

ARDS AND NORTH DOWN BOROUGH COUNCIL

1

11 April 2024

Dear Sir/Madam

You are hereby invited to attend a meeting of the Community and Wellbeing Committee of Ards and North Down Borough Council in the Council Chamber, 2 Church Street, Newtownards on **Wednesday, 17 April 2024** commencing at **7.00pm**.

Yours faithfully

Stephen Reid
Chief Executive
Ards and North Down Borough Council

A G E N D A

1. Apologies
2. Declarations of Interest

Reports for Approval

3. Increase in charges for services provided by the Environmental Health Protection and Development Service (Report attached)
4. Environmental Health, Protection and Development Service Plan 2024-2025 (Report attached)
5. Community and Culture Service Plan 2024-2025 (Report attached)
6. Museum Forward Plan for Accreditation (Report attached)
7. Arts Project Grant Reassessment (Report attached)
8. Community Development Running Cost Grants (Report attached)
9. Arts Council of Northern Ireland Draft Strategy 2024-2034 Consultation Response (Report attached)
10. Leisure Services Service Plan 2024-2025 (Report attached)
11. Ards and North Down Sports Forum Grants (WG March 2024) (Report attached)
12. Parks & Cemeteries Service Plan 2024-2025 (Report attached)

Reports for Noting

13. Local Air Quality Management Progress Report 2023 (Report Attached)

- 14. Ards and North Down PCSP Action Plan 2024-2025 (Report attached)
- 15. Community Development Seeding Grant Holywood Community Network (Report attached)
- 16. Council Grants Policy update response to Notice of Motion (Report attached)
- 17. PEACEPLUS Local Authority Action Plan (Report attached)
- 18. Sportsplex Update response to Notice of Motion (Report attached)
- 19. Play Park Refurbishments 2024-2025 (Report attached)
- 20. Cystic Fibrosis Medication (Report attached)
- 21. Any Other Notified Business

ITEMS 22 to 25 * IN CONFIDENCE*****

Reports for approval (In confidence)

- 22. Kilcooley Social Supermarket (Report Attached)
- 23. Tender for the Provision of Consultant Services to develop a Leisure Strategy for AND 2025–2035 (Report Attached)
- 24. Newtownards Citizens Hub Update (Report attached)

Reports for Noting (In Confidence)

- 25. Cycle to Work Scheme (Report attached)

MEMBERSHIP OF COMMUNITY AND WELLBEING COMMITTEE (16 MEMBERS)

Alderman Adair	Councillor Douglas
Alderman Brooks	Councillor Holywood
Alderman Cummings	Councillor Irwin
Councillor Ashe	Councillor S Irvine
Councillor Boyle	Councillor W Irvine
Councillor Chambers	Councillor Kendall (Vice Chair)
Councillor Cochrane	Councillor Martin (Chair)
Councillor Creighton	Councillor Moore

Unclassified

3

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

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Community and Wellbeing Committee
Date of Meeting	17 April 2024
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Environmental Health, Protection and Development
Date of Report	26 March 2024
File Reference	EHPD16
Legislation	N/A
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input checked="" type="checkbox"/> If other, please add comment below: EIA to be completed where relevant
Subject	Increase in charges for services provided by the Environmental Health Protection and Development Service
Attachments	None

The Environmental Health Protection and Development Service offers a wide range of services to the public including statutory, non-statutory, free of charge and charged services. As part of the budget setting process, the Environmental Health Management team were asked to review their current charges and to present a proposal of increased charges which would result in an overall efficiency across the service (increase in income). This efficiency was agreed by Council on 14th February 2024.

In order to implement this budget, a review of current charges was undertaken by the team. This included identifying services to which there is a charge set in statute, services where a charge could legally be introduced and benchmarking existing charges with other Councils and delivery partners.

Not Applicable

4

The charges outlined in the table below set out the proposed charges. Where charges are to be introduced, we will engage with users regarding their introduction and undertake an equality impact assessment where applicable.

The increased charges remain good value as benchmarked with the services provided by other Councils and Delivery partners.

The proposal of charges for 2024/2025 is as follows.

Service	Current Charge	Proposed charge	Predicted Additional income
Wasps Nests	£30	£50	£1000
Home Office Visits*	No charge	£120	£1080
Voluntary surrender of food	£65	£100	£105
Legal File requests	£40	£100	£120
Health Certificates	£20	£25	£45
Total			£2350

*Subject to completion of an Equality Impact Assessment and consultation with key partners.

RECOMMENDATION

It is recommended that Council approves these charges for 2024-2025.

Unclassified

5

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

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Community and Wellbeing Committee
Date of Meeting	17 April 2024
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Environmental Health, Protection and Development
Date of Report	26 March 2024
File Reference	CW22
Legislation	The Local Government Act (NI) 2014
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input checked="" type="checkbox"/> If other, please add comment below: Not Applicable
Subject	Environmental Health Protection & Development Service Plan 2024-2025
Attachments	Appendix Environmental Health Protection & Development Service Plan 2024-2025

Attached is the Service Plan for Environmental Health Protection and Development in accordance with the Council's Performance Management policy.

Plans are intended to:

- Encourage compliance with the new legal, audit and operational context.
- Provide focus on direction.
- Facilitate alignment between Corporate, Service and Individual plans and activities.
- Motivate and develop staff.
- Promote performance improvement, encourage innovation and share good practice.
- Encourage transparency of performance outcomes.
- Better enable us to recognise success and address underperformance.

Not Applicable

6

The plan for 2024/25 is attached. This plan has been developed to align with objectives of the Big Plan and draft Corporate Plan. The agreement of the plan will also assist toward achievement of the Council's performance improvement duties under the Local Government Act (NI) 2014.

The Service Plan highlights where the service contributes to the Corporate Plan and, where this is the case, sets out the objectives of the service for the 2024/25 year. It further identifies the key performance indicators used to illustrate the level of achievement of each objective, and the targets that the Service will try to attain along with key actions required to do so.

The plan has been developed in conjunction with staff, officers and management and consultation with key stakeholders where relevant.

The plan is based on the agreed budget. It should be noted that, should there be significant changes in-year (e.g., due to Council decisions, budget revisions or changes to the PIP) the plan may need to be revised.

The Committee will be provided with update reports on performance against the agreed plan.

RECOMMENDATION

It is recommended that Council approves the attached plan.

ENVIRONMENTAL HEALTH PROTECTION & DEVELOPMENT

Service Plan: 01 April 2024 – 31 March 2025

08 MARCH 2024



**Ards and
North Down**
Borough Council

APPROVALS

Prepared By	Peer Reviewed By	Approved By
Adele Faulkner	Stephen Daye	Graeme Bannister
Head of Service	Head of Parks & Cemeteries	Director of Community & Wellbeing
08/03/2024	22/03/2024	28/03/2024

Contents

1.	Introduction to Service	4
2.	Context, Challenges and Key Assumptions	5
3.	Service Improvement	12
4.	Monitoring and Review	12
5.	Service Risks Register	13
6.	Key Activities (KPIs) for 2024/25	13
7.	What Services/ Activities will be stopped	18

1. Introduction to Service

Name of Service	<i>Environmental Health Protection and Development</i>
Directorate	<i>Community and Wellbeing</i>
Introduction	<p>Introduction</p> <p>Aligning with the Corporate vision, the role of the Environmental Health Protection and Development (EHPD) is to ensure a better quality of life for all.</p> <p>Vision: <i>Working together for service excellence with a team who enjoy their job and take pride in their work; ensuring all who live in, work in and visit Ards and North Down feel safe and live well in a sustainable environment.</i></p> <p>Mission: <i>To protect, promote and improve health, safety and wellbeing for residents, visitors and businesses within the Borough through the range of services we deliver.</i></p> <p>Environmental Health covers the air we breathe, the water we drink, the food we eat, the products we use, the places we work and play, and the homes we live in. We protect the public health and contribute to all seven outcomes of the Corporate Plan through our service units which include Food Control, Consumer Protection, Health & Safety, Noise, Petroleum & Caravan Site licensing, Health and Wellbeing, Public Health and Housing, all supported by administration/business support.</p> <p>The service of 55 staff responds to approximately 4000 service requests annually and regulates 4500 businesses in the Borough. The staff work in partnership with a range of internal and external partners including other Councils and receive funding from Public Health Agency (PHA), Food Standards Agency (FSA), Department of Agriculture, Environment and Rural Affairs of Northern Ireland (DAERA), Department of Justice NI (DoJ), Drinking Water Inspectorate (DWI) and Office for Product safety and Standards (OPSS) to deliver on Service Level Agreements (SLA's).</p>

2. Context, Challenges and Key Assumptions

Reflection	<p>Reflection on 2023-24, key successes and learning</p> <p>The team has settled into ad hoc hybrid working. There has been significant long-term sickness in the team (3 people), 2 officers have moved to other jobs, 1 secondment, the creation of an additional EHO post and 3 maternity leaves. The year has seen significant movement of staff across the service and the need for external recruitment. An officer rotation protocol has been introduced and, despite some gaps, performance has been consistently high with staff showing flexibility and the majority of Key Performance Indicators (KPI's) have been met for the year.</p>
Successes	<p>Successes</p> <p>Despite staffing challenges, the service met the majority of Key Performance Indicators (KPI's) including inspections of high risk premises for both food and health and safety.</p> <p>The Council has been signed up as the first early adopter site for the "Whole Systems Approach to Obesity". Working with the Public Health Agency, progress has been made working through stage 1 and 2 of the model to develop Governance, build a local picture and identify a target group/location. The next phases of Causal mapping and developing the action plan will progress in 2024/25.</p> <p>The Affordable Warmth scheme ceased to operate by Councils in September 2023 as a result of withdrawal of funding by Department for Communities (DfC). Whilst this was an unwelcome change, two of the staff members were successfully redeployed into other roles within the department.</p> <p>Work progressed in the area of Age Friendly with a new four-year strategy developed; the Council signing a pledge to become an age friendly employer; and the launch of the Herbert Protocol to be followed when someone with a diagnosis of dementia gets lost.</p> <p>There has been a significant investment in training for the staff teams in line with training needs identified in the new appraisal systems. This has included legal training, personal safety training and specific technical training for individuals and teams including major incidents, dementia awareness, racking safety and food safety.</p> <p>The first wave of new legal duties under the Private Tenancies Act (Northern Ireland) 2022 (PTA) came into force during the year. New work processes were implemented to ensure effective regulation with the Council being the first in Northern Ireland to issue fixed penalties for failure to comply with the new provisions.</p> <p>Officers responded to a high volume of calls relating to flooding to determine whether homeowners qualified for payment under the</p>

Legal Cases

Scheme of Emergency Financial Assistance. The incident emerged over a weekend with several staff responding to a request to start contacting residents who were impacted.

