

## ARDS AND NORTH DOWN BOROUGH COUNCIL

28 January 2022

Dear Sir/Madam

You are hereby invited to attend a meeting of the Regeneration and Development Committee of the Ards and North Down Borough Council which will be held on **Thursday, 3 February 2022**, commencing at **7.00pm virtually via Zoom**.

Yours faithfully

Stephen Reid  
Chief Executive  
Ards and North Down Borough Council

### **A G E N D A**

1. Apologies
2. Declarations of Interest
3. Conway Square Seating Update (report attached)
4. Portavogie Promenade EIS Update (report attached)
5. Minutes of Town Advisory Group Meetings for noting (attached):
  - 5.1 Newtownards – held on 23.11.21
  - 5.2 Bangor – held on 25.11.21
  - 5.3 Donaghadee – held on 29.11.21
  - 5.4 Holywood – held on 1.12.21
  - 5.5 Comber – held on 6.12.21
6. Notice of Motion submitted by Councillor P Smith and Councillor Blaney

That this Council welcomes the work completed last year by the Department for Infrastructure on the roads and footpaths in the centre of Ballygowan and asks officers to build on this by working up proposals to further enhance the village.

7. Any Other Notified Business

**\*\*\*IN CONFIDENCE\*\*\***

8. Bangor Marina Q3 Report – Oct-Dec 2021 (report attached)
9. Queen's Parade (report attached)

**MEMBERSHIP OF REGENERATION AND DEVELOPMENT COMMITTEE**

Alderman Girvan	Councillor Brooks
Alderman Menagh	Councillor Cummings
Alderman McDowell (Chairman)	Councillor Dunlop
Alderman Wilson	Councillor Gilmour
Alderman Smith	Councillor Kennedy
Councillor Adair	Councillor McClean
Councillor Armstrong-Cotter	Councillor McKimm (Vice Chair)
Councillor Blaney	Councillor Walker

Unclassified

3

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

Report Classification	Unclassified
Council/Committee	Regeneration and Development
Date of Meeting	03 February 2022
Responsible Director	Director of Regeneration, Development and Planning
Responsible Head of Service	Head of Regeneration
Date of Report	17 January 2022
File Reference	RDP43
Legislation	n/a
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Subject	Conway Square Seating Update
Attachments	Appendix One - Revised Conway Square Seating Plan

**Background**

As previously reported, Council has been working with the Department for Communities (DfC) on bespoke projects to enhance the Borough. The Newtownards Town Advisory Group (TAG) had previously discussed the potential for further seating and tables to enhance Conway Square and create a "piazza" feel to the square.

Council Officers have met with both the Newtownards Chamber of Commerce and the Saturday Market representatives in a bid to design a solution that does not impact on the market operation, but still enhances Conway Square. The attached revised design was sent to the Newtownards TAG and the Licensing and Regulatory Services Manager for consultation. No negative views have been expressed about the proposed design.

**Next Steps**

If the Council agrees the recommendation, a tender process will commence.

**RECOMMENDATION**

It is recommended that Council agrees the revised design and proceeds to tender.

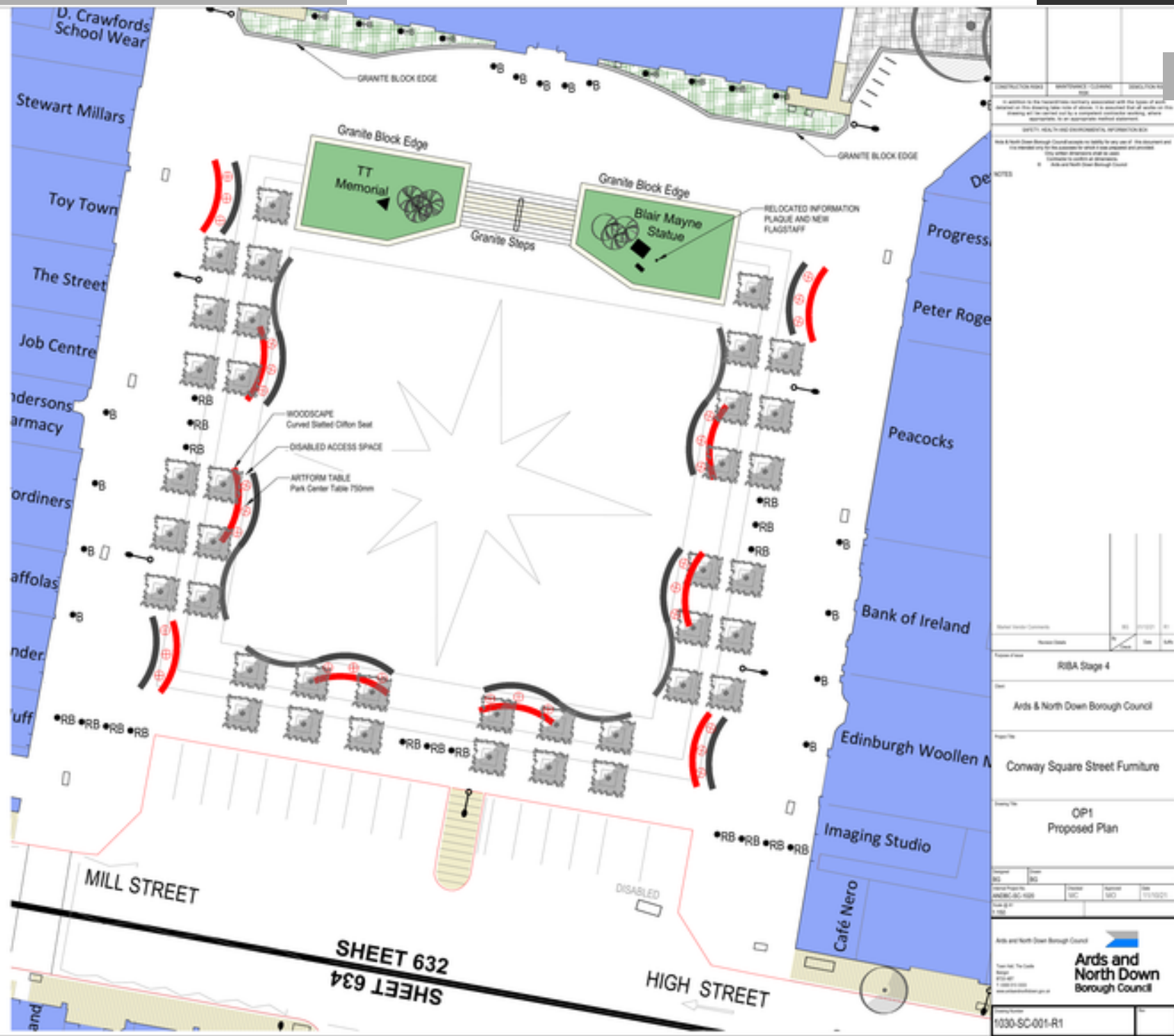


Park Centre Table

30 X Park Centre Fixed Tables



10 X Woodscape Curved Slatted Clifton Seat



DESCRIPTION	DATE	REVISION
Issue 1	01/10/2021	1
Issue 2	12/10/2021	2
Issue 3	19/10/2021	3
Issue 4	26/10/2021	4

Project Name	ROBA Stage 4
Client	Ards & North Down Borough Council
Project No.	Conway Square Street Furniture
Design No.	OP1 Proposed Plan

Author	MD	Checked	MD
Designer	MD	Approved	MD
Drawn by	MD	Date	11/10/2021

Ards and North Down Borough Council

**Ards and North Down Borough Council**

1030-SC-001-R1

SHEET 632  
SHEET 634

1030-SC-001-R1  
 10/10/2021  
 10:30 AM  
 1030-SC-001-R1

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

Report Classification	Unclassified
Council/Committee	Regeneration and Development
Date of Meeting	03 February 2022
Responsible Director	Director of Regeneration, Development and Planning
Responsible Head of Service	Head of Regeneration
Date of Report	02 February 2022
File Reference	RDP43
Legislation	n/a
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Subject	Conway Square Seating Update - Addendum report
Attachments	None

Referring to the report dated 17<sup>th</sup> January 2022 concerning the proposed seating for Conway Square. Since this report was prepared, several issues have come to light which have a bearing on the proposal.

As members will recall this project was to be funded by the Department for the Communities (DfC) and must be commissioned by 31<sup>st</sup> March 2022. To be able to achieve this the tender for the supply of the seating and tables would have to be issued this week and delegated authority sought for the Regeneration and Development Committee in March to award the contract. This would have permitted the contract to have been issued in March and therefore meet DfC's timeline. It has now come to light that the supply and installation of these could not be programmed to meet the agreed timeline due to the redesign, consultation responses and subsequent procurement process deadlines.

Following the agreement of the design some internal consultation has taken place with colleagues in Assets and Property Services and Cleansing. Concerns have been raised about the maintenance and cleaning of the Square, especially the tables and chairs. At present Conway Square is cleaned using a small mechanical sweeper and it is felt that the introduction of these tables and chairs would require additional time as manual brushing would now be required. However, the main concern was about how the tables, chairs and surrounding areas would be kept clean during the course of a day so that a build-up of waste did not occur.

In light of these issues, officers have spoken with DfC who has confirmed that the offer of funding is only available until 31<sup>st</sup> March 2022. However, the Department outlined, subject to DfC capital budgets, that there may be funding available in the next financial year which may allow Council to revisit the scheme once the operational issues had been resolved.

