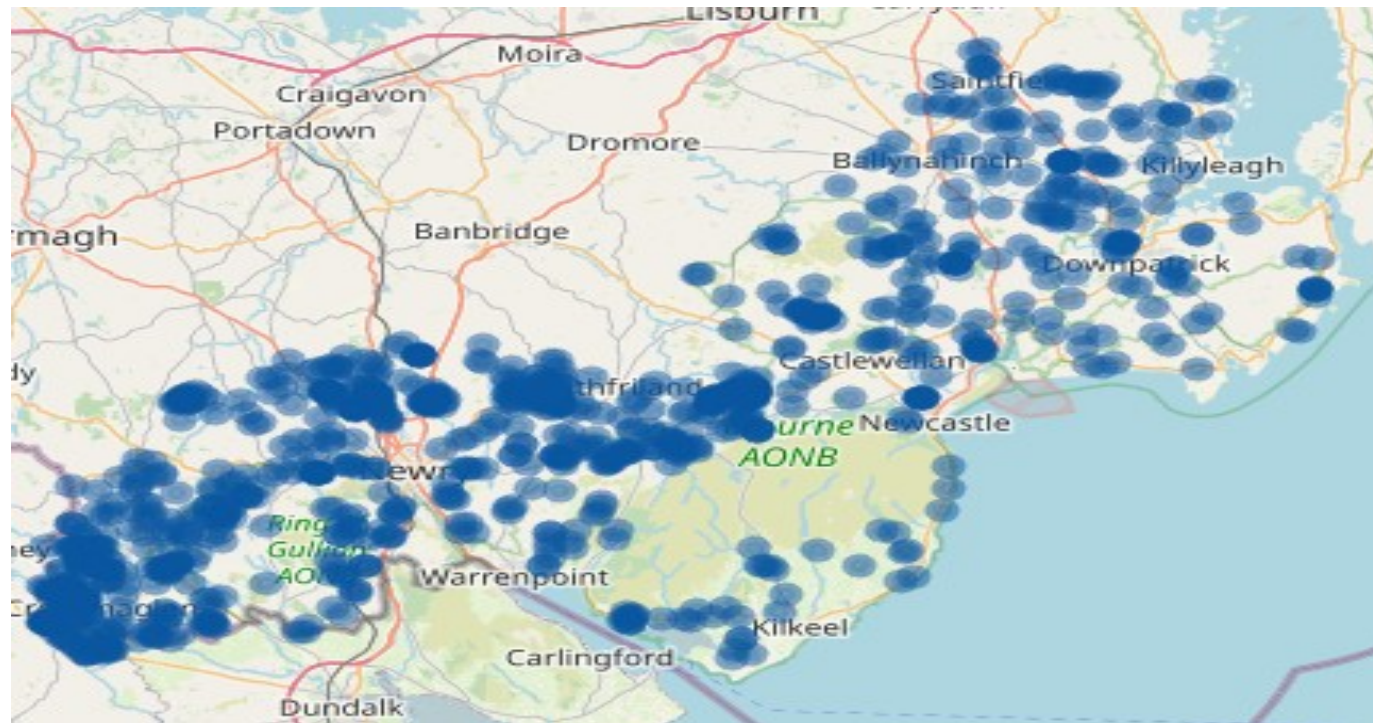
Department for the
Economy

101

An Roinn
Geilleagair

www.economy-ni.gov.uk

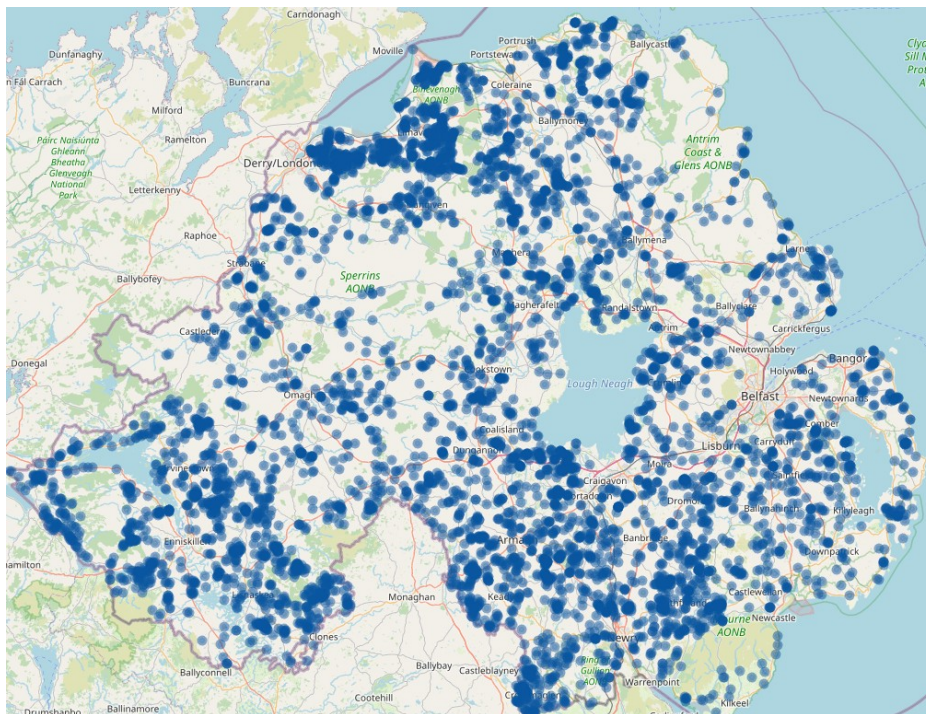
Newry, Mourne and Down



1,056 Premises



Northern Ireland



Local Government District	Premises in Bid	Premises not in Bid
Antrim and Newtownabbey	335	123
Ards and North Down	309	75
Armagh City, Banbridge & Craigavon	1,619	184
Belfast	17	18
Causeway Coast and Glens	1,766	331
Derry City and Strabane District	647	145
Fermanagh and Omagh	1,918	137
Lisburn and Castlereagh	316	44
Mid and East Antrim	381	178
Mid Ulster	944	127
Newry Mourne and Down	1,056	211
No Longer on address lists	25	3
Total	9,333	1,576



Contacts

- gigabitNI@economy-ni.gov.uk
- www.economy-ni.gov.uk/articles/project-gigabit
- Tel: 028 9052 9352



On-line Checker

nidirect

Project Gigabit

To see if your premises is included in Project Gigabit, please enter your postcode below

The Department for the Economy is bringing Project Gigabit to Northern Ireland. A contract has now been awarded, and the search function below will allow you to see whether your premises is included in the Project. This information may change if new information is available to the Department.

To search for your address please enter a valid Northern Ireland postcode below, then press 'Find' and select your address from the drop-down list.

You are limited to only **10 searches per day**, you have **nine searches left**.

Postcode

www.economy-ni.gov.uk/articles/project-gigabit



Department for the
Economy
 An Roinn
Geilleagair
www.economy-ni.gov.uk

Thank you



Creating a globally competitive economy that works for everyone