Legal Cases

A number of Legal cases were instigated or concluded during the year 2023-24;

Health and Safety at Work.

2 cases were instigated during the last year and both are ongoing; 1 for recurring breaches of Health and Safety legislation at a carpet retailer and 1 for breaches of Health and Safety legislation at a Caravan Park and noncompliance with an Improvement Notice.

Caravan Site Licensing

A further legal case is ongoing in relation to contraventions of The Caravans Act (NI) 1963 & the Model Conditions for Residential Caravan Parks.

Noise Control

2 cases were heard on 19.1.24.

A defendant was convicted and fined £1000 for failing to comply with a Statutory Notice requiring abatement of a nuisance caused by noise from playing of musical instruments, loud music, voices and banging and stomping feet. They were ordered to pay Council legal costs of £330.

A further defendant was convicted and fined £250 for failing to comply with a Statutory Notice relating to nuisance from loud and heavy bass music. They were also ordered to pay £230 of the Council's legal costs.

A further case relating to dogs barking excessively and causing a noise nuisance is currently ongoing. Again, this prosecution relates to noncompliance with a Statutory Noise Abatement Notice.

Housing

1 case of harassment and illegal eviction is ongoing for a matter taken under the Rent (Northern Ireland) Order 1978.

3 Fixed Penalty Notices were issued on private landlords for offences under The Private Tenancies (NI) Order 2006, with fees received as follows: -

- £1200 – not securing a tenancy deposit.
- £500 – not registering as a landlord.
- £500 – taking a tenancy deposit in excess of one month's rent.

1 case was withdrawn in relation to non-compliance with a Notice of Unfitness issued under The Private Tenancies (NI) Order 2006. The matter was withdrawn on the basis that the landlord was provided with the opportunity to comply with the Notice by the Court, and having satisfactorily done so they agreed to pay full costs to the Council.

Emerging Issues

Emerging issues

The Windsor Framework continues to present challenges to businesses trading with Great Britain and the EU. The framework is a new constitutional and legal approach designed to balance economic and political prosperity. The Windsor Framework will be implemented in a phased approach to enable businesses to adapt to any new arrangements.

As several food officers are not yet fully authorised, training and development is ongoing on this. There remains a high number of new food businesses and the team are making significant progress in working through the historical backlog of category C, D and E inspections.

The Private Tenancies Act (Northern Ireland) 2022 (PTA) introduces new legal requirements in the private rented housing sector. New provisions relating to smoke alarms, carbon monoxide detectors, energy performance and electrical certification are being phased in during the next two years which could potentially require additional resources.

Landlord Registration is transferring to local government this year, with Lisburn and Castlereagh City Council taking over operations from DfC. Proposed business models for the new scheme have included a requirement for councils to carry out compliance checks relating to property fitness. This must be funded by income generated by landlord registration fees, but it is not yet known what the final model will be or what level of funding is forthcoming.

Challenges are presented on managing funded projects with budgets which no longer completely covering staff costs due to pay increases (thereby reducing programme budgets) and recruitment issues related to short term contracts/agency work.

The two candidate bathing waters at Brompton Bay and Donaghadee and will be formally identified for the commencement of the 2024 Bathing Season. The additional designated will require additional resourcing for risk assessment and signage. This is a high-profile area within which the department has very little control yet receives significant attention from public and members.

The service is progressing an IT upgrade/update for Tascomi system as part of a wider Council project. There will be an impact on food from FSA new regime and potentially across the whole service.

Availability of qualified Environmental Health Officers (EHOs) to fill vacant posts is challenging as many have been employed in port health and private industry. Other Councils are experiencing the same circumstances.

Through the rates setting process the service has been encouraged to increase some existing charges and introduce charges such as introducing a fee for carrying out home office inspections. These changes will be introduced incrementally throughout the financial year.

A joined-up approach to the planning & health and safety of events in the Borough has been established. As the head of department is the chair of the SAG and support will be needed from the noise, food and health and safety team, this is a significant commitment without any additional resource.

The increased use of Vapes, particularly by adolescents has become a subject of concerns within the borough. The team will remain involved and vigilant to changes in legislation and approach to this challenging area. The implications of any changes are not yet fully known and is likely require agility from the team.

Department for the Economy (DfE) introduced an emergency fund in 2023/24 for commercial businesses effected by flooding. This scheme

Assumptions

has proven to be more complex and administrative than the Scheme of Emergency Financial Assistance. If the commercial scheme becomes regularly available in the future there will be a need to review Council resources available to administer the claim process.

Mind, Body and Business funding is being withdrawn by PHA with a 25% reduction in this final year. This will result in the loss of wellbeing initiatives to all ANDBC businesses (75+ business and 1300+ employees direct sign ups).

Through the rate setting process it was agreed by Council that the charges made by this service should be reviewed and increased/introduced where appropriate in order to maximise income. A target of an additional £4,000 has been set for increased income along with a £20,000 target of increased grant income.

Assumptions

- The resources allocated to the EHPD unit will be broadly in line with the 2023- 24 budget (with £24k efficiency) with one additional post and an inflationary increase.
- External funding from FSA, OPSS, and PHA will be available at a similar level in 2024-25. Other than those mentioned as ceasing.
- The Service area will have a full staff compliment and the ability to recruit staff should vacancies arise.
- The staff team will remain mainly working in the Church Street office with ad hoc agile working arrangements as agreed by service unit managers.
- No major pandemics, outbreaks or emergency incidents have been accounted for in the development of this plan.

A PESTLE analysis of the service is shown below.

Political	New Council was elected in May 2023 and Stormont Assembly has recently resumed with amendments to the operational arrangement of the Windsor Framework. The implications of this are unknown in terms of funding and priorities but there is potential for impact across the service from changes in legislation and funding priorities.
Economical	Local Authority expenditure is under increasing pressure with reduced central grant and expected low increases in the level of domestic rates. Areas of deprivation and low disposable income remains an issue for many, meaning families have less to spend. There may be an increased number in food/fuel poverty, tax changes, lower income and increase in Houses in Multiple Occupation (HMO) fees for landlords and higher rent for tenants. Impact of Private Tenancies Act on landlords and tenants. Increased cost of living impacts on business owners and landlords overheads have increased and this makes securing compliance more difficult e.g. maintenance, reports etc
Social	The work of our Service provides enhanced social cohesion through Age Friendly and other health and wellbeing initiatives through the Community Plan including working towards being dementia friendly. We also contribute to health and wellbeing across the borough which have significant social and wellbeing factors. There is an increase in the number of people living in the rented sector, an increased number in food/fuel poverty and an increase in public expectation generally with a greater demand and reliance on funded services/support and voluntary support.
Technological	Advances in technology have allowed for changes to software and processes for data capture, transfer and retention and contributed to more agile working. This can be developed further. The Tascomi database is in need of renewal and a business case outlining this is being developed. There is a need for a corporate approach to use of SharePoint, S drive etc.
Legal	The Service operates under several statutory regulations which are subject to change and amendment. FSA are introducing a new Compliance regime, and a new Private Tenancies Act is being implemented, both of which will have significant impacts on resourcing. Ongoing changes to Policies, Procedures and Practice also need to be considered.
Environmental	The impact of changing environmental and climactic patterns will continue to be significant and the service will need to take cognisance and have the ability to adapt as a result, including areas such as bathing waters and air quality. Internally cramped office space, lack of meeting/ interview rooms, falling ceiling tiles and leaks etc can impact on staff morale and productivity. The Council accommodation strategy and agile working policy will impact on this.

A SWOT analysis of the service is shown below.

Strengths	Weaknesses
High quality service which contributes to the Corporate Plan and has close links with Big Plan objectives.	Inadequate recognition of the strengths of Environmental Health (EH).
Recognition of local service needs and the value of local delivery.	Under-selling ourselves (not strong enough voice?) not usually seen as politically sensitive or influential in council.
Well educated, trained, professional and empathetic workforce. Officers have problem-solving skills over a broad spectrum of functions and a proven record regarding internal and external partnership working.	Lack of succession planning management opportunities for staff against skills shortages in certain areas. Shortage of suitably experienced EHO's to cover temporary absences.
Regional and sub-regional collaboration for the service, leading to consistency of approach.	Perception that EH is a regulatory service only.
Readiness to adopt and deliver new functions and to adapt to change.	Lack of office space and poor quality office space, meeting rooms and interview rooms. Can impact on staff morale and productivity.
Good communications across the service internally and externally.	Limited resources to aid adopting and delivering new functions.
Statutory nature of many functions	
Opportunities	Threats
Links to the Corporate Plan and Big Plan..	Implications of the New NI Assembly are unknown in terms of funding and priorities and there is potential for impact across the service from changes in legislation and funding priorities.
IT- potential for greater flexibility and more efficient service.	New statutory functions arising without resource such as PTA.
Experience of working at the forefront of the quality and consistency agenda.	Wide remit can dilute resource and expertise.
EH well-placed to provide linkages in the future delivery of health and wellbeing to meet the needs of the Big Plan.	Increased public impatience about regulatory processes making progress with investigations difficult.
Ability to link service with external partners e.g., FSA, PHA, HSENI, to address identified health needs and to deliver service.	Increased FOI, EIR and legal requests impacts resources.
Ability to adapt to new/changed legislation and processes.	Increasingly levels of mental health issues in customers requiring training e.g., safeguarding.
Closer working with internal council services and stakeholders to better promote the work of the department	Large number of Big Plan leads with very little resource.

Glossary

DAERA	Department of Agriculture, Environment and Rural Affairs of Northern Ireland
DfC	Department for Communities
DfE	Department for the Economy
DoJ	Department of Justice NI
DWI	Drinking Water Inspectorate
EH	Environmental Health
EHOs	Environmental Health Officers
EHPD	Environmental Health Protection and Development
EIR	Environmental Information Regulations
FOI	Freedom of Information
FSA	Food Standards Agency
HMO	Houses in Multiple Occupation
HSENI	Health & Safety Executive for Northern Ireland
KPIs	Key Performance Indicators
NIHE	Northern Ireland Housing Executive
OPSS	Office for Product safety and Standards
PHA	Public Health Agency
PTA	Private Tenancies Act (Northern Ireland) 2022
SEHSCT	South Eastern Health and Social Care Trust
SLAs	Service Level Agreements
SUMs	Service Unit Managers

3. Service Improvement

The “**Service development/ improvement**” element should identify areas of the service that require development/ improvement along with any new, innovative ideas for future improvements. **Please state clearly in the “Rationale” section why the improvement is being undertaken and what evidence there is to support the decision.**

Only Service improvement activities should be included in this section, ‘business as usual’ activities should be detailed in Section 6.