After considering the above it is now believed the implementation of the scheme should be reworked with an operation plan being developed and a further report being presented to the Council as soon as possible.

### **RECOMMENDATION**

It is recommended that Council agrees that the project should be deferred until the issues can be resolved with a further report brought back to Council in due course.

Unclassified

5

## ITEM 4

**Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Regeneration and Development
Date of Meeting	03 February 2022
Responsible Director	Director of Regeneration, Development and Planning
Responsible Head of Service	Head of Regeneration and Development
Date of Report	17 January 2022
File Reference	RDP15
Legislation	
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Subject	Portavogie Promenade EIS Update
Attachments	Appendix One - Portavogie Scheme Layout Map

As previously notified, a grant was awarded by the SEAFLAG fund for a small environmental improvement scheme at Portavogie Promenade. The value of the grant is £87,602.42 and as agreed, a Council capital budget of £25,000 has been allocated, giving a current total budget of £112,602.42.

Prior to the work commencing and the grant being awarded, there has been a significant rise in material and construction costs, alongside damage caused by the two recent storms.

Due to an increase in construction and material costs, the updated quotes received in December totalled £134,268.38. These are expected to rise further prior to the work commencing.

Officers have investigated and identified some minor changes to the project which will result in longevity and future proofing against further storm damage and maintenance. The new scheme will consist of the same elements as the original scheme, with subtle changes, therefore not affecting the SEAFLAG grant.

## Unclassified

The proposed changes would include:

- 4m high column mounted LED lighting from the bin at the pedestrian entrance to Anchor carpark, straight down the path to the prom, then along the prom to Princess Ann Road.
- Minor repairs and resin bonded gravel surfacing along this stretch of prom (excluding the small area affected by storm damage)
- Concrete along the storm damaged stretch to future proof against further storm damage and allow for cleaning and stone clearance with a mechanical digger. The contractor has expressed concern with using resin bonded gravel on this stretch and advised against it. Additionally, they have indicated that they will not stand over this if the Council wishes to proceed.
- 3no. additional rails added to the bottom of the existing recycled plastic fence to provide a neat edge to finish the surface and help prevent stones washing onto the promenade path.
- Several additional trees planted in Princess Anne Square as per the original proposal.
- Entrance and interpretive signage as per the original proposal.

These minor changes are not significantly different from what was previously proposed. The amended scheme still achieves all the objectives in terms of connectivity, maritime heritage and a more attractive environment set out in the SEAFLAG objectives and Letter of Offer.

The Council has been awarded a grant through the Small Settlements Scheme, with a budget for objectives specifically set out by the Department for infrastructure (DfI). It is anticipated that the Letter of Offer for this funding will be received by the Council by the end of January. In light of this, it is proposed that circa. £50,000 is allocated from this fund to be used for the Portavogie Promenade project to meet the additional costs.

DfI funding must be used to deliver projects, or elements of projects, that contribute to DfI's policy interests: supporting active travel, promoting connectivity and access to services, and/or create and enhance green / blue spaces. This project aligns with the following DfI Small Settlements objectives:

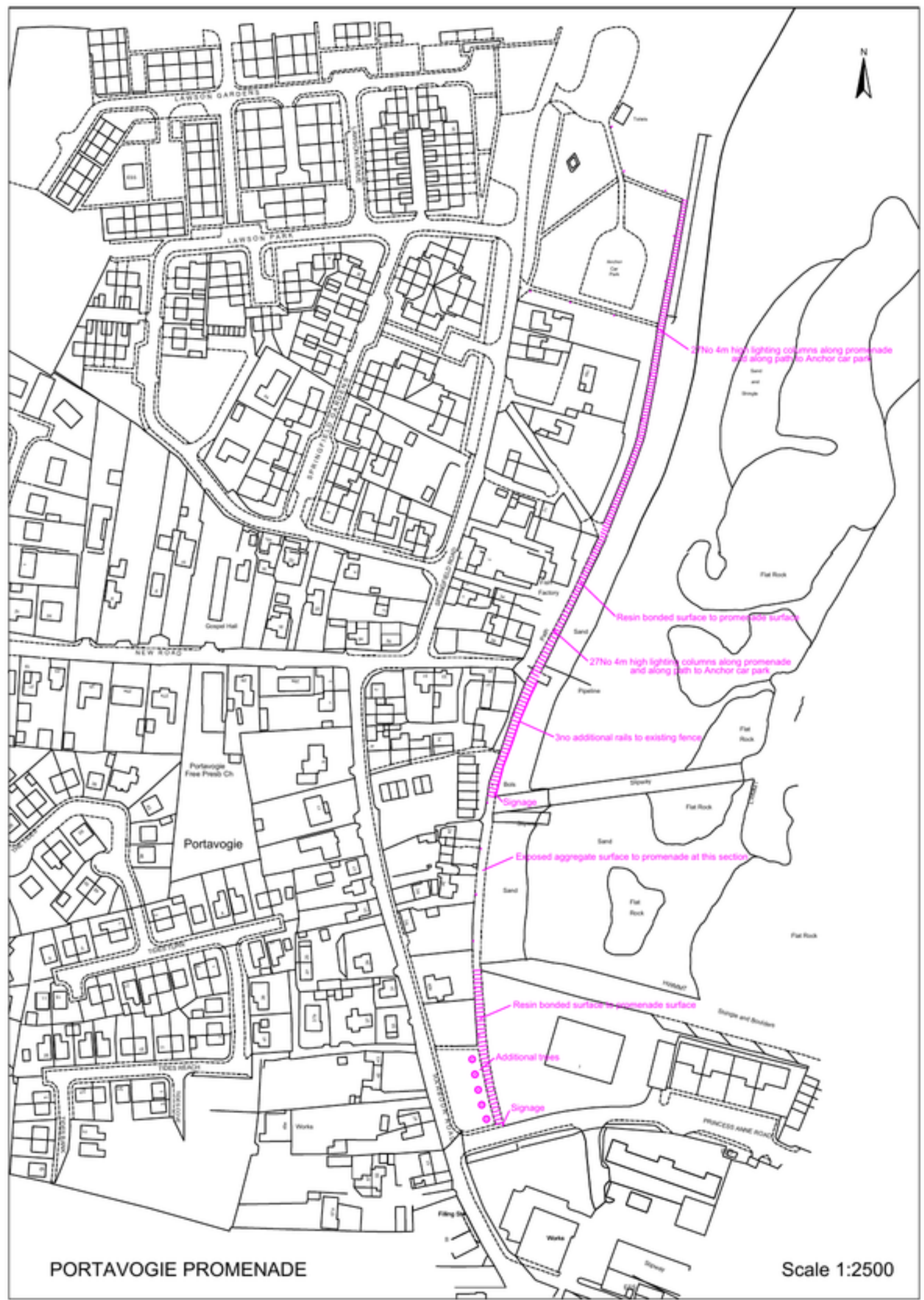
- Connection pathways to access town centres the centre of settlements and key services – adapting existing routes and/or creating desirable new ingress and egress routes.
- Tree planting incidental to creating/improving walking or cycling paths.

### RECOMMENDATION

It is recommended that the Council agrees:

- a) the proposed project changes as outlined above and
- b) allocation of c£50,000 from the Small Settlements Scheme to cover the increased cost of the Promenade project.





PORTAVOGIE PROMENADE

Scale 1:2500

<b>Newtownards Town Advisory Group</b>		
<b>TIME</b> 4:00pm	<b>DATE</b> Tuesday 23 <sup>rd</sup> November 2021	<b>LOCATION</b> Via Zoom
<b>Attendees</b>	Councillor Richard Smart - Chair Alderman Stephen McIlveen Alderman James Menagh Councillor Nick Mathison Esther Millar – Youth Representative Pam Williamson – Community Representative Brian Dorrian - Head of Regeneration, ANDBC David Shivers – Urban Development Manager, ANDBC Geraldine McCann - Assistant Regeneration Officer, ANDBC Rowena Moore – Administrative Assistant, ANDBC	
<b>Item 1</b>	<b>Welcome</b> Brian Dorrian welcomed everyone to the meeting.	
<b>Item 2</b>	<b>Appointment of Chair</b>	
<b>Agreed</b>	On the proposal of Alderman McIlveen, seconded by Councillor Mathison, Councillor Smart was nominated as Chair of Newtownards Town Advisory Group. No other nominations were forthcoming and Councillor Smart agreed to accept the role of Chair.	
<b>Item 3</b>	<b>Introductions (new youth representative)</b>	
	Introductions took place, and the Town Advisory Group welcomed the new youth representative Esther Millar (senior officer for youth education service).	
<b>Item 4</b>	<b>Apologies and Declarations of Interest</b>	
	No declarations of interest were received. Apologies were received from: Alderman Alan McDowell Paul Carr - DfC Niall McVitty - DfC Vincent McConville - DfI	