Please ensure KPIs are included in Section 6 to measure Service development/ improvement(s) outlined below.

Service development/ improvement 2024/25?	Which of the specified aspects will this improve?	Rationale	Responsible Officer(s)	Who do we need to help us? (Internal and/ or External partners) Please specify
Whole Systems Approach to Obesity – move to stages 3 and 4	Strategic Effectiveness	Council have approved as an early adopter site	Jennifer Parkinson	PHA, SEHSCT, Community Planning
Develop as a Dementia friendly org/borough	Strategic Effectiveness	Highest levels of dementia in NI and Elected Member and Officer Champion to drive this forward.	Adele Faulkner	Community planning. Parks, leisure, Community, Trust, voluntary sector etc
Upgrade Tascomi	Efficiency	Council wide approach to a combined delivery system for a system that is no longer fit for purpose.	Adele Faulkner	Business Technology

4. Monitoring and Review

Provide detail below how this plan will be monitored and reviewed.

Monitoring Method	Frequency	Responsible Officer
Standing Committee	6 Monthly	Head of Service and SUMs
Team Meeting	Monthly	Head of Service and SUMs
<i>Other if applicable</i>		

5. Service Risks Register

Service Risk Register should align with the Corporate Risk Management Strategy.

When completing your Service Plan you must review and consider your current Service Risk Register. Please confirm this has been completed.

Yes

See Separate document

6. Key Activities (KPIs) for 2024/25

Please ensure Service development/ improvements detailed above are included as KPIs.

KPI' should be aligned to the 7 Outcomes detailed below:

1	We have an engaged Borough with citizens and businesses who have opportunities to influence the delivery of services, plans and investment
2	We are an environmentally sustainable and resilient Council and Borough meeting our net zero carbon targets
3	We have a thriving and sustainable economy
4	We have a vibrant, attractive, sustainable Borough for citizens, visitors, businesses and investors
5	We have socially sustainable communities that are safe and welcoming
6	We have active and healthy people
7	Ards and North Down Borough Council is a high performing organisation

In addition to the outcomes the KPI should align with the Corporate Priority:

Corporate Priority 1	Economic
Corporate Priority 2	Social
Corporate Priority 3	Environmental

Performance Measures <small>Should include improvement actions outlined above and relevant measures both existing and new.</small>	Is the KPI Mandatory/ Statutory/ Service led	Reporting frequency (6 Monthly/ Year-end)	Outcome	Corporate Priority	2024/25 Reporting							
					2022/23 Actual	2023/24 Target	2023/24 YTD End of Q2	2024/25 Target	Reporting end of Q2	Reporting end of Q4	Cumulative or Fixed	
% Spend against budget	Mandatory		7. Ards and North Down Borough Council is a high performing organisation	Economic – Economic growth to focus on attracting more businesses and jobs	96.38	95%	86.58%					
% Staff attendance	Mandatory		7. Ards and North Down Borough Council is a high performing organisation	Economic – Economic growth to focus on attracting more businesses and jobs	95.81	95%	95.01%					
% of completed Employee Appraisals in the period September 2023 to March 2025	Mandatory		7. Ards and North Down Borough Council is a high performing organisation	Economic – Economic growth to focus on attracting more businesses and jobs	N/A	95%	0%					
% of service requests responded to within 2 working days	Service Led	6 monthly	7. Ards and North Down Borough Council is a high performing organisation	Social – Social inclusion and reduced inequalities	94	94	91.5%	94%				

Performance Measures <small>Should include improvement actions outlined above and relevant measures both existing and new.</small>	Is the KPI Mandatory/ Statutory/ Service led	Reporting frequency (6 Monthly/ Year-end)	Outcome	Corporate Priority	2024/25 Reporting						
					2022/23 Actual	2023/24 Target	2023/24 YTD End of Q2	2024/25 Target	Reporting end of Q2	Reporting end of Q4	Cumulative or Fixed
% Customers satisfied with service upon completion of service request	Service Led	6 monthly	1. We have an engaged Borough with citizens and businesses who have	Social – Social inclusion and reduced inequalities	97	90	96.5%	90%			Fixed
% of High-Risk Food Premises Inspected	Statutory	6 monthly	6. We have active and healthy people	Economic – Economic growth to focus on attracting more businesses and jobs	100	90	92.6%	90%			Fixed
Complete CP Market Surveillance exercises	Service Led	6 monthly	3. We have a thriving and sustainable economy	Economic – Economic growth to focus on attracting more businesses and jobs	3	3	1	3			Cumulative
% of PTO applications completed within 180 days	Service Led	6 monthly	6. We have active and healthy people	Social – Social inclusion and reduced	45%	90	96%	90%			Fixed

Performance Measures <small>Should include improvement actions outlined above and relevant measures both existing and new.</small>	Is the KPI Mandatory/ Statutory/ Service led	Reporting frequency (6 Monthly/ Year-end)	Outcome	Corporate Priority	2024/25 Reporting						
					2022/23 Actual	2023/24 Target	2023/24 YTD End of Q2	2024/25 Target	Reporting end of Q2	Reporting end of Q4	Cumulative or Fixed
				inequalities							
% targets achieved for PHA SLAs	Statutory	6 monthly	6. We have active and healthy people	Social – Social inclusion and reduced inequalities	100%	97	100%	97%			Cumulative
Complete H&S targeted inspection initiatives	Service Led	6 monthly	6. We have active and healthy people	Economic – Economic growth to focus on attracting more businesses and jobs	3	3	2	3			Cumulative
% of High Risk (H&S) Premises Inspected	Service Led	6 Monthly	6. We have active and healthy people	Economic – Economic growth to focus on attracting more businesses and jobs	N/A	95	22%	75%			Cumulative
% of Caravan and Petroleum Sites inspected annually and licences issued where appropriate	Statutory	6 monthly	3. We have a thriving and sustainable economy	Economic – Economic growth to focus on attracting more	100%	100	55%	90%			Cumulative

Performance Measures <small>Should include improvement actions outlined above and relevant measures both existing and new.</small>	Is the KPI Mandatory/ Statutory/ Service led	Reporting frequency (6 Monthly/ Year-end)	Outcome	Corporate Priority	2024/25 Reporting						
					2022/23 Actual	2023/24 Target	2023/24 YTD End of Q2	2024/25 Target	Reporting end of Q2	Reporting end of Q4	Cumulative or Fixed
				businesses and jobs							
% of premises which are permitted under the Pollution Prevention and Control legislation inspected.	Statutory	6 monthly	2. We are an environmentally sustainable and resilient Council and Borough	Environmental – Reduction of carbon emissions to net zero	71%	90%	0%	90%			Cumulative
% Planning comments made within 15 working days	Statutory	6 monthly	2. We are an environmentally sustainable and resilient Council and Borough	Environmental – Reduction of carbon emissions to net zero	91%	90%	90%	90%			Fixed

7. What Services/ Activities will be stopped

Please add detail of KPI's that have previously been monitored that will no longer be reported on for 2024/25.

What service/ activities will we be stopping/ changing in 2024/2025	Reason for stopping / changing activity	Savings	Impact on Performance	Impact on the Public	Impact on staffing
Affordable warmth	Funding withdrawn by DfC	£0 as was DfC funded	Service delivered directly by NIHE	Service less accessible and no support in form filling etc	2 staff redeployed and 1 resigned
Mind Body and Business	Funding withdrawn by PHA (25% reduction in this final year)	£0 was fully PHA funded	Loss of wellbeing initiatives to all ANDBC businesses (75+ business and 1300+ employees direct sign ups)	Unable to support local businesses in health and wellbeing agenda	Frees staff to work on other projects

Unclassified

25

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

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Community and Wellbeing Committee
Date of Meeting	17 April 2024
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Community & Culture
Date of Report	04 April 2024
File Reference	CW22
Legislation	The Local Government Act (NI) 2014
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Community and Culture Service Plan 2024 - 2025
Attachments	Appendix Community and Culture Service Plan 2024 - 2025

Attached is the Service Plan for the Community and Culture section in accordance with the Council's Performance Management policy.

Plans are intended to:

- Encourage compliance with the new legal, audit and operational context.
- Provide focus on direction.
- Facilitate alignment between Corporate, Service and Individual plans and activities.
- Motivate and develop staff.
- Promote performance improvement, encourage innovation and share good practice.
- Encourage transparency of performance outcomes.
- Better enable us to recognise success and address underperformance.

The plan for 2024/25 is attached. This plan has been developed to align with objectives of the Big Plan and Corporate Plan. The agreement of the plan will also

Not Applicable

26

assist toward achievement of the Council's performance improvement duties under the Local Government Act (NI) 2014.

The Service Plan highlights where the service contributes to the Corporate Plan and, where this is the case, sets out the objectives of the service for the 2024/45 year. It further identifies the key performance indicators used to illustrate the level of achievement of each objective, and the targets that the Service will try to attain along with key actions required to do so.

The Service Plan also identifies key risks to the service along with analysis of these and necessary actions to mitigate/manage risks. Key risks impacting services are incorporated into the Corporate Risk Register. The plan has been developed in conjunction with staff, Officers and management and consultation with key stakeholders, where relevant. The plan is based on the agreed budget. It should be noted that, should there be significant changes in-year (e.g., due to Council decisions, budget revisions or changes to the PIP) the plan may need to be revised.

The Committee will be provided with update reports on performance against the agreed plan.

RECOMMENDATION

It is recommended that Council approves the attached plan.

COMMUNITY AND CULTURE

Service Plan

01 April 2024 – 31 March 2025

15 MARCH 2024



**Ards and
North Down**
Borough Council

APPROVALS

Prepared By	Peer Reviewed By	Approved By
Nicola Dorrian	Stephen Daye	Graeme Bannister
Head of Community & Culture	Head of Parks and Cemeteries	Director of Community and Wellbeing
14/03/2024	04/04/2024	04/04/2024

Contents

- 1. **Introduction to Service** 4
- 2. **Context, Challenges and Key Assumptions** 6
- 3. **Service Improvement**..... 8
- 4. **Monitoring and Review**..... 8
- 5. **Service Risks Register** 9
- 6. **Key Activities (KPIs) for 2024/25**..... 9
- 7. **What Services/Activities will be stopped** 10

1. Introduction to Service

Name of Service	Community and Culture
Directorate	Community and Wellbeing
Introduction and Reflection	<p>Community and Culture</p> <p>The Community and Culture Department sits within the Community & Wellbeing Directorate in Council and includes the following sections:</p> <ul style="list-style-type: none"> • Arts & Heritage • Community Development • Externally Funded Programmes <p>The Plan will be driven by three strategic priorities: economic, environmental and social. The work of our Service will have a focus on meeting the social priority.</p> <p>Seven outcomes have been identified to drive the three priorities and the activities of our Service will be aligned to Outcome 5 –We have socially sustainable communities that are safe and welcoming.</p> <p>Arts and Heritage Service Unit</p> <p>The Arts and Heritage Manager leads the Unit.</p> <p>Ards Town Hall (Ards Arts Centre) provides a comprehensive programme of exhibitions, creative classes, outreach programmes, music, puppetry, craft and literary festivals, grant schemes, bursaries, community-based arts programmes, and advice and support for the arts and craft sector.</p> <p>North Down Museum provides exhibitions and touring exhibitions, maintains permanent collections, delivers community based and educational programmes, heritage grants, along with advice, support and development for the Heritage sector.</p> <p>Community Development Service Unit</p> <p>The Community Development Manager leads the service. Community Development provides the direct delivery of a range of Community based Programmes, after school's clubs, parent and toddler clubs, youth and special needs clubs and older peoples groups.</p>

Summer Schemes are also delivered by the service, along with the provision of support for community groups to deliver their own summer schemes.

The service facilitates partnership working with a range of community and voluntary organisations, including Ards Network, County Down Rural Network and North Down Network, along with training for Community Groups and volunteers, including guidance on good governance and the provision of a range of grants for local festivals, community-based projects and running costs.

Staff provide support for the Department of Communities, Neighbourhood Renewal Programme in Kilcooley including administrative support for Kilcooley Neighbourhood Partnership. The Partnership is comprised of members from the statutory and community and voluntary sectors who work together to deliver an agreed Strategy and Action Plan to improve the well-being and quality of life for residents of the Kilcooley area.

Externally Funded Programmes Service Unit

The Externally Funded Programmes Manager manages the following sections:

Good Relations

1 Good Relations Officer (4 days p/w), 1 C & C Assistant (GR) and 1 Admin Assistant (20 hours)

The Good Relations Team delivers activities and programmes under an agreed Strategy and Action Plan which includes the follow themes: Our Children and Young People, Our Shared Community, Our Safe Community and Our Cultural Expression.

PCSP

1 PCSP Officer, 1 C & C Assistant (PCSP) and 1 Admin Assistant

The Policing and Community Safety Team, in line with the Department of Justice and Northern Ireland Policing Board priorities, delivers the functions of the Policing and Community Safety Partnership for the area, to improve community safety by tackling crime and anti-social behaviour and support community confidence in policing.

Community Safety

2 Community Safety Officers

The Council's Community Safety Team work to make our Borough a safer place to live by tackling anti-social behaviour, such as noisy behaviour, damage to property, road nuisance and nuisance behaviour at events. The team work with community, voluntary

	<p>and statutory agencies such as Street Pastors, YMCA, the Youth Service and PSNI to patrol anti-social behaviour hotspots across the Borough and deliver educational programmes for schools and communities.</p> <p>PEACEPLUS</p> <p>1 Peace Officer, 1 Peace Finance Officer (4 days p/w) and 1 C & C Assistant (Peace)</p> <p>Work on the PEACEPLUS Programme commenced in 2022 with community consultation to develop of a co-design PEACEPLUS Plan for Ards and North Down. The PEACEPLUS Plan is due to be submitted to the funding body the Special EU Programmes Body to access £5.6 million for local projects which will result in shared and inclusive local services, facilities and spaces and make a significant and lasting contribution to peace and reconciliation.</p>
--	--

2. Context, Challenges and Key Assumptions

Political	<ul style="list-style-type: none"> • Out workings of Brexit including Legislative changes • Implications of the Protocol • Political decision making
Economical	<ul style="list-style-type: none"> • Uncertainty of long-term Government Funding • Budget reductions • Impact of Brexit on EU funds • Efficiency agenda – desire to do more for less • Loss of income and employment security due to the pandemic
Social	<ul style="list-style-type: none"> • The implications of the cost-of-living crisis on a range of factors including social need, mental health, jobs, economic instability • Poverty, Social Need and Welfare Reform • Urban/Rural split and access to services • Demographics and aging population
Technological	<ul style="list-style-type: none"> • Threat of cyber crime • Hybrid/agile working • Cloud based computing • Shift to online activity/events • Need for better online resources/resourcing
Legal	<ul style="list-style-type: none"> • Legislative changes due to Brexit • General Data Protection Regulations and Freedom of Information • Targeting Social Need, Equality and Rural Proofing • Financial and Procurement Regulations

Environmental	<ul style="list-style-type: none"> • Climate Change
----------------------	--

Strengths	Weaknesses
<p>High quality responsive services delivered</p> <p>Positive and productive relationships established with Community and Voluntary Sector</p> <p>Strong history of partnership working with Statutory Agencies including the PCSP, PSNI, EA Youth Service and NIHE</p> <p>Knowledge of local needs and services designed to meet identified needs</p> <p>Services contribute to the Big Plan outcomes and Corporate Plan</p> <p>Motivated and skilled staff team in place</p>	<p>Succession planning</p> <p>Multiple locations</p> <p>Length of service of staff</p> <p>Cost of living crisis</p> <p>Limited resources to meet all community expectations</p> <p>Decision making processes within Council can be slow and bureaucratic</p> <p>Services deals with some politically sensitive projects/programmes</p>
Opportunities	Threats
<p>Services linked to the Big Plan and new Corporate Plan</p> <p>Confirmation that PEACEPLUS funding is secured</p> <p>Comprehensive and robust community consultation and engagement to inform future Strategies and Plans e.g. Good Relations and PCSP</p> <p>An active and enthusiastic Heritage Sector</p> <p>A strong creative and thriving Arts Sector</p> <p>Opportunities for staff training and development</p>	<p>Restructuring</p> <p>Rising inflation and its impact on the most vulnerable within our communities</p> <p>Implications of the cost of living crisis and budget cuts</p> <p>Delays in central budgets being agreed</p> <p>Potential cuts in Central Government Funding</p> <p>Impact of Welfare Reform</p>

3. Service Improvement

The “**Service development/ improvement**” element should identify areas of the service that require development/ improvement along with any new, innovative ideas for future improvements. **Please state clearly in the “Rationale” section why the improvement is being undertaken and what evidence there is to support the decision.**

Only Service improvement activities should be included in this section, ‘business as usual’ activities should be detailed in Section 6.

Please ensure KPIs are included in Section 6 to measure Service development/ improvement(s) outlined below.

Service development/ improvement 2024/25?	Which of the specified aspects will this improve?	Rationale	Responsible Officer(s)	Who do we need to help us? (Internal and/ or External partners) Please specify
Review of grants policy	Strategic Effectiveness	Audit requirement and also decision of Council	Head of Community & Culture	Internal – Transformation, Events, Community Development, PCSP, Sports, Economic Development, Regeneration
Review of community development	Strategic Effectiveness	New CD Manager would like to review the section in order to produce a new Strategy and Action Plan.	Community Development Manager	Internal – transformation community halls, human resources

4. Monitoring and Review

Provide detail below how this plan will be monitored and reviewed.

Monitoring Method	Frequency	Responsible Officer
Community and Wellbeing	6 Monthly	Head of Service and SUMs
Team Meeting	Monthly	Head of Service and SUMs

5. Service Risks Register

Service Risk Register should align with the Corporate Risk Management Strategy.

When completing your Service Plan you must review and consider your current Service Risk Register. Please confirm this has been completed.

Yes

6. Key Activities (KPIs) for 2024/25

Please ensure Service development/ improvements detailed above are included as KPIs.

KPI' should be aligned to the 7 Outcomes detailed below:

1	We have an engaged Borough with citizens and businesses who have opportunities to influence the delivery of services, plans and investment
2	We are an environmentally sustainable and resilient Council and Borough meeting our net zero carbon targets
3	We have a thriving and sustainable economy
4	We have a vibrant, attractive, sustainable Borough for citizens, visitors, businesses and investors
5	We have socially sustainable communities that are safe and welcoming
6	We have active and healthy people
7	Ards and North Down Borough Council is a high performing organisation

In addition to the outcomes the KPI should align with the Corporate Priority:

Corporate Priority 1	Economic
Corporate Priority 2	Social
Corporate Priority 3	Environmental

Performance Measures <small>Should include improvement actions outlined above and relevant measures both existing and new.</small>	Is the KPI Mandatory/ Statutory/ Service led	Reporting frequency (6 Monthly/ Year-end)	Outcome	Corporate Priority	2024/25 Reporting						
					2022/23 Actual	2023/24 Target	2023/24 YTD End of Q3	2024/25 Target	Reporting end of Q2	Reporting end of Q4	Cumulative or Fixed
% Spend against budget	Mandatory	6 Monthly	7	Economic				100%			
% Staff attendance	Mandatory	6 Monthly	7	Economic							
% of completed Employee Appraisals in the period September 2023 to March 2025	Mandatory	6 Monthly	7	Economic				100%			
Implement Good Relations Strategy and Action Plan	KPI by Type	6 Monthly	3	Social				100%			
Implement PCSP Strategy and Action Plan	KPI by Type	6 Monthly	3	Social				100%			
Implement a new CD Strategy and Action Plan	KPI by Type	6 Monthly	3	Social				100%			
Implement the Arts and Heritage Strategy & Action Plan	KPI by Type	6 Monthly	3	Social				100%			
Implement the Heritage Forward Plan	KPI by Type	6 Monthly	3	Social				100%			
Produce and implement a final PEACEPLUS Local Authority Action Plan	Mandatory	6 Monthly	3	Social				100%			

7. What Services/ Activities will be stopped

Please add detail of KPI's that have previously been monitored that will no longer be reported on for 2024/25.