<b>Item 5</b>	<b>Minutes of previous meetings (Newtownards TAG)</b>
<p data-bbox="204 412 320 450"><b>Agreed</b></p> <p data-bbox="204 853 309 891"><b>Action</b></p> <p data-bbox="204 1037 309 1075"><b>Action</b></p> <p data-bbox="204 1294 309 1332"><b>Action</b></p>	<p data-bbox="392 230 1158 304"><i>Previously circulated: Newtownards TAG minutes 28 September 2021 Final</i></p> <p data-bbox="392 338 1331 450"><b>On the proposal of Alderman Menagh seconded by Alderman McIlveen, Members AGREED to approve the minutes as an accurate record of proceedings.</b></p> <p data-bbox="392 488 1150 526">David Shivers provided an update on matters arising:</p> <ul data-bbox="440 526 1394 898" style="list-style-type: none"> <li>• <b>Parklets</b> – to be discussed later in the agenda.</li> <li>• <b>Meetinghouse Lane Improvement Scheme</b> - £11,500 funding was obtained from DfC for the project which was now complete.</li> <li>• <b>Issues of parking on Conway Square</b> – an email had been sent on 12<sup>th</sup> November to DfI (response awaited).</li> <li>• <b>Road safety concerns at Manse Road</b> - the response from Arthur Rooney at DfI was read out to members. DfI did not consider further traffic management inventions to be necessary at the Manse Road junction at the present time. The response would be emailed to all TAG members for information.</li> </ul> <p data-bbox="392 936 1401 1122">Alderman McIlveen asked for clarification on the remit of the Town Advisory Group in terms of area. Brian Dorrian replied that the remit of the TAG was primarily the town centre but that this was not absolute. The Regeneration Team would circulate the Town Centre Boundary Map to Members for consideration.</p> <p data-bbox="392 1160 1337 1339">Members suggested that further written contact be made with DfI regarding the prior commitment to progress and resolve the abandonment issues. Brian Dorrian suggested that a report be submitted to Council's Regeneration and Development Committee seeking written support on this issue, to which Members agreed.</p>
<b>Item 6</b>	<b>Update on Covid Recovery and Revitalisation Funding, David Shivers (Urban Development Manager)</b>
	<p data-bbox="392 1451 1337 1525">David Shivers provided an update on the schemes being delivered using the Covid Recovery and Revitalisation Funding as follows:</p> <ul data-bbox="440 1525 1401 1966" style="list-style-type: none"> <li>• <b>Floral sculpture</b> – scheme completed and located outside town hall. The sculpture would be replanted in the spring.</li> <li>• <b>Cycling infrastructure</b> – the proposed cycle shelters near the town hall may require planning permission, so alternative locations need to be investigated and members would be updated accordingly. The tender is currently progressing and work should begin in the new year.</li> <li>• <b>Parklets</b> – alternative locations had been investigated following objections to Mill Street proposal. A location on South Street (outside the Precinct) had been proposed and was now under review by DfI (may result in the loss of a couple of on-street parking spaces).</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Business Adaptation and Improvement Grant Scheme</b> – a total of approx. £167,000 of grant funding had been issued to Newtownards businesses. Remaining funding may be used to extend the scheme, and all funding needs to be fully allocated by 31<sup>st</sup> March 2022.</li> </ul>
<b>Item 7</b>	<b>Update on Chamber Christmas Plans, Derek Wright (Chair of Newtownards Chamber of Trade)</b>
	No update available.
<b>Item 8</b>	<b>Update on Greenway, written update provided from Edel Trainor (Outdoor Recreation Officer)</b>
	<p><i>Previously circulated: Item 8 Update on Greenway</i></p> <p>Member's attention was drawn to the written update, and it was noted that there was now an area on the Council website dedicated to the greenways project:  <a href="https://www.ardsandnorthdown.gov.uk/resident/greenways">https://www.ardsandnorthdown.gov.uk/resident/greenways</a>  Information about the website section would be circulated to members.</p>
<b>Item 9</b>	<b>Potential Projects, Newtownards Masterplan, David Shivers (Urban Development Manager)</b>
	David Shivers suggested that a special meeting of the TAG take place in January 2022 for a detailed discussion of the Masterplan update.
<b>Item 10</b>	<b>Update on the Conway Square Seating Plan Proposal, David Shivers (Urban Development Manager)</b>
	David Shivers reported that the Regeneration and Development Committee had approved funding to progress to the detailed design phase for the Covered Structure for Conway Square. Further details were awaited from ANDBC Planning Team to confirm if planning permission would be required for the Seating Plan Proposal. The proposal would also be discussed further with Newtownards Chamber of Trade and the organiser of Newtownards Saturday Market. The application for funding for the Conway Square Seating Plan Proposal scheme had been submitted to DfC and it was hoped to have a Letter of Offer soon.
<b>Item 11</b>	<b>Update from DfC</b>
	DfC representatives were not available to provide an update.
<b>Item 12</b>	<b>Any other Business</b>
	No further items were raised for discussion.
<b>Item 13</b>	<b>Date and Time of Next Meeting</b>
<b>Action</b>	The Chair thanked all for attending. The next general TAG meeting would be held in February (date to be confirmed). A special meeting would be held in late January to discuss the Newtownards Masterplan.
	<b>The meeting adjourned at 4:38pm.</b>

<b>Bangor Town Advisory Group</b>		
<b><u>TIME</u></b> 4:00pm	<b><u>DATE</u></b> Thursday 25 <sup>th</sup> November 2021	<b><u>LOCATION</u></b> Via Zoom
<b>Attendees</b>	<p>Councillor Ray McKimm (Chair) Alderman Wesley Irvine Councillor Craig Blaney Councillor Alistair Cathcart Councillor Karen Douglas Alison Blayney – Kilcooley Womens Centre Frank Shivers – Bangor Chamber of Commerce Geoff Thompson – Bangor Chamber of Commerce Jim Russell – Community Representative Kieran Gilmore – Open House Festival Niall McVitty – DfC Philip McMillan – Faith Representative Stuart Buchanan – Bangor YMCA Tim Campbell – Bangor Drama Group</p> <p><b>Officers</b> David Shivers – Urban Development Manager, ANDBC Geraldine McCann – Assistant Regeneration Officer, ANDBC Rowena Moore – Administrative Assistant, ANDBC Sharon Mahaffy – Head of Tourism, ANDBC</p>	
<b>Item 1</b>	<b>Welcome</b>	
	David Shivers welcomed the group and new members to the meeting.	
<b>Item 2</b>	<b>Appointment of Chair</b>	
<b>Agreed</b>	<p>The chairperson's tenure had come to an end and nominations were requested for the next Chair of Bangor Town Advisory Group.</p> <p><b>On the proposal of Councillor Cathcart seconded by Frank Shivers, Councillor KcKimm was nominated as Chairperson.</b> No other nominations were forthcoming, and Councillor McKimm agreed to accept the role of Chair.</p>	

<b>Item 3</b>	<b>Introductions (new members)</b>
	Introductions took place, including the two new Members to the TAG - Jim Russell (Community Representative) and Philip McMillan (Faith Representative).
<b>Item 4</b>	<b>Apologies and Declarations of Interest</b>
	<p>Apologies were received from:  Marianne Kennerley - Bangor Chamber of Commerce  Paul Carr - DfC  Alderman Wesley Irvine – for lateness</p> <p>As a member of council's planning committee, Councillor Cathcart declared an interest in item 12 as the greenway project is an active planning application, and agreed to take no part in the discussions for this item.</p> <p>No other Declarations of Interest were reported.</p>
<b>Item 5</b>	<b>Bangor Drama Group, Dr Tim Campbell, Chair</b>
	<p>Tim Campbell provided a presentation on Bangor Drama Group. As of 2016 the club had been based in the Temperance Hall on Hamilton Road, which hosts a 100-seat auditorium. Social inclusion funding had been secured and it was anticipated that this would be used to install 'backwards seats' to increase the capacity. The club currently had 60 active members and 100 friends, which meet regularly for play readings and other events. The club recently celebrated its 85<sup>th</sup> anniversary. Pull up exhibition posters on the history of the club had been created and would be displayed in the museum in May/June 2022. A book detailing the history of the club had also recently been published and was due to be launched soon.</p> <p>Future plans for the club included:</p> <ul style="list-style-type: none"> <li>• More community focus – be a community resource.</li> <li>• Provide a part time administrator (to facilitate the hosting of other events at the hall, e.g. music events, storytelling).</li> <li>• Engage with ANDBC and Bangor traders.</li> <li>• Seek new partnerships including dinner and theatre bundles.</li> <li>• Help Bangor to become a cultural destination.</li> </ul> <p>Questions were invited from members.</p> <p>Members thanks Tim Campbell for his presentation, and commended Bangor Drama Club for the ambitious plans and aspirations, and community outreach initiatives.</p>