What service/ activities will we be stopping/ changing in 2024/2025	Reason for stopping / changing activity	Savings	Impact on Performance	Impact on the Public	Impact on staffing
<i>e.g., EX.01.TO08.001 Number of attendants at large scale event</i>	<i>Activity not planned for the coming year</i>	<i>£5000.00</i>	<i>None – alternative activity planned</i>	<i>None – alternative activity planned</i>	<i>Staff time reallocated to other activity</i>

Number of people consulted in the co-design of the AND PEACE PLUS Plan	Activity will move to delivery	£300	None	None	Staff will move to delivery phase
Number of multi-agency meetings held	Will be reported to PCSP	None	None	None	None
Number of Community Safety Educational Programmes delivered to schools/Community	Will be reported to PCSP	None	None	None	None
Number of young people recruited to Ards and North Down Youth Voice	Will be reported to PCSP	None	None	None	None

Unclassified

38

ITEM 6**Ards and North Down Borough Council**

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Community and Wellbeing Committee
Date of Meeting	17 April 2024
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Community & Culture
Date of Report	22 March 2024
File Reference	HER12 04/24
Legislation	N/A
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input checked="" type="checkbox"/> If other, please add comment below: N/A
Subject	Museum Forward Plan for Accreditation
Attachments	Appendix Museum Forward Plan 2024-2027

The UK Museum Accreditation Scheme requires all accredited museums to hold a Forward Plan and a variety of policies in order to care for and provide access to their collections to industry standards. North Down Museum last went through the Accreditation process in June 2023 and retained full accredited status. As part of this process the Museum must update the Museum Forward Plan every 3 years. The new plan runs 2024-27.

Museum Accreditation requires evidence that the Forward Plan has been signed off by the governing body. The Museum's Forward Plan was previously approved by Ards and North Down Borough Council in April 2021 (2021-24 plan). There have been minor changes made to ensure the plan meets the updated museum accreditation requirements, but no major updates have been necessary.

Not Applicable

39

The Museum Manager has consulted with the heritage representatives of the Arts and Heritage Panel and with Museum staff on any minor amendments made.

RECOMMENDATION

It is recommended that the Council formally accept the Museum Forward Plan 2024-2027 as appended to this report.



North Down Museum

Forward Plan

2024-2027

Contents

1. Introduction
2. Statement of purpose
3. Review of the previous forward plan 2021-2024
4. Post Covid Recovery
5. Analysis of current situation
 - 5.1 SWOT analysis
 - 5.2 Northern Ireland Museums Policy
 - 5.3 UK Museum Accreditation Scheme
 - 5.4 ANDBC Plans
 - 5.5 Arts & Heritage Panel
 - 5.6 Other external factors
6. Consultation and analysis of views
7. Key aims and objectives
8. Summary of resources

1. Introduction

This forward plan covers the delivery and development of North Down Museum including collections management, delivery and development of exhibitions and learning and outreach programmes.

2. Statement of purpose

The mission of North Down Museum is to preserve the Borough’s unique history and heritage for future generations and to record, interpret and promote the ‘story’ of Ards and North Down through our collections for the benefit of local people and tourists alike.

Our aim is to provide an inclusive, visitor-friendly service which will allow people to explore and participate in the cultural significance of Ards and North Down and its place in history.

We will do this by:

- Looking after our artefacts to UK Museum Accreditation standards
- Interpreting and exhibiting our collection
- Acquiring relevant artefacts, artwork and images to enhance our collection
- Providing a high-quality education/outreach programme
- Growing our audiences
- Collaborative working with community groups/organisations
- Evaluating the work we do

3. Review of the previous forward plan

The North Down Museum Forward Plan 2021-2024 focused on continuing to deliver museum services while still under Covid 19 restrictions and to re-establish full programming and rebuild a strong visitor base. This plan was organised under four strategic priorities each with specific aims attached. The priorities were:

- Developing Audiences and Visitor Services
- Access- Education and Learning, Exhibition and Outreach
- Collections- Development, Care, Management and Use
- Infrastructure, Investment and Resources

Aim: Developing Audiences and Visitor Services			
<ul style="list-style-type: none"> • Devised and launched a new visitor evaluation system to collate relevant demographic data and satisfaction levels. • Improved marketing of museum exhibitions and events through website, social media, local press etc. • Development of new heritage and collections focused talks. • Launched SEND sensory packs and formed new links with groups in the community who work with adults with disabilities to increase accessibility. • Worked with Council’s Tourism, Regeneration and Community sections to produce content for various signage, apps, leaflets and digital platforms • Developed new family friendly museum trails for primary age children. 			
	2021/22	2022/23	2023/24

Visitor figures	46,464	63,328	65,773
Events	*2 100	4 842 visitors	8 1,989 visitors
Talks	13 357 participants 6 Bangor Historical Society 240 participants	19 533 participants	14 255
Tours	13 281 participants	9 456 participants	10 293 participants
Researchers	4	8	10
Enquiries	106	155	175

- Staff training in first-aid, fire, defibrillator have been on-going.
- *Covid restrictions limited the capacity for events.

Aim: Access- Education and Learning, Exhibition and Outreach

- Assessed and awarded annual Heritage Grants Scheme Grant Scheme from 2021-24.
- Worked with 8 local historical societies to develop digital archive.
- Delivered successful programme of community networking events.
- Delivered NLHF Commercial and Industrial Heritage Project
- Vacancy for part time Education and Outreach Officer filled in March 2022.
- Development of new education curriculum focused programming and launch in October 2022 with inhouse school visits commencing for the first-time post Covid.
- Delivery of successful maritime conference in 2023.
- Delivery of Joint exhibition with History Department of Queen’s University, Belfast.
- Rolling programme of temporary exhibitions held in local libraries and VICs.
- Secured NIMC funding to run playful museums (under 5’s) in February 2023 and 2024.
- Ran Coronation events programme, including creating an exhibition, craft events in the walled garden, and the delivery of education packs.
- Delivery of Castlereagh events programme, including an exhibition, travelling exhibition and an education pack.
- NI 100 exhibition, education packs and films.
- Since 2018 have collaborated with QUB History department each year to work with students to develop an exhibition based on museum collection.
- Have hosted 3 student work placements for MA students (2021-2024).
- Facilitated digital software training for seven groups to establish community archive.

	2021/22	2022/23	2023/24
Exhibitions	25	28 (including 5 shopping displays in temporary galleries)	22 (Including 4 Xmas shop displays in all temporary galleries)

Schools	0 (No education officer in post)	31 visits from 25 schools 1,119 pupils Castlereagh -Education packs sent to 52 primary schools (Key Stage 2 – P7) NI100 -Education packs sent to 52 primary schools in borough (Key Stage 2) -15 secondary schools (history/politics departments) sent films, exhibition panels and an education pack on the Andrews family	46 visits from 35 schools 1,532 pupils Coronation Packs -Education packs produced aimed at three age groups sent to all primary schools in the borough -'Letter to the King' competition with reception for winners
Workshops/classes	1 workshop 12 participants	1 workshops, 12 participants	1 workshops, 6 participants Bayview weekly workshop (7 weeks) 11 participants
Volunteers/Work experience	2/0	2/2	2/2

Aim: Collections- Development, Care, Management and Use

- Museum continued to change over storage materials to museum quality storage as funding becomes available.
- Museum worked in partnership with the Donaghadee Heritage Preservation Company in the conservation of the Sir Samuel Kelly lifeboat.
- The Laird's boat has been removed from storage and is now on public display in the museum.
- Installation of new dehumidifiers in stores and galleries in 2023.
- New security protocols put in place following security audit in 2023.
- New Collections Access Plan written, Emergency Plans and Documentation Procedure Manual to comply with new accreditation standards.
- A new environmental system was installed in 2022 which monitors temperature, humidity and light levels in the galleries and stores.
- The museum accepted the Percy French collection into the museum's

collection in 2023 after 25 years in co-curation with the Percy French Society. This includes approximately 800 objects.

- Repair of art store complete after leak damage and artworks decanted back to the store.

Aim: Infrastructure, Investment and Resources

- HDO has assisted Council, Historic Environment Division (HED) and local groups on heritage related projects.
- Liaised with HED regarding conservation of Movilla grave slabs.
- Donaghadee Motte project including the Gunpowder Store Conservation completed with assistance from HDO.
- HDO Provided consultation to proposed Harbour Bicentenary Project.
- HDO advised on the creation of new heritage trails in Portaferry and new interpretation in Greyabbey.
- Contributed to successful application of £10,000 grant to undertake conservation works at two scheduled graveyards in Ardkeen and Slanes.
- Provided advice on the Whitespots project, Tullyboard Windmill, Grey Point Fort, Columban Way and Four Corners Project.
- Provided content for QR codes on three sites, Comber Square, Conway Square and Ward Park.
- Continued programme of recycling for café and museum.
- Rolling programme to replace lighting with LED lights continued.
- Retained Full Accredited Museum status following assessment in 2023.
- New blinds fitted in the Praegar gallery to reduce light levels.
- Secured £2,000 NIMC funding for redevelopment of education resources.

4. Post Covid Recovery

The museum was greatly impacted by the Covid epidemic with closures occurring during the 2020/21 financial year. When the museum reopened, the opening hours were reduced and a one-way system was installed, in addition to barriers and sanitising stations.

In late 2022 as restrictions were eased, the one-way system was removed. In 2023, the Perspex barriers were removed and Covid related directional signage removed. The sanitising station at reception was retained. In 2023 Coffee Cure applied for an extension to their café contract due to closures during Covid. They were granted this extension at a meeting of full council on 30th September 2023.

During Covid closures the museum extended its exhibition spaces and focused on finding new ways to engage audiences by producing digital exhibitions and content. While the museum continues to encourage online engagement, Post Covid there is an appetite in the community for in person events and programming. Covid restrictions led to a large increase in social isolation, which adversely affected the most vulnerable members of the community. The museum is responding to this by focusing on delivering programming which reflects this need and by encouraging

visitors back into the museum building with engaging programmes of exhibitions and events.

5.0 Analysis of Current Situation

5.1 SWOT analysis of current situation

<p><u>Strengths</u></p> <ul style="list-style-type: none"> • Skilled staff and access to a range of specialist knowledge locally • Strong collection • Have built up good links with a range of historical societies, local libraries, clubs, groups and individuals • Flexible and open to working on different types of projects • Have a strong base of visitors • Information provider to wide range of groups and individuals • Location and proximity to Castle Park and Walled Garden 	<p><u>Weaknesses</u></p> <ul style="list-style-type: none"> • Valuable current collection but, has lacks objects relating to the new council area • Limited gallery space to tell the stories of the larger council area • Limited budget to acquire objects, loan transportation costs and to deliver events • Access difficult in museum due to listed building status • Lack of adequate storage space to house expanding museum collection in accordance with accreditation standards • No collections focused member of staff
<p><u>Opportunities</u></p> <ul style="list-style-type: none"> • Redevelopment of first floor into education/family focused space • Increased opportunities for co-curation of events and partnership working • Developing new outreach programme to reach new audiences • Creating a more accessible and engaging environment for SEND groups. 	<p><u>Threats</u></p> <ul style="list-style-type: none"> • Capacity of budget/staff resources to meet increased delivery demand. • Gaps in collection to deliver to wider Borough area • No additional resources given to the museum to investigate and develop the many histories and stories of the area

5.2 Northern Ireland Museums Policy

This 2011 policy focuses on the primary role of our museums as custodians and conservers of historic objects. It also emphasises their value in the preservation and interpretation of our heritage. It highlights their role in tourism, economic and social regeneration, their contribution to education and learning, to better community relations and as powerful representations of individual, civic, regional and national pride.

5.3 Museum Accreditation Scheme

This plan also considers the standards required as part of the UK Accreditation Scheme. As such the museum has a Collections Development Plan, Conservation and Collections Care Policy and Plan, Documentation Policy Statement, Plan and

Procedure Manual, Access Policy Statement and Access Plan in place. In 2023 the museum underwent accreditation assessment and retained full accredited status.

5.4 ANDBC Big Plan and Integrated Arts & Heritage Development Strategy

This Forward Plan sits under the vision and outcomes of the Integrated Arts & Heritage Development Strategy 2018-2025 (extended by two years due to Covid restrictions inhibiting full delivery) which sits under the Big Plan for Ards and North Down (2017-32) and contributes to the delivery of the Integrated Strategy for Tourism, Regeneration and Economic Development 2018 -2030, responding to its vision and propositions from the arts and heritage perspective:

- Investment proposition: an international arts and heritage brand that adds value by joining the dots to work together.
- Visitor proposition: tranquil encounters with authentic landscapes, places and people, all with stories to tell.
- People and places proposition: arts and heritage belong to everyone, wherever they are and wherever they live.

The six strategic themes within the Arts and Heritage Strategy are:

- Investment in our arts and heritage infrastructure
- Engaging audiences
- Equity of geographic access to grow audiences and creative enterprises
- Advocating for the value of arts and heritage
- Developing skills, excellence and employment
- Taking a participatory approach to arts and heritage

Under this strategy, two main investment aims of appointing a Heritage Officer and offering heritage grants have been achieved.

The Arts and Heritage Sector is held to the following KPIs under the Community and Culture Service Plan 2023/24.

KPI (Community and Culture)	2023/24
Delivery of Heritage grants	12 heritage groups were granted funding
Support and manage volunteers within the service	2 p/t volunteers
Delivery of new education programme	Programme launched in October 2022
Increase number of participants engaged Heritage Services	Increase in visitor numbers, tours and talks

5.5 Arts & Heritage Panel

The museum is fortunate to have a specialist advisory panel, the Arts & Heritage Panel, with which it meets bi-monthly. This panel is made up of four elected members and twelve representatives from across the arts & heritage sector whose specialities include heritage, visual arts, literature, community arts and drama. As the panel term ended in 2023, a new panel was recruited and met for the first time in August 2023.

The purpose of the panel is to consider, assist and advise the Community and Wellbeing Committee of Ards & North Down Borough Council, as well as Council Officers on matters relating to the Arts & Heritage Services. In addition, sub-panels are in place to assess grant and arts exhibition applications.

5.6 Other external factors

Funding opportunities

The museum will explore new funding opportunities which can support its key aims. The Museum Service will investigate sources of funding for specific projects.

6. Consultation and analysis of views

Consultation of museum staff and users takes place in a variety of formats. The staff are consulted through regular team meetings. Previously, users and visitors were consulted through visitor books, and paper evaluation forms for specific events. In April 2023 a new system was set in place to gather more comprehensive demographic data about our visitors and get their feedback on the quality of their experience. This new evaluation form is available in a paper version in the museum but can also be accessed via a QR code, which is displayed throughout the museum building. The information gathered digitally and from written forms is compiled and analysed every quarter to identify strengths and weaknesses in interpretation programming. Additionally, visitors often provide feedback in person to members of staff which is also recorded.

7. Aims and Objectives 2024-2027

The museum's overall aim is to provide a high-quality range of services which make the museum collection accessible. With the last of the covid restrictions being removed in 2023 the museum will work to revise and improve our service to the public. This will be achieved through the creation of high quality and engaging programming and services which will be advertised via a variety of channels such as our website, social media and local press.

Covid, and the loss of the education officer had stopped all school visits in 2020/21 and 2021/22. The education programme was reassessed and redeveloped following the recruitment of a new part time Education and Outreach Officer in March 2022. The new programme was launched following consultation with schools in the borough, and in-house school visits commenced in October 2022. The Viking programme was very successful, and an additional Early Christian Heritage programme was launched in Autumn 2023 in response to feedback from schools. It will be a priority to continue to expand our education programming and to develop new events and activities for children to encourage more school and family visits. This will include planning a new 'little Historians' gallery which focuses on engaging children's and families in the history of our borough.

The museum has recently made major improvements to make it more accessible to individuals with physical disabilities. The next aim is to create a more accessible service for children and adults with learning disabilities and sensory related difficulties. Individuals with disabilities have been disproportionately affected by Covid related isolation and the museum plans to focus on using education and outreach, heritage-focused programmes to engage with this community.

As collections care standards have risen with the introduction of Spectrum 5.1 in 2022, the museum will address this by continuing to audit the collections in stores and address the conservation needs of the collection and prioritise resources towards the improvement of the stores. Staff will continue to ensure the collection is valued and cared for in the appropriate manner in accordance with accreditation standards.

The museum will also continue to work with local historical societies, groups and individuals to develop new historical/heritage projects, exhibitions and publications. The museum will continue to increase awareness of heritage features in the borough in working with other council departments to add QR codes to our sites and monuments, and continue to provide advice and historic information.

Strategic Priorities

Understanding Audiences and Visitor Services

- Aim 1: To understand who our visitors are, where they are coming from and how they are engaging with our services. To compile this data to inform officers in planning future programming.
- Aim 2: To provide a high-quality museum service which provides events, talks, tours and access to researchers.
- Aim 3: To demonstrate our commitment to excellent customer care.
- Aim 4: To market the museum widely through our website, social media platforms and local press.

Access- Education and Learning, Exhibition and Outreach

- Aim 5: To provide high quality education programmes which support schools through the National Curriculum.
- Aim 6: To offer engaging, enjoyable, and effective learning and discovery experiences through exhibitions using a range of the museum's collections. To focus on quality of exhibitions and getting maximum impact.
- Aim 7: Work with local historical societies, groups, and individuals to promote access to a range of stories, images, and local heritage both in and outside the museum building.
- Aim 8: Seek funding to develop access to the museum and its collections.

Collections- Development, Care, Management and Use

- Aim 9: To ensure high quality care of and access to existing collections and to manage future collecting in a sustainable way.

Infrastructure, Investment and Resources

- Aim 10: To develop and deliver museum services efficiently and effectively with current staffing and financial resources.
- Aim 11: Maximise the potential of the building and what it has to offer.
- Aim 12: To work in partnership with Council departments, government departments and local, regional and national groups to understand the remit of heritage in the Borough and develop priorities for its development.

- Aim 13: Work with local historical societies and community groups to promote the museum, local heritage or appreciation of heritage.

Developing Audiences and Visitor Services					
Objective	Staff	Resources	2024/25	2025/26	2026/27
Record visitor figures into the museum	MAtt	Staff time	65,000	65,000	65,000
Record visitors to website/page views	CMO, MC	Staff time	X	X	X
Revise and amend surveys following first year of data collection. Continue to collate and analyse data collected and report quarterly.	CMO, MM,	Staff time	X	X	X
Create branding for children's programming and to include this in future programming. Amend current children's trail and marketing to reflect new branding.	MM, EOO, CMO	Staff time & Budget £500	Devise	Fully implement	
Continue to contribute to production of printed and online guide and devise social media posts for marketing team	MM, EOO, MC, HDO	Staff time	X	X	X
Market museum exhibitions, events and programmes widely	CMO, MM	Staff time and budget	X	X	X
Continue to work on the delivery of access plan by increasing elderly and SEND programming.	MM, HDO, EOO	Staff time and budget £1000	X	X	X
Work with ANDBC HR to ensure staff are offered refresher training in first-aid, CPR and fire safety	MM, MC	Staff-time	X	X	X
Offer a programme of tours and talks which focus on the museum's collections and local heritage	MM, MA, HDO	Staff time	10 tours/5 talks	10 tours/5 talks	10 tours/5 talks
Offer a varied exhibition & events programme	MM, MC, HDO & EEO	Staff time and budget	5 events	5 events	5 events

Access- Education and Learning, Exhibition and Outreach

Objective	Staff	Resources	2024/25	2025/26	2026/27
Make Education Officer a full time post to expand service	MM	Additional Salary £10,000	X		
Continue to expand successful curriculum focused schools programmes	EOO	Staff time	35 school Visits	35 school Visits	35 school Visits
Market new school programmes to schools	EOO, CMO	Staff time	X	X	X
Develop and deliver a rolling programme of high quality temporary exhibitions that are sourced in-house and externally	MM, MA, HDO	£6,000	18 exhibitions	18 exhibitions	18 exhibitions
Offer travelling exhibition programme	MM	Staff time	2 exhibitions	2 exhibitions	2 exhibitions
Continue to network with local historical societies and similar organisations/groups to develop projects and exhibitions	HDO, MM	Staff time	2 projects	2 projects	2 projects
Contribute to future peace programming	MM & HDO	£ funding	X	X	X
Develop family friendly programming and development of museum mascot	MM, EOO	Staff time & £2000	X	X	
Work with Good Relations to develop summer schemes	MM, EOO, GR staff	TBC	7 sessions	7 sessions	7 sessions
Work with Queen's and Ulster Universities to offer work experience placements	MM, MA	Staff time	X	X	X
Develop adults with needs programming	EEO	Staff time £2000	15 Visits	15 Visits	15 Visits