<b>Item 6</b>	<b>Minutes from the previous meeting – 23<sup>rd</sup> September 2021.</b>
<b>Agreed</b>	<p><i>Previously circulated: Bangor TAG minutes 23 September 2021 final</i></p> <p>The minutes were circulated for information.</p> <p><b>AGREED, on the proposal of Councillor Douglas, seconded by Geoff Thompson, that the minutes be approved as an accurate record of proceedings.</b></p> <p><u>6.1 Update from outstanding actions, David Shivers (Urban Development Manager)</u></p> <ul style="list-style-type: none"> <li>• <b>Street lighting</b> – Peter Caldwell was to contact the contractor regarding street lighting (no further updates available at present).</li> <li>• <b>Seacourt Print to attend TAG meeting</b> – advised they were not available to attend today's meeting.</li> <li>• <b>Project24 and Flagship Centre</b> - representatives would be invited to attend the next TAG meeting.</li> </ul> <p>Any other matters arising would be dealt with under subsequent agenda items.</p>
<b>Item 7</b>	<b>High Street and Christmas Lights Switch On (Councillor Douglas)</b>
	<p>Councillor Douglas reported on feedback received in relation to the Christmas lights switch on event. The feedback on the activities held in Main Street during the day had been positive. However, there were a large number of visitors at the Christmas lights switch on event later in the day which led to pedestrians walking on the roadway (which was still open to vehicles) and some 'pinch point' locations where crowds formed, raising safety concerns for some attendees.</p> <p>Jim Russell raised concern that during the time of peak crowds, access for emergency vehicles would have been very difficult had the need arisen.</p> <p>Members suggested that a lessons learned approach be taken to hosting the event in future, e.g. consider closing the road to vehicles.</p> <p>Sharon Mahaffy thanked Members for the feedback from the event and agreed that Events officers would consider all the points raised when planning future events. The Events team had received good feedback on the daytime activities, and there was free flowing movement on the pavements during this time (footpath measurements had been taken into consideration during the</p>

	<p>planning of the event). However, it was acknowledged that, despite an intended short, programmed element of the overall event, the lights switch on in the evening had received considerably more visitors than anticipated, and the parade had been unable to proceed through the town centre as planned. The Council does not routinely close roads for events in Bangor as road closures often discourage people from coming into the town. There were an estimated 7,000 visitors during the day, and approximately 2,500 in attendance during the Christmas lights switch on. Some areas had become more closely packed and busy, but it was stressed that there had been no crowd crush. No incidents were reported. Events officers would review during the event debrief whether the area outside Danske Bank building on Main Street was suitable for such events in future, but given feedback to date it did not appear to be the case. Increased lighting and levels of surface for Mill Row would be provided as feedback to the organisers for future events.</p> <p>Members thanked Sharon Mahaffy for attending the meeting to discuss the event, and noted that it had been great to see people enjoying themselves at the Christmas lights switch on event.</p> <p><i>Sharon Mahaffy left the meeting at 4:49pm.</i></p>
<b>Item 8</b>	<b>Update on Covid Recovery and Revitalisation Funding, David Shivers (Urban Development Manager)</b>
	<p>David Shivers provided an update and the following was noted:</p> <p><b>McKee Clock Covering</b> – it had previously been agreed not to proceed with this scheme, and to reallocate the funding to the parklet scheme.</p> <p><b>Flower Sculpture</b> – the Mermaid sculpture would be put in storage for winter and returned and replanted in the spring.</p> <p><b>Cycling Infrastructure</b> – the tender was proceeding, and installation of the cycling infrastructure was likely to begin in the new year once the contractor had been appointed.</p> <p><b>Parklets</b> – the application had been submitted for DfI for approval (the change of parklet location from Abbey Street to High Street had been approved in principle by DfI).</p> <p><b>Business Adaptation and Improvement Grant Scheme</b> – 93 Letters of Offer had been issued to Bangor town centre businesses in tranche 1 &amp; 2 of the grant scheme, for a total value of £202,000 grant funding.</p>



<b>Item 9</b>	<b>Holborn Avenue Carpark - written update from Stephen Addy (Head of Regulatory Services)</b>
	<p><i>Previously circulated: Item 9 Holborn Avenue Carpark</i></p> <p>Member's attention was drawn to the circulated written update. Discussions had begun with the owners of the Flagship centre to explore the possibility of holding an indoor market (the potential options for Holborn Square would depend on the outcome of these discussions). There had been no indication as yet regarding potential timescales for holding an indoor market.</p> <p>Questions were invited from Members.</p> <p>Alderman Irvine noted that the Holborn Avenue car park was in poor condition, with numerous potholes and poorly marked disabled parking bays. ANDBC Heads of Assets had previously indicated that some resurfacing work and remarking of the bays could be conducted, but David Shivers replied that progressing and scheduling of resurfacing and improvement works would depend on the outcome of discussions with the Flagship Centre owners.</p>
<b>Item 10</b>	<b>Memorial Wall Discussion, David Shivers (Urban Development Manager)</b>
<b>Action / Agreed</b>	<p>David Shivers provided an update, following the memorial wall proposal suggested by Mary Lappin. Feedback from Members had been requested and there had been some concern over the visual impact on the proposed area, the wall at Eisenhower Pier. It was suggested that a professional artist be involved in discussions for how to take the scheme forward.</p> <p><b>On the proposal of Alderman Irvine seconded by Councillor Cathcart it was agreed that Project24 artist Sharon Regan be involved in memorial wall discussions, and that this item would remain as a standing item on future TAG meeting agendas.</b></p>
<b>Item 11</b>	<b>Update on Chamber Christmas Plans, Geoff Thompson (Chair of Bangor Chamber of Commerce)</b>
	<p>Geoff Thompson provided an update as follows:</p> <ul style="list-style-type: none"> <li>• The Chamber worked with Sharon Regan in relation to the outdoor market.</li> <li>• Christmas lights switch on event - the activities and stalls during the day had been very successful, and local businesses had reported a positive experience.</li> </ul>

	<ul style="list-style-type: none"> <li>• The Chamber would be holding another coffee morning event in December (may use the Flagship as a venue for the event).</li> <li>• The Chamber would continue to promote the 'Shop Local' theme, and it was noted that there had been strong demand for the town branded hessian bags.</li> </ul>
<b>Item 12</b>	<b>Update on Greenway - written update from Edel Trainor (Outdoor Recreation Officer)</b>
<b>Action</b>	<p><i>Previously circulated: Item 12 Update on Greenway</i></p> <p>Member's attention was drawn to the circulated written update. The planning application from Holywood (Kinnegar) to Donaghadee was ongoing. An Environmental Impact Assessment was currently being compiled but it was likely to be spring/early summer before this would be ready for submission to the planning department.</p> <p>Questions were invited from Members.</p> <p>Councillor Douglas noted the environmental importance of the coastal path as a habitat, and the need for proactive public communication and consultation from ANDBC in regards to the greenways project. Alderman Irvine suggested that signage could be installed on the coastal path, to communicate that the planning permission process was underway.</p> <p>Councillor McKimm reported that a significant number of residents had raised concerns in relation to the greenways project, including concern at loss of the spirit of the place, and safety concerns regarding the potential significant increase in cyclists on the coastal path.</p> <p>David Shivers agreed to forward Members comments to the relevant officers for consideration.</p>
<b>Item 13</b>	<b>Update from DfC</b>
	<p>Niall McVitty provided an update on the Covid recovery funding package. Approx. £1.8M funding had been provided from DfC, DAERA and DfI to Ards and North Down. The delivery of completed and ongoing projects utilising the funding was commended.</p> <p>DfC also provided approx. £200,000 funding for revitalisation initiatives in the borough. Schemes delivered using this funding</p>

	included the solar bins, town branded hessian bags, and mobile events infrastructure and PA system.
<b>Item 14</b>	<b>Any Other Business</b>
<b>Action</b>	<p><b>14.1 Planters, Abbey Street (Councillor Cathcart)</b> Councillor Cathcart reported that the planters on Abbey Street were not being well maintained, following the decision by officers not to manage these without a full road closure due to safety concerns (vehicles had previously hit and damaged the planters). ANDBC Parks team now plan to remove the planters, but there was concern that the space would then look rather empty. It was suggested that the planters should be replaced with something, but it was noted that funding sources would need to be considered as there was no budget currently available towards this. Members expressed disappointment at the planned removal of the planters, noting that significant funding was put into installing these assets and that they should be maintained. Jim Russell also noted that part of the reason the planters were installed was to encourage people to only cross the street at the pedestrian traffic lights, so there would be safety issues associated with the planter removal too. David Shivers agreed to raise the views of Members with John McConnell (ANDBC Parks Manager).</p>
<b>Action</b>	<p><b>14.2 Pedestrian Railings, Abbey Street (Councillor Dunlop)</b> It was reported that the railings on Abbey Street had been broken for some time. The issue had been raised with DfI but no action had yet been taken to repair the damage. The damaged railings posed a safety concern, as well as creating a poor image of the town. David Shivers agreed to raise this issue again with DfI officials.</p>
<b>Action</b>	<p><b>14.3 Lights, High Street (Councillor Dunlop)</b> Councillor Douglas and Alderman Irvine reported that there were problems with a number of streetlights on High Street (lights strobing or not working). It was noted that this is an important area for shoppers, with lighting being of particular importance during the darker winter months, and it was suggested that DfI be contacted in this regard. David Shivers agreed to raise this issue with DfI officials.</p>
<b>Item 15</b>	<b>Date and Time of Next Meeting</b>
	The Chair thanked all members for attending and for their contributions. The next meeting would be held in February 2022. The date was to be confirmed. The meeting concluded at 5:33pm.

<b>Donaghadee Town Advisory Group</b>		
<b>TIME</b> 4:00pm	<b>DATE</b> Monday 29 <sup>th</sup> November 2021	<b>LOCATION</b> Via Zoom
<b>Attendees</b>	<p>Adrian Kerr (Chair) – Community Representative  Alderman Bill Keery  Councillor David Chambers  Councillor Gavin Walker  John Caldwell - Donaghadee Community Development Association  Andrew Dadley - Head of Strategic Capital Development, ANDBC  Brian Dorrian - Head of Regeneration, ANDBC  David Shivers – Urban Development Manager, ANDBC  Geraldine McCann – Assistant Regeneration Officer, ANDBC  Graeme Bannister - Director of Community and Wellbeing, ANDBC  Julia Kane – Corporate Project Officer, ANDBC  Rowena Moore – Administration Assistant, ANDBC</p> <p><b>Guests</b>  Ricky Martin - Principal Architect, AECOM  Roger Hobkinson, The Destination Developers</p>	
<b>Item 1</b>	<b>Welcome</b>	
	Brian Dorrian welcomed the members to the meeting.	
<b>Item 2</b>	<b>Appointment of Chair</b>	
<b>Agreed</b>	<p>Nominations were invited for the position of Chair.</p> <p><b>On the proposal of Councillor Walker seconded by Councillor Chamber, Adrian Kerr was nominated to be Chair of Donaghadee Town Advisory Group.</b></p> <p>No other nominations were forthcoming, and Adrian Kerr agreed to take the role of Chair.</p>	
<b>Item 3</b>	<b>Apologies and Declarations of Interest</b>	
	<p>Apologies were received from:  Councillor Janice MacArthur  Councillor Mark Brooks</p>	

	<p>Councillor Tom Smith Christy Mason – Youth Representative Niall McVitty – DfC Paul Carr - DfC</p> <p>No Declarations of Interest were reported.</p>
<b>Item 4</b>	<b>Update on The Commons Park Study, Ricky Martin (Principal Architect, AECOM)</b>
	<p>Ricky Martin provided an update on the project stages as follows:</p> <ul style="list-style-type: none"> <li>• <b>Stage 1</b> - now complete. Key tasks included: initial site analysis; 1-to-1 stakeholder consultations; accessibility audit; analysis of growth potential of leisure, tourism, recreation, heritage, maritime and commercial aspects; traffic and parking.</li> <li>• <b>Stage 2 (concept plan)</b> - currently underway. Two workshop sessions were held on 18/11/21 with Elected Members and key stakeholders, where a list of plans and options for the Commons was presented. Following the workshops, the list was in the process of being reduced to a manageable number of deliverable options. These will then form the masterplan for public consultation, which will take place for an eight-week period in January / February 2022.</li> <li>• <b>Stage 3 (implementation)</b> – scheduled for March 2022</li> </ul> <p>A map of the proposals was shown to Members, which include:</p> <ul style="list-style-type: none"> <li>• A pedestrian priority route (off the main road).</li> <li>• Recycling centre to be relocated (no firm proposals on where to as yet) and replaced with visitor hub.</li> <li>• Realignment of development site to allow better pedestrian connections.</li> <li>• Potential for boardwalks around marina and around rocky shore area, to include a bird hide.</li> <li>• Primary gateway / signage at both ends of Commons Park.</li> <li>• Improved path network – in terms of width and materials.</li> <li>• Opportunities for rewilding and increasing biodiversity.</li> <li>• Improvement of the existing shelter structures.</li> <li>• Pavilion for café facilities.</li> <li>• Activity play zone – potential for natural play area, multi-use pump track and outdoor gym.</li> <li>• Glamping and motor home site – potential opportunities for private investment.</li> <li>• Railway cutting area – opportunity for an eco-trail and rewilding and connecting with historic railway route.</li> </ul> <p>Questions were invited from Members.</p> <p>Members expressed enthusiasm for the plans in general.</p>

<b>Action</b>	<p>John Caldwell noted the importance of retaining the ambience of the Commons, whilst providing more activities and regeneration to stimulate footfall, but raised some concerns that safety issues could arise in relation to the shoreline boardwalks during poor weather and gales.</p> <p>Councillor Chambers enquired regarding the project timescales for implementation, and what the priority schemes would be. Ricky Martin replied that the plans needed to be achievable and deliverable, and that a phased approach to the works would be taken, dependent upon what funding streams were available (still to be explored).</p> <p>Councillor Walker welcomed the scheduled public consultation and recommended that TAG members be active in encouraging residents to participate and provide feedback.</p> <p>Ricky Martin anticipated that a draft masterplan would be ready to circulate to stakeholders for consideration around mid-December.</p> <p>Members thanked Ricky Martin for the presentation and work done so far on the project.</p>
<b>Item 5</b>	<b>Update on Play Strategy, Graeme Bannister (Director of Community and Wellbeing)</b>
	<p>Graeme Bannister provided the following update.</p> <p><b>Borough Play Strategy:</b></p> <ul style="list-style-type: none"> <li>• Previous two Council's strategies in place up to 2017 / 2019.</li> <li>• They concentrated on playgrounds, cold spots, provision, in Scrabo and Linear Park.</li> <li>• Outdoor Recreation NI were commissioned in 2019 – carried out research and consultation into the need for: playgrounds; play development; community needs; older children (e.g. skate parks); children with additional needs; ancillary things like third party developments and fencing policy; play champion.</li> <li>• As well as looking at all the objective data, population growth trends, demography, there were online and face to face consultation in 5 locations, invited community associations, sports clubs, youth groups, and schools.</li> <li>• Member's workshop in March 2020 and finalised for April 2020.</li> <li>• The pandemic delayed completion of the strategy for a year, and it was then agreed in June 2021 with a few amendments from the Community and Wellbeing committee which were incorporated.</li> </ul> <p><b>Main findings:</b></p> <ul style="list-style-type: none"> <li>• 80 sites currently (includes play parks, MUGAs, skate parks)</li> <li>• Lack of strategic provision for 13-17 year olds (opportunistic)</li> </ul>

- People are willing to travel more to good facilities
- New approaches, nature play, play promotion events, community play partnerships,

#### **Recommendations were as follows**

##### **Keep doing the following:**

- 30% of all equipment in each location was inclusive, i.e. for children with additional needs. AND is a leader with that % according to the Disability Equality Specialist Support Agency 'Play for All' design standards.
- Use tiered system for provision. Tier 0 – largest more attractive sites (far afield, e.g. Pickie), through to Tier 3 – small local site with a 240m catchment area.
- Annual independent assessment to work our priorities for the following year, maintenance, replacement of equipment. On top of weekly site safety assessments.
- Very robust process for tendering – includes Play value scoring to tender for best value in replacing playground equipment.

##### **Way forward as follows:**

- 11 new facilities.
- 10 existing facilities to be upgraded.
- 62 facilities maintained but with more investment
- 8 facilities removed as a result of new provision, upgrades or over supply. Balance in cost of inspecting maintaining and replacing.

Projected up to £4.9m investment over next 10 years, on improved maintenance, upgrades, and new facilities.

Council agreed to this but also to review the recommendations specifically for Groomsport, Ballywalter, Ballyholme, Greyabbey and Donaghadee, and to take a local more detailed consultative approach before new facilities are built or others closed and to report that back to committee for a decision on the way forward.

All views expressed up to now and when we do each review would be taken into account alongside the strategy document, and members would decide what happens next.

##### **Donaghadee specifically:**

- Six playparks at present
- Two Tier 1 (1.5k) - Commons and Lemons Wharf
- Two Tier 2 (600m) - Beechfield and Northfield
- Two Tier 3 - Hunts Park and Pinks Green (240m)
- No tier 0 (Borough wide and further afield attraction)
- Lemons Wharf – stay as is.

	<ul style="list-style-type: none"> <li>• Commons – maintain and possibly add older children’s site (e.g. skate-park, bike track, MUGA).</li> <li>• Northfield – keep.</li> <li>• Beechfield – closure (if closed Northfield would be enlarged / upgraded).</li> <li>• Hunts Park – keep and might be the site for older children’s provision.</li> <li>• Pinks Green – analysis considers surplus to supply – map all out and the various travel distances, it is. Keep the space, for example as a green space or sensory garden.</li> </ul> <p><b>Moving forward:</b> Local consultation, options, business case, community need, standard of equipment, where to place the older children’s facility. Report back to committee which will recommend to Council on what is to happen. This would take place over ten years of the strategy. It would take into account local letters, petition, various emails including the one from the Association.</p> <p>Questions were invited from Members.</p> <p>John Caldwell welcomed the focus on play facilities, and the recognition that facilities for older children were needed in Donaghadee (e.g. MUGA or skate park) and hoped that ANDBC can use the Peace Programme funding to help deliver new facilities for older children. However, John Caldwell expressed disappointed that the consultants had deemed an overprovision of play facilities in Donaghadee and noted that the guidelines only stipulate the minimum requirements for play provision (and suggested that any proposed closure of play facilities should be backed up by a cost benefit analysis). Further public consultation was welcomed, to provide an opportunity for feedback.</p> <p>Councillor Chambers asked what would happen to the equipment in the event of a play park closure. Graeme Bannister replied that this depends on condition of the equipment, and that efforts would be made to reuse any equipment that was still in good condition.</p>
<b>Item 6</b>	<b>Update on Greenway Project, Andrew Dadley (Head of Strategic Capital Development)</b>
	<p>Andrew Dadley provided an update on the greenways in the borough, which would be delivered in phases, including:</p> <ul style="list-style-type: none"> <li>• <b>Green Road in Bangor to Donaghadee</b> Plans for this section were not yet well developed, but an internal business case for this is being drawn up. Consultation with landowners would be required.</li> <li>• <b>NDCP Greenway (North Down Coastal Path) from Kinnegar to Donaghadee</b> In some areas the path needs to be widened. The planning application for this section was submitted around a year ago.</li> </ul>