Collections- Development, Care, Management and Use

Objective	Staff	Resources	2024/25	2022/23	2023/24
Continue to add to the collection as set out under Collections Development Plan	MM, MA	£1000	X	X	X
Complete 3D scanning of Sir Samuel Kelly	MM	Secure external funding	X		
Devote staff resources to address documentation backlog-cataloguing and marking/labelling of artefacts following audit of stores	MM, MA, volunteers	Staff time	X	X	X
Continue to document photographic collection and scan images onto AND Images	MA, volunteer	Staff time	300 documented and scanned	300 documented and scanned	300 documented and scanned
Carry out conservation and security audit of the art collection housed in the museum and castle.	MM	£1200	X		
Get museum collection revalued for insurance purposes	MM	£2,500	X		
Following the donation of the Percy French collection in 2023, the collection must be accessioning into the collection and assessed to ensure objects are stored in appropriate conservation grade materials.	MM, MA	Staff time	X	X	
Continue new procedures in galleries and stores to reduce light levels, especially with vulnerable artefacts.	MM, MA	Staff time	X	X	X
Following a stores audit, implement improvements in current packaging and storage of costume collection and Jordan collection to archival quality.	MM	£2,500	X		

Continue programme to gather environmental condition data in galleries and stores from new system.	MM MA	Staff time	X	X	X
Continue pest control inspections by outside contractor every 6 weeks and record data.	MC, MA	£600	X	X	X
Continue new store procedures to improve environmental conditions and pest control	MM, MA	Staff time	X	X	X
Assessment, identification and labelling of archaeological collection	MM	£800	X	X	

Infrastructure, Investment and Resources

Objective	Staff	Resources	2024/25	2025/26	2026/27
Use revised Pride in Performance appraisal system with staff to ensure training needs are met and individual targets are being met	MM, MC	Staff time	X	X	X
Complete upgrade of CCTV in line with accreditation standard and in accordance with PSNI security audit of 2023, including additional cameras.	MM & Works Staff	Council Budget	X		
Work in partnership with Council departments, government departments and local groups to understand the remit of heritage in the Borough and develop priorities for its development.	MM, HDO, AHM	Staff time	X	X	X
Provide advice to HED regarding their sites in the Borough.	HDO	Staff time	X	X	X
Secure funding for the redevelopment of the family area and education space.	MM, EOO	Staff time £6000	X	X	
Deliver content for new QR code interpretation at heritage sites in the borough	HDO	Staff Time	3	3	3
Co-manage the HLF Sir Samuel Kelly grant with DHPC	MM	£90,000 HLF	X	X	X
Provide heritage information and images and/or work with local historical societies to provide heritage information and images where possible for other Council departments heritage-based initiatives.	MM, MA, HDO	Staff time & Council budget	X	X	X
Review museum/café environmental sustainability practices regarding recycling, lighting, using environmentally friendly materials where possible.	MM, MC		X	X	X

Staff titles- AHM- Arts & Heritage Manager, HDO- Heritage Development Officer, MA- Museum Assistant, MAtt- Museum Attendant, MC- Museum Co-ordinator, MM- Museum Manager, CMO- Corporate Marketing Officer, EOO- Education & Outreach Officer

8. Summary of resources

Operating Budget for Museum

£281,200 per year

Current staffing resources

- 4 full-time members of staff (MA on secondment Nov 2021-Nov 2024, agency cover in place from Jan 2023)
- 2 part-time members of staff (marketing, education)
- 3 part-time front-of-house staff
- 2 volunteers

Other resources

The museum holds good working relationships with several local historical/heritage groups including- Ards HS, Ballywalter & District HS, Bangor HS, Bayburn HS, Comber HS, Donaghadee HS, Donaghadee Heritage Preservation Company (DHPC), Donaghadee Local History Research Forum, Holywood U3A, North Down & Ards U3A, Portaferry and Strangford Trust (PAST), Portavogie HS, Portico and Upper Ards HS.

Unclassified

57

ITEM 7**Ards and North Down Borough Council**

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Community and Wellbeing Committee
Date of Meeting	17 April 2024
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Community and Culture
Date of Report	04 April 2024
File Reference	ART
Legislation	The Local Government Act (NI) 2014
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input checked="" type="checkbox"/> If other, please add comment below: N/A
Subject	Arts Project Grant Reassessment
Attachments	None

The first round of Arts Projects Grants 24/25 was ratified by council in March with the recommendation of awarding 6 successful applicants and rejecting 5 unsuccessful applicants.

As is normal procedure, feedback is offered to all unsuccessful applicants. During this process it was discovered that a required CVs were not downloaded and therefore was not assessed as part of the application. As a result of this, the application score for 'Quality and experience of artists' was marked down due to a lack of evidence, ie. there was a 'missing CV. On realising this error, the Community Arts Development Officer notified the applicant and reconvened the assessment panel to reassess the application with all the submitted documents.

The reassessment took place over Zoom on the 20th March with a panel consisting of:

- Pandora Butterfield
- Dympna Curran
- Amy McKelvey

Not Applicable

58

This reassessment of the application led to a change in their overall mark from 58 to 64, meaning that they exceeded the pass mark of 60 and therefore their application was successful.

RECOMMENDATION

It is recommended that Council approves that Inspiring Yarns be awarded grant funding of £1000 as requested in their application. The total monies awarded in round 1 of the Arts Project Grant for 24/25 is £6,892.50.

Unclassified

59

ITEM 8**Ards and North Down Borough Council**

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Community and Wellbeing Committee
Date of Meeting	17 April 2024
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Community & Culture
Date of Report	04 April 2024
File Reference	CDV28
Legislation	Recreation and Youth Services Order (NI) 1986
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input checked="" type="checkbox"/> If other, please add comment below: N/A
Subject	Community Development Running Cost Grants
Attachments	None

The Community Development (CD) Fund 2024-25 is match funded by the Department of Communities via the Community Support Programme and the Council Community Development Section.

The Community Development running cost grant process was opened on 5th February 2024 and closed on 27th February 2024 at noon and was advertised on Council website, social media and information circulated via the Council database.

Documentation including constitutions, financial statements and list of officer bearers which was already available on the Government Funding Database was not required to be supplied at the time of the application in order to streamline the process and reduce bureaucracy for applicants.

The objectives of the CD Fund are:

- to strengthen local communities;
- to increase community participation;

Not Applicable

- to promote social inclusion through the stimulation and support of community groups; and to encourage and promote community activity.

The expected outcomes of the CD Fund are:

- An active and organised community
- An influential community
- An informed community
- A sustainable community.

The grants were assessed and scored under the following criteria:

Grant Criteria – Running Costs	Max Points
Aim and activities	5
Costs	5
Catchment area (based on top 10% of most deprived wards)	5
Benefit/achieve 2024/25	5
Economic independence	5
Tackling poverty and social exclusion	5
Promote health and wellbeing	5
S.75 Equality and Good Relations	5
In-kind contributions	5
Value for money	5
 Total score available	 50

An assessment panel comprising of the Community Development Manager, Community Development Grants Officer and Parks, and Cemeteries Engagement Officer scored each of the applications and a pass mark of 50% was agreed prior to scoring.

The total budget for the Community Development Grant is £92,000.

A total of 63 applications were received for running costs totalling a value of £124,789. Out of the 63 applications received, 49 were successful, 10 applications did not meet the pass mark of 50% and 4 applications were deemed ineligible. The total eligible amount is £102,949.48 (see table below).

Letters of Offer will be issued once a Letter of Offer from the Department for Communities has been received.

Not Applicable

61

Table 1 Successful Applicants

Successful Running Costs Breakdown				
#	Name Of Group	Score	Eligible Amount	Amount Awarded @ 89%
1	1st Bangor Scouts	50.00%	£2,500.00	£2,225.00
2	Ards Peninsula Villages Partnership	66.00%	£1,700.00	£1,513.00
3	Ballyphilip Youth Club	62.00%	£2,490.00	£2,216.10
4	Ballywalter & District Historical Society	54.00%	£450.00	£400.50
5	Ballywalter Community Action group	72.00%	£590.00	£525.10
6	Ballywalter Men's Shed	68.00%	£790.00	£703.10
7	Bangor Sea Cadets	70.00%	£2,000.00	£1,780.00
8	Behind the stable door	70.00%	£2,500.00	£2,225.00
9	Bloomfield Community Association	82.00%	£2,500.00	£2,225.00
10	Bowtown Community Development Group	76.00%	£2,170.00	£1,931.30
11	Breezemount Community Association	84.00%	£2,500.00	£2,225.00
12	Carrowdore & District CA	84.00%	£2,500.00	£2,225.00
13	Clandeboye VCA	82.00%	£2,500.00	£2,225.00
14	Cloughey & District Community Association	66.00%	£2,288.00	£2,036.32
15	Codo Drops	86.00%	£2,500.00	£2,225.00
16	Conlig Community Regeneration Group	80.00%	£2,500.00	£2,225.00
17	Discover Groomsport	54.00%	£1,955.00	£1,739.95
18	Donaghadee Community Development Association	54.00%	£2,500.00	£2,225.00
19	Gifted Enterprise	92.00%	£2,500.00	£2,225.00
20	Greyabbey Village Hall Management Committee	50.00%	£2,500.00	£2,225.00
21	Groomsport Village Association	54.00%	£2,500.00	£2,225.00
22	Hollywood Family Trust	86.00%	£2,500.00	£2,225.00
23	Hollywood Shared Town	72.00%	£2,500.00	£2,225.00
24	Homestart Ards, Comber & Peninsula	82.00%	£2,000.00	£1,780.00
25	Inspiring Yarns CIC	75.00%	£2,500.00	£2,225.00
26	Kilcooley Women's Centre	94.00%	£2,500.00	£2,225.00
27	Killinchy Activity Group	50.00%	£2,500.00	£2,225.00
28	Killinchy Senior Citizens	68.00%	£2,000.00	£1,780.00
29	Ladybirds Parenting Centre	92.00%	£2,500.00	£2,225.00
30	Lisbarnett and Lisbane CA	58.00%	£2,500.00	£2,225.00
31	Love Ballyholme	50.00%	£610.00	£542.90
32	Millisle & District Community Association	64.00%	£2,500.00	£2,225.00
33	Millisle Health and Wellbeing	74.00%	£2,500.00	£2,225.00
34	Millisle Regeneration	58.00%	£2,500.00	£2,225.00
35	Millisle Youth Forum	72.00%	£2,500.00	£2,225.00
36	Portaferry Community Collective	54.00%	£1,049.00	£933.61
37	Portaferry Community Services Ltd	74.00%	£2,500.00	£2,225.00
38	Portaferry Gala Fest	70.00%	£2,500.00	£2,225.00
39	Portaferry In Bloom	70.00%	£1,200.00	£1,068.00