	<p>Feedback had been received from statutory consultees, and further environmental assessments were required (environmentally sensitive areas). It would likely be around autumn / winter 2022 before the outcome was known.</p> <p>Andrew Dadley agreed to provide further details in due course regarding proposed greenway route details and would attend future TAG meetings to provide update if needed. Information could also be found at the following link:  <a href="https://www.ardsandnorthdown.gov.uk/resident/greenways/">https://www.ardsandnorthdown.gov.uk/resident/greenways/</a></p> <p>Members welcomed the update and thanked Andrew Dadley for his presentation.</p>
<b>Item 7</b>	<b>Minutes from previous meeting – 27<sup>th</sup> September 2021</b>
<b>Agreed</b>	<p><i>Previously Circulated: Donaghadee TAG minutes 27 September 2021 Final</i></p> <p><b>AGREED, on the proposal of Alderman Keery, seconded by John Caldwell, that the minutes be approved as an accurate record of proceedings.</b></p> <p><u>Update on outstanding actions, David Shivers (Urban Development Manager):</u></p> <ul style="list-style-type: none"> <li>• <b>Bin condition and replacement update</b> – this issue had been raised with the ANDBC Cleansing Service Unit Manager and the bins were to be replaced.</li> </ul> <p>Any other matters arising would be dealt with under subsequent agenda items.</p>
<b>Item 8</b>	<b>Update on THI Projects, written update from Nick Brown (THI Project Officer)</b>
<b>Action</b>	<p><i>Previously circulated: Donaghadee TAG THI Progress Report November 2021</i></p> <p>Member's attention was drawn to the circulated THI progress report. John Caldwell noted that THI has been a highly successful programme for Donaghadee but noted that there were still two derelict buildings in the town centre and suggested consideration be given to what action could be taken to resolve this issue.</p> <p>Members commended the success of the THI programme and agreed that a letter be sent to Nick Brown on behalf of the Town Advisory Group thanking him for his work.</p>

<b>Item 9</b>	<b>Town Centre Masterplan, David Shivers (Urban Development Manager)</b>
<b>Agreed / action</b>	David Shivers noted that much of the masterplan was now out of date, and recommended holding a special meeting in January, with a single item on the agenda to discuss the masterplan content (what schemes could be discarded and what should be added). Members agreed to this recommendation.
<b>Item 10</b>	<b>Update from Donaghadee Community Association and Christmas Plans, John Caldwell</b>
	<p><i>Previously circulated: DCDA Progress Report for Nov 21</i></p> <p>Member's attention was drawn to the circulated report and John Caldwell highlighted a couple of items:</p> <ul style="list-style-type: none"> <li>• <b>Donaghadee in Bloom</b> – it was hoped that next year Donaghadee would be entered in Britain in Bloom competition, which would provide an opportunity to raise the quality and quantity of displays further. DCDA suggested that ANDBC may wish to consider establishing a special budget for use by towns and villages participating in Britain in Bloom.</li> <li>• <b>Christmas celebrations (3<sup>rd</sup> – 5<sup>th</sup> December)</b> – the weather forecast would be monitored as the event approaches. Options for festive lighting would be investigated for next year.</li> </ul>
<b>Item 11</b>	<b>Update on Covid Recovery and Revitalisation Funding, David Shivers (Urban Development Manager)</b>
<b>Action</b>	<p>David Shivers provided an update on the following Covid Recovery and Revitalisation Funding schemes:</p> <p><b>Flower Sculptures</b> – the sculptures would be removed over winter and replanted in the spring. However, Members expressed the general concern of the residents that the sculpture was not well received and would rather not have it returned in the spring as it was not a beneficial asset. The Regeneration Team would raise this issue with relevant officers.</p> <p><b>Cycle scheme</b> – due to be delivered by end of March 2022.</p> <p><b>Parklets</b> – study on parklet location had been commissioned, and the planning process was in progress.</p> <p><b>Lemon's Wharf</b> – work was progressing. It had been hoped to have works completed in mid-January 2022 but there may be some delays.</p> <p><b>Business Adaptation and Improvement Grant Scheme</b> – 24 businesses in Donaghadee had applied for the grant in tranche 1 and 2, for a total funding of approx. £48,000.</p>

<b>Item 12</b>	<b>Update from DfC</b>
	No update available (no DfC representatives were in attendance).
<b>Item 13</b>	<b>Any other Business</b>
	<p><b>13.1 Business Adaptation and Improvement Grant Scheme</b></p> <p>Brian Dorrian reported that a total of £800,000 had been allocated for Business Adapt Grant scheme in the borough, and that all businesses that had applied with eligible schemes would be provided with a grant. There was around a £90,000 underspend on the budget, and it was suggested that a further grant scheme be conducted, to offer grants of around £5,000 to owners of vacant properties to improve their properties. It was noted that the scheme would need DfC approval. Members agreed that a vacant property improvement grant scheme was a good idea in principle for the borough, although it was noted that there were unlikely to be any appropriate premises in Donaghadee to avail of the grant.</p>
<b>Item 14</b>	<b>Date and Time of Next Meeting</b>
<b>Action</b>	<p>The date of the next Donaghadee TAG meeting would take place in January (date to be confirmed). The next meeting would be a special single item agenda meeting to discuss the masterplan.</p> <p>The Chair thanked all for attending the meeting.</p>
	<b>The meeting adjourned at 5:43pm.</b>



<b>Holywood Town Advisory Group Meeting</b>		
<u>TIME</u> 4:00pm	<u>DATE</u> Wednesday 1 <sup>st</sup> December 2021	<u>LOCATION</u> Via Zoom
<b>Attendees</b>	Councillor Carl McClean Councillor Gillian Greer Councillor Lauren Kendall Councillor Martin McRandal Leslie Waite – Holywood Chamber of Commerce Nadia Dornan - Youth Representative Robin Masefield – Community Representative Vincent McConville - DfI Brian Dorrian - Head of Regeneration, ANDBC David Shivers – Urban Regeneration Manager, ANDBC Geraldine McCann – Assistant Regeneration Officer, ANDBC Rowena Moore – Administrative Assistant, ANDBC	
<b>Item 1</b>	<b>Welcome</b>	
	Brian Dorrian welcomed Members to the meeting.	
<b>Item 2</b>	<b>Appointment of Chair</b>	
<b>Agreed</b>	Nominations were sought for the position of Chair of Holywood Town Advisory Group. Councillor McClean nominated Robin Masefield. However, Brian Dorrian advised that Robin was a co-opted member of the TAG and was at the end of his tenure of the group, and so was not eligible.  <b>On the proposed of Leslie Waite seconded by Councillor Greer, the appointment of Chairperson was deferred to the next meeting of Holywood TAG.</b>	
<b>Agreed</b>	<b>On the proposal of Nadia seconded by Councillor Greer it was agreed that Councillor McRandal would assume the role of interim Chairperson.</b> No other nominations for interim chairperson were forthcoming.	

<b>Item 3</b>	<b>Introduction (New Community Member)</b>
	Barry Ditty was not in attendance so introductions were deferred to the next Holywood TAG meeting.
<b>Item 4</b>	<b>Apologies and Declarations of Interest</b>
	<p>Apologies were received from:                  Councillor Peter Johnson                  Barry Ditty – Community Representative                  Marilyn Toogood – Faith Representative                  Niall McVitty – DfC                  Paul Carr – DfC                  No declarations of interest were received.</p>
<b>Item 5</b>	<b>Minutes of previous meetings (Holywood Town Advisory Group)</b>
<b>Agreed</b>	<p><i>Previously circulated: Holywood TAG minutes 21 September 2021</i></p> <p><b>AGREED, on the proposal of Councillor McClean, seconded by Councillor Greer, that the minutes be approved as an accurate record of proceedings.</b></p> <p><b>4.1 Update on outstanding actions, David Shivers (Urban Development Manager)</b></p> <ul style="list-style-type: none"> <li>• <b>Lighting option for Maypole</b> – ANDBC Property and Assets team had advised that all decorations (i.e. the sailboats and the weathervane) had been refurbished and refitted to the new maypole. Officers were in the process of investigating types of lighting and potential power supply for the maypole - currently awaiting comments from NIE on the feasibility of getting a power supply to the pole. If any lights were to be installed it would be discreet, high-power LEDs shining upwards on the pole, from the end of the yard arms. Any lighting below this level would have potential to dazzle drivers so must be avoided.</li> </ul> <p>All other matters arising would be dealt with under subsequent agenda items.</p> <p>Robin Masefield reported that the train station mural on the gable wall was in a poor state of repair, and that he was happy to progress this matter with Translink with the TAG's approval (with the anticipation of bringing a proposal to a future TAG meeting). The current mosaic had received water damage and was not in a salvageable condition. Members agreed that they were content for Robin to progress this matter.</p>

Item 6	Project Matrix, David Shivers (Urban Development Manager)
<b>Action</b>	<p>David Shivers presented the project prioritisation matrix with project scorings (the matrix can be seen in appendix 1). The gazebo, generator and branded bags had now all been funded through DfC Business as Usual Funding. There was no funding at present for the fruit tree scheme, which was ranked fourth due to complexity of ongoing maintenance, and potential land ownership issues.</p> <p>David Shivers noted that the project matrix was a live document and suggested that the town masterplan be revisited at the next meeting of Holywood TAG (it was noted that the town masterplan was now 6-7 years old and in need of updating). The existing masterplan can be downloaded from the following link:  <a href="https://www.ardsandnorthdown.gov.uk/resident/community/regeneration">https://www.ardsandnorthdown.gov.uk/resident/community/regeneration</a></p> <p>Questions were invited from Members.</p> <p>Councillor Kendall asked for an update on the timescale for improvement work for Patton’s Lane, noting that the scheme had already encountered significant delays. David Shivers agreed to raise this matter again with relevant Department Officials.</p> <p>Councillor McClean suggested that a single colour of uniform LED lights provides the best effect for tree lighting. David Shivers reported that there can be challenges in getting permissions for power supply from street lighting but noted that ANDBC had command sockets for street lighting, which could present a solution (though affordability would also have to be considered).</p>
<b>Action</b>	<p>Leslie Waite considered the provision of website development grants to be important, especially for smaller shops to be given the opportunity to get a website or improve an existing one (it was suggested there would be a good uptake for such a scheme if funding became available). David Shivers agreed to discuss the potential for a scheme with ANDBC Economic Development team.</p> <p>Councillor Kendall suggested that the overall aesthetics of the towns should be considered for future projects, e.g. shop front improvement and green spaces schemes. Robin Masefield agreed to progress discussions with relevant officers in relation to improvements to the green space near the Palace Barracks.</p>

	<p>Councillor Greer suggested that a residents parking scheme be considered for inclusion in the masterplan, noting that there appeared to be an appetite for this in Holywood. Vincent McConville replied that a pilot scheme had been rolled out in Belfast, and that some issues had arisen from it which were being worked through. DfI would be rolling out a residents parking scheme in the southern division, but this would probably be in Bangor as a priority (the timescale for implementation was likely to be a couple of years). DfI were currently in the early stages of assessing the potential sites, given the need to ensure that any such scheme would not have a significant impact on neighbouring roads.</p>
<b>Item 7</b>	<b>Update on Covid Recovery and Revitalisation Funding, David Shivers (Urban Development Manager)</b>
<b>Action</b>	<p>David Shivers provided an update on the schemes and the following was noted:</p> <ul style="list-style-type: none"> <li>• <b>Covered structure on upper Hibernia Street</b> – to be discussed under agenda item 8.</li> <li>• <b>Golfer flower sculpture</b> – This would be taken away for winter and returned and replanted in spring.</li> <li>• <b>Cycling infrastructure</b> – The tender process was progressing and the cycling infrastructure was anticipated to be in place by the end of March 2022.</li> <li>• <b>Green subway scheme</b> – completed</li> <li>• <b>Business Adaptation and Improvement Grant Scheme</b> – 47 businesses in Holywood had applied for grant funding in tranche 1, and a further two businesses had applied in tranche 2. These applications represented total funding of £105,000.</li> </ul> <p>Questions were invited from Members.</p> <p>Members raised concerns that the flower sculpture had not been well received locally and suggested that further investment such as replanting would not be a good use of funding. David Shivers replied that replanting may be done in partnership with local horticultural groups but agreed to raise this issue with relevant ANDBC officers.</p>
<b>Item 8</b>	<b>Update on Covering, Upper Hibernia Street, David Shivers (Urban Development Manager)</b>
	<p>David Shivers reported that no responses had been received to the initial tender, which then went to the framework process from which</p>

three submissions were received. Following this the contract was then awarded to Street Space.

Members were shown information and visuals of the design concept of the covering that Street Space had prepared and the following was noted:

- Design work was ongoing - the canvas would be a waterproof material and would begin around 5m back from the junction with High Street.
- The covering would be approx. 24m in length.
- The cost of the structure would be approx. £100,000.
- The structure would be modular, to allow extensions in the future should further funding become available.

Questions were then invited from Members.

Leslie Waite reported that some of the traders on Hibernia Street had expressed concern with respect to potential shading and light reduction to local premises resulting from the proposed structure and enquired what consultation had taken place with local traders. David Shivers replied that the contractor had been made aware of the concerns relating to light reduction and would design the covering to mitigate the issue, e.g. a light-coloured canopy material would be selected to maximise light transmission. Street Space was also investigating options for up lighting the feature. It was therefore anticipated that the structure would not have a major impact on lighting. Nearby businesses would be consulted as part of the planning process.

Councillor Greer inquired as to the timescale of the scheme. David Shivers replied that an extension for expenditure of funding would be sought from DfC, and that it was anticipated that the covering would be installed by June 2022. A PAD (Pre-Application Discussion) had already been conducted to streamline the planning process.

Councillor McRandal asked if the covering design had been tried and tested in other locations. David Shivers replied that it would be a bespoke structure but advised that Street Space had significant experience of delivering similar modular coverings, and were aware of concerns such as drainage and potential wind damage.

Councillor McClean asked if the structure would weather easily and what maintenance may be required. David Shivers replied that the covering would be made of a specially coated, non-greening



	<p>weatherproof material. The maintenance of the structure had been discussed with Peter Caldwell (Head of Property and Assets, ANDBC) who was content with the proposed materials and cleaning regime.</p>
<b>Item 9</b>	<b>Update on Chamber Christmas Plans, Leslie Waite (Chair of Holywood Chamber of Commerce)</b>
	<p>Leslie Waite reported that extra funding had been obtained, which was planned to go towards live music events around the town starting from this Saturday (Hibernia Street and Church Road, and near the supermarket). The Chamber was also running a photo competition, the prizes for which were vouchers at participating shops in Holywood (encouraging shop local). ANDBC funding was being used to facilitate the photo competition, and the vouchers were sourced from Chamber of Trade funding.</p>
<b>Item 10</b>	<b>Update on Greenway, written update from Edel Trainor (Outdoor Recreation Officer)</b>
<b>Agreed / Action</b>	<p><i>Previously circulated: Item 10 Update on Greenway</i> Member's attention was drawn to the circulated update and questions were invited. Robin Masefield reported that local residents had expressed significant opposition and concern at this scheme, particularly in relation to the coastal path stretch from Kinnegar to Donaghadee.</p> <p>Members were concerned that the consultation to date may not have been adequate, and the need for further public consultation was suggested. Councillor Kendall noted that an environmental statement was required for the scheme to progress, and that there may be scope for further consultation based on the outcome of the environmental assessment. Councillor McClean suggested that constituents should contact councillors and MLAs on this issue if they oppose the greenway scheme.</p> <p>Brian Dorrian suggested that Andrew Dadley (Head of Strategic Capital Development, ANDBC) could be invited to a future Holywood TAG meeting to provide a more detailed update on the greenway scheme. Members agreed to this suggestion.</p>
<b>Item 11</b>	<b>Update from DfC</b>
	No update available as no DfC representative was in attendance.

<b>Item 12</b>	<b>Any Other Business</b>
<b>Agreed</b>	<p><b>12.1 Business Adaptation and Improvement Grant Scheme</b>          Brian Dorrian reported that a total of approx. £850,000 had been allocated for Business Adaptation Grant scheme in the borough, and that all businesses that had applied with eligible schemes would be provided with a Letter of Offer for grant funding.          There was around an £80,000 underspend on the budget, and it was suggested that a further grant scheme be set up, to offer grants to owners of vacant properties to improve their properties. It was noted that the scheme would need DfC approval. Member's views were sought on this proposal.</p> <p>Councillor Kendal suggested that the grant funding should have special criteria attached, to ensure appropriate use of the funding. Councillor McClean suggested that including terms and conditions such as a clawback clause would be useful, and also suggested that £5,000 per grant may be too high (suggested a cap of £2,000 - £3,000).</p> <p>Brian Dorrian noted that the five Chambers of Trade would be consulted regarding the proposed scheme.</p> <p>Robin Masefield suggested that the proposed website grant scheme may be more tangible and helpful for small businesses than a vacant property scheme. Brian Dorrian replied that, as this was capital funding, it could be used to create websites, but not the ongoing revenue costs to run and update the websites which could be significant.</p> <p><b>12.2 TAG Co-Opted Member</b>          It was reported that Robin Masefield's term as a co-opted Member of Holywood TAG had come to an end. Members agreed that Robin Masefield provided valuable insights and contribution to the group.  <b>On the proposal of Councillor McClean seconded by Councillor Greer, it was agreed that Robin Masefield be co-opted onto Holywood Town Advisory Group.</b></p>
<b>Item 13</b>	<p><b>Date and Time of Next Meeting</b>          The date of the next Holywood TAG meeting would take place in January 2022 (date to be confirmed). The next meeting would be a special single item agenda meeting to discuss the Holywood Town masterplan, and Members were asked to consider what projects should and should not be included (a link to the existing masterplan would be circulated to Members).</p>
<b>Action</b>	The meeting adjourned at 5:39 pm.

## Appendix 1

Holywood - Project Prioritisation							
Project	Availability of External Funds	Complexity	On-Going Operating Cost	Alignment with Masterplan	Land Ownership	Total Score	Ranking
	0-5	0-5	0-5	0-5	0-5	25	
1 Gazebos for use in town centre events	Funded						
2 Generator & PA systems	Funded						
3 Provision of branded bags	Funded						
4 Hill Street Mews Community Garden- Cllr McNickle wanted this project removed as consultation had not taken place due to COVID so should be removed until a future date.							
5 Shared fruit trees and bushes in Green Spaces, throughout the town	0	0	0	2	0	2	4
6 Grants to support businesses to install solar panels	0	0	2	1	0	3	6
7 Improvements to space beside Centra, perhaps an art project and improved lighting	Laneway Project Dfl						
8 New grant scheme for website development for small business to encourage online shopping	0	0	3	1	5	9	7
9 Online Virtual Town Tour							
10 Lighting for the trees in the town centre. If the lights changed colour, they could be used to celebrate different holidays, events, festivals	0	1	0	1	0	2	5
12 The entrance at Palace Barracks is incredibly drab and neglected looking from the Belfast approach road. A similar scheme to Redburn Square could be developed to include a lit sculpture.	0	0	0	1	0	1	3
13 Project for the Palace Barracks side of Holywood would be beneficial as some parts of this area look a little empty and neglected.	0	0	0	1	0	1	2
14 The refurbishment of the Mosaic at Train Station	2	1	1	0	0	4	1
15 Maypole Replacement Project	Complete						

<b>Comber Town Advisory Group</b>		
<b><u>TIME</u></b>	<b><u>DATE</u></b>	<b><u>LOCATION</u></b>
<b>4:00pm</b>	<b>Monday 6<sup>th</sup> December 2021</b>	<b>Via Zoom</b>
<b>Attendees</b>	<p>Alderman Deborah Girvan (Chair)            Councillor Philip Smith            Alderman Robert Gibson            Councillor Trevor Cummings            Iris McBride – Comber Chamber of Commerce            Liz Hamilton – Faith Representative            Martin Craigs – Comber Chamber of Commerce            Roy Murray - Comber Regeneration and Community Partnership            Brian Dorrian - Head of Regeneration, ANDBC            David Shivers – Urban Development Manager, ANDBC            Geraldine McCann – Assistant Regeneration Officer, ANDBC            Rowena Moore – Administrative Assistant, ANDBC</p>	
<b>Item 1</b>	<b>Welcome</b>	
	David Shivers welcomed everyone to the meeting.	
<b>Item 2</b>	<b>Appointment of Chair</b>	
<b>Agreed</b>	<p>Nominations were invited for the role of Chair of Comber Town Advisory Group.</p> <p><b>On the proposal of Councillor Cummings seconded by Alderman Gibson, Alderman Girvan was nominated for the role of Chairperson. Alderman Girvan accepted the role.</b></p>	
<b>Item 3</b>	<b>Apologies and Declarations of Interest</b>	
	<p>No Declarations of Interest were received.            Apologies were received from:            Niall McVitty – DfC            Paul Carr - DfC</p>	
<b>Item 4</b>	<b>Minutes of previous meeting – Comber Town Advisory Group Meeting 13/09/2021</b>	
	<i>Previously Circulated: Comber TAG minutes 13<sup>th</sup> September 2021 Final</i>	

Agreed	<p>Matters arising:</p> <ul style="list-style-type: none"> <li>• <b>Laurel Bank</b> – John McConnel had advised that ANDBC Parks Department were planning to submit an application for funding to carry out investigative consultancy work for Laurel Bank (the funding stream opens to applications in June 2022).</li> <li>• <b>Youth Representative on TAG</b> – Liz Hamilton was continuing to progress.</li> <li>• <b>Parklet redesign</b> – complete.</li> </ul> <p><b>On the proposal of Councillor Cummings seconded by Roy Murray, Members approved the minutes as an accurate record of proceedings.</b></p>
<b>Item 5</b>	<b>Update on Greenway, written update provided by Edel Trainor (Outdoor Recreation Officer)</b>
Agreed	<p><i>Previously circulated: Item Five Update on Greenway</i></p> <p>Member's attention was drawn to the written update. The planning application for the greenway from Comber to Newtownards was ongoing. Following the submission of the previously requested information including revised drawings and surveys and council was currently waiting on consultation response from Rivers Agency, Transport NI (Roads Service), and the NIEA Natural Environment Division. Discussions with landowners were ongoing.</p> <p>A web page had been developed on the Council website:  <a href="https://www.ardsandnorthdown.gov.uk/resident/greenways">https://www.ardsandnorthdown.gov.uk/resident/greenways</a></p> <p>David Shivers suggested that Andrew Dadley (Head of Capital Projects, ANDBC) be invited to next meeting to provide an update on the greenway project, to which Members agreed.</p> <p>Questions were invited from Members.</p> <p>Alderman Gibson reported that some landowners had expressed concern that their land could become very busy with people using the greenway, and suggested it was important to keep landowners informed of project developments.</p>



Item 6	Update on Covid Recovery and Revitalisation Funding, David Shivers (Urban Development Manager)
	<p>David Shivers provided an update as follows:</p> <ul style="list-style-type: none"> <li>• <b>Public Realm near greenway exit at Leisure Centre Car Park</b> – the project would improve paths and green spaces in this area. The scheme was in progress and had been designed internally.</li> <li>• <b>Flower Sculptures</b> – planned to remove the Brent Goose sculpture for winter and reinstate and replant it in spring (potentially in partnership with local horticultural groups).</li> <li>• <b>Cycling Infrastructure</b> – ANDBC were in the process of awarding the contract and it was anticipated that the cycling infrastructure would be installed by 31<sup>st</sup> March 2022.</li> <li>• <b>Parklets</b> – currently in the planning application stage and it was hoped to install the parklet by spring 2022.</li> <li>• <b>Business Adaptation and Improvement Grant Scheme</b> – 32 businesses in Comber had applied for funding in tranche 1, and a further 4 businesses had applied in tranche 2 (36 businesses in total). The total funding awarded to these applications was approx. £73,000.</li> </ul> <p>Questions were invited from Members.</p> <p>Martin Craigs asked how much total Business Adaptation grant funding had been awarded to businesses in other towns in the borough. David Shivers provided the relevant figures.</p> <p>Martin Craigs noted that projects in Bangor had received funding from the Levelling Up Fund. David Shivers replied that the greenways project from Kinnegar to Bangor had received funding through the Levelling Up Fund but did not have the details to hand – further information could be requested from Andrew Dadley if Members wished.</p> <p>It was also noted that Bangor Chamber of Commerce had applied for Levelling Up Funding which had been successful – this was for the Hive Project, a training hub for communities and businesses which would be based in the former Northern Bank building. Martin Craigs noted that Comber Chamber had previously had a similar idea to convert the Danske Bank in the Square into a 24-space hot-desk facility, to assist hybrid working models in the future.</p>

<b>Item 7</b>	<b>Update on Chamber's Christmas Plans, Alderman Girvan (Chair of Comber Chamber of Commerce)</b>
	<p>Alderman Girvan provided an update on Comber Chamber of Commerce activities as follows:</p> <ul style="list-style-type: none"> <li>• £2,000 funding had been provided to each of the five town Chambers towards a Christmas event. A late-night shopping event including Christmas lights switch on had taken place on Friday 3<sup>rd</sup> December. One of the key messages had been to shop local to boost the local economy. The event had included a Santa procession through the town centre on a tractor, music entertainment, and a Santa's grotto in the Square where 300 selection boxes were given out to children. Members commended the event, reporting that it had been well organised, and that there had been a great atmosphere in the town.</li> <li>• Letters to Santa competition - ongoing.</li> <li>• Christmas market – scheduled for 16<sup>th</sup> December 2021.</li> <li>• Christmas Dinners were being organised to be distributed to the elderly and vulnerable in Comber.</li> </ul>
<b>Item 8</b>	<b>Update from DfC</b>
	No update available as no DfC representative was in attendance.
<b>Item 9</b>	<b>Any Other Business</b>
	<p><b>9.1 Business Adaptation and Improvement Grant Scheme</b></p> <p>Brian Dorrian reported that a total of £800,000 had been allocated for Business Adaptation Grant scheme in the borough, and that all businesses that had applied with eligible schemes would be provided with a Letter of Offer for grant funding.</p> <p>There was around an £80,000 underspend on the budget, and it was suggested that a further grant scheme be set up, to offer grants to owners of vacant properties to improve their properties. It was noted that the scheme would need DfC approval. Member's views were sought on this proposal.</p> <p>Alderman Girvan agreed that a vacant property grant scheme was a good idea (there being a few derelict properties in Comber town centre), but noted that some owners had not taken up such scheme offerings in the past.</p> <p>Members agreed that they would be generally supportive of a vacant property improvement grant scheme.</p>



<b>Action</b>	<p><b>9.2 Labour Market Partnership (LMP)</b>            Martin Craigs reported that an LMP group had recently been set up, with potentially significant government funding to address employment issues such as training and skills improvement in the borough. The funding needs to be allocated by the end of the financial year, but Martin Craigs was concerned at the time taken for decision making and lack of progress the LMP group had made over the previous four months and questioned whether this was a good use of time and money.            Brian Dorrian agreed to raise these concerns with the Head of Economic Development.</p>
<b>Item 10</b>	<b>Date and Time of Next Meeting</b>
<b>Action</b>	<p>The date of the next Comber TAG meeting would take place in January / February 2022 (date to be confirmed). The next meeting would be a special single item agenda meeting to discuss the Comber Town masterplan, and Members were asked to consider what projects should and should not be included (a link to the existing masterplan would be circulated to Members).</p>
<b>Item 11</b>	<b>Adjournment</b>
	<p>The Chair thanked all for attending and the meeting was adjourned at 4:49 pm.</p>