Not Applicable

62

40	Portaferry Men's Shed	84.00%	£2,500.00	£2,225.00
41	Portavogie Autism Group	68.00%	£864.98	£769.83
42	Portavogie Regeneration Forum	52.00%	£882.50	£785.43
43	Redburn Loughview Community Forum	60.00%	£2,450.00	£2,180.50
44	St Patricks Community Centre	56.00%	£2,500.00	£2,225.00
45	The Be Kind Project	68.00%	£2,500.00	£2,225.00
46	The Link Family & Community Centre	58.00%	£2,500.00	£2,225.00
47	Twinkle Tots Parent and Toddler	54.00%	£1,660.00	£1,477.40
48	United Ulster History Forum	74.00%	£800.00	£712.00
49	Whitehill CA	80.00%	£2,500.00	£2,225.00
Totals:			£102,949.48	£91,625.04

Table 2 Unsuccessful Applicants:

Running Costs Applications That Didn't Meet The 50% Pass Mark			
#	Name Of Group	Score	Reason for Unsuccessful Application
1	Ballygowan & District Community Association	N/A	Not Scored incorrect application used
2	Bangor and North Down Samaritans	N/A	Not scored deemed ineligible - not grassroots, not CD outputs & big organisation
3	Comber Regeneration Community Partnership	46%	Didn't meet pass mark of 50%
4	Decorum NI	34%	Didn't meet pass mark of 50%
5	Killinchy and District Community Development Assoc	26%	Didn't meet pass mark of 50%
6	North Down and Ards Red Squirrels & Pine Marten	N/A	Not scored - not community development
7	Polish Association Bangor	48%	Didn't meet pass mark of 50%
8	Portaferry and Strangford Trust	40%	Didn't meet pass mark of 50%
9	Portaferry Regeneration Ltd	40%	Didn't meet pass mark of 50%
10	Portaferry WI	28%	Didn't meet pass mark of 50%
11	Portavogie Coastal Rowing Team	N/A	Not scored - sports not community development
12	Seahaven residents Association	30%	Didn't meet pass mark of 50%
13	U3A Ards & Peninsula	44%	Didn't meet pass mark of 50%
14	Warehouse Open Centre	46%	Didn't meet pass mark of 50%

For those unsuccessful applications, officers will be available to provide feedback to applicants and assist with sourcing alternative funding.

RECOMMENDATION

It is recommended that Council approves the recommendations detailed in Tables 1 and 2 above and that Letters of Offer be issued once a Letter of Offer has been received from DfC.

ITEM 9

Ards and North Down Borough Council

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Community and Wellbeing Committee
Date of Meeting	17 April 2024
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Community & Culture
Date of Report	20 March 2024
File Reference	ART 17 04/24 ACNI
Legislation	The Local Government Act (NI) 2014
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input checked="" type="checkbox"/> If other, please add comment below: N/A
Subject	Arts Council of Northern Ireland Draft Strategy 2024-2034 Consultation Response
Attachments	Appendix ACNI Strategy Response 2024-2034 PDF

The Arts Council (ACNI) develops and champions the arts in Northern Ireland through investment and advocacy. They do this through distributing Public and National Lottery funds creating opportunities for more people, from all backgrounds and communities, to enjoy and take part in the arts. ACNI support, develop and champion arts and cultural activity by supporting artists, arts practitioners, organisations, venues and communities throughout Northern Ireland.

ACNI has invited responses to their proposed ten-year strategy for 2024-2034. This is their first ten-year strategy which was developed over the course of 2023, including five months of extensive engagement with artists, arts organisations, key representatives across government, businesses and the wider public sector.

The following is a summary of the strategies proposed outcomes:

Outcomes for the Arts Sector:

Outcome 1: A more financially stable arts sector.

1. We will generate more income for the arts.
2. We will pursue an approach to investment in the arts that is long term and outcomes based.

Outcome 2: A sector that develops, looks after its people and is more inclusive.

3. We will create the conditions to grow artistic talent and develop the wider arts workforce.
4. We will ensure that the arts sector in Northern Ireland is inclusive and reflects society.

Outcome 3: A sector that is better supported to develop through experimentation and innovation.

5. We will enable innovation and artistic risk taking in the arts sector.

Outcome 4: A sector that contributes to social and economic benefits, and cares about the environment.

6. We will support arts projects that address contemporary societal challenges.
7. We will support the sector and act as a catalyst to drive awareness, engagement and positive change in response to climate change.

Outcomes for Society:

Outcome 5: More people from all backgrounds can enjoy arts experiences.

8. We will invest in the arts sector to deepen, widen and diversify audiences and participants.

Outcome 6: A sector that is more valued across society and government.

9. We will work in partnership to demonstrate to policy makers, decision makers and peoples in Northern Ireland the positive impact of the arts.
10. We will work as an effective and efficient organisation.

A recommended response is attached in the Appendix.

RECOMMENDATION

It is recommended that Council approves the attached consultation response.

Response ID ANON-K6D3-UQK6-Y

Submitted to Public consultation on the ACNI new ten-year strategy (2024 to 2034)

Submitted on 2024-03-20 08:28:36

65

Introduction

In what capacity are you responding to this consultation?

On behalf of a local authority

Other::

ACNI Strategy - Equality Impact Assessment (EQIA)

Do you feel the final draft strategy will have any adverse or negative impacts on one or more of the Section 75 groups, that have not already been identified?

Impact on S75 groups - Religious belief:

No

Impact on S75 groups - Political opinion:

No

Impact on S75 groups - Racial group:

No

Impact on S75 groups - Age:

Don't Know

Impact on S75 groups - Marital status:

No

Impact on S75 groups - Sexual orientation:

No

Impact on S75 groups - Gender:

No

Impact on S75 groups - Disability, D/deaf and neurodivergent:

No

Impact on S75 groups - Dependents:

No

If you answered 'yes' to any of the groups above, indicate what action you think should be taken to reduce or eliminate any adverse impacts on the group identified. :

We note that a previous focus on children and young people has lost prominence in the strategy. If funding/focus is directed away from this group they could be negatively impacted, however we welcome the provision of a Young People's version of the strategy.

STRATEGY - Mission, Vision, Values

To what extent do you agree with the mission, vision and values?

Agree

Do you have any further comments on the mission, vision and values?

Comments on mission, vision and values:

STRATEGY - Outcomes

Outcome 1

To what extent do you agree with Outcome 1?

Agree

Outcome 2

To what extent do you agree with Outcome 2?

Strongly agree

Outcome 3

To what extent do you agree with Outcome 3?

Agree

Outcome 4

To what extent do you agree with Outcome 4?

Agree

Outcome 5

To what extent do you agree with Outcome 5?

Strongly agree

Outcome 6

To what extent do you agree with Outcome 6?

Strongly agree

Do you have any further comments on the outcomes or actions?

Further comments on outcomes and actions:

Outcome 1:

Longer term investment in the sector is vital for the development of arts organisations and festivals/projects. 1 year funding hampers the sectors ability to plan ahead and develop their business. It creates instability in creative employment and a lack of continuity. Multi-Annual funding would be welcomed. Advocacy for increased investment is welcomed but there is no clear demonstration of how this will be achieved.

Outcome 2:

Support to grow the creative sector/economy and foster home-grown artistic talent is welcomed however a significant increase in funding for individual artists to subsist/research/develop work is required.

Outcome 3:

Investment and support for innovative/experimental artistic work is welcomed however there is equally a requirement to support research and development work within the creative sector that is not highlighted in the strategy.

Outcome 4:

ANDBC welcome an outcome dedicated to the raising awareness of a climate change and the promoting/support of activity that will positively address it but this will come at a financial cost that has not been highlighted.

Outcome 5:

A greater level of investment is welcomed and the need to reach audiences/communities that are not currently engaging or do not have equity of access to creative opportunities.

The strategy does not go far enough in committing to per head of population investment aspiration and NI falls far behind the rest of UK/ROI.

Outcome 6:

Better advocacy for the arts sector is required and the need to demonstrate the value and positive impact that the arts can have. The strategy does not go far enough in identifying how this advocacy will translate to benefit

STRATEGY - Actions

What would you view as the 3 most important themes associated with the draft final ten-year strategy?

A more financially stable arts sector, A sector that contributes to social and economic benefits, and cares about the environment, A sector that is more valued across society and government

In the event that we need to better understand some of the responses collected, would you be willing to be contacted by the Arts Council to discuss your responses? Please note that your response will be treated as strictly confidential.

Yes

About you

What is your gender identity?

Woman (including cis and trans women)

Preferred description:

What age bracket do you fall into?

45-54

How would you describe yourself?

Non-Disabled, D/deaf or Neurodivergent

What is your ethnicity?

White

Other ethnic group not specified above::

What is your sexuality?

Heterosexual / Straight

Preferred description :

How did you find out about this consultation?

ACNI Newsletter

Please specify other:

Unclassified

68

ITEM 10**Ards and North Down Borough Council**

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Community and Wellbeing Committee
Date of Meeting	17 April 2024
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Leisure Services
Date of Report	22 March 2024
File Reference	CW 22
Legislation	Recreation and Youth Services Order (1986)
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Leisure Services Service Plan 2024-2025
Attachments	Appendix Leisure Services Service Plan 2024-2025

Attached is the Service Plan for the Leisure Services section in accordance with the Council's Performance Management policy.

Plans are intended to:

- Encourage compliance with the new legal, audit and operational context.
- Provide focus on direction.
- Facilitate alignment between Corporate, Service and Individual plans and activities.
- Motivate and develop staff.
- Promote performance improvement, encourage innovation and share good practice.
- Encourage transparency of performance outcomes.
- Better enable us to recognise success and address underperformance.

The plan for 2024/25 is attached. This plan has been developed to align with objectives of the Big Plan and Corporate Plan. The agreement of the plan will also

Not Applicable

69

assist toward achievement of the Council's performance improvement duties under the Local Government Act (NI) 2014.

The Service Plan highlights where the service contributes to the Corporate Plan and, where this is the case, sets out the objectives of the service for the 2024/45 year. It further identifies the key performance indicators used to illustrate the level of achievement of each objective, and the targets that the Service will try to attain along with key actions required to do so.

The Service Plan also identifies key risks to the service along with analysis of these and necessary actions to mitigate/manage risks. Key risks impacting services are incorporated into the Corporate Risk Register. The plan has been developed in conjunction with staff, Officers and management and consultation with key stakeholders where relevant.

The plan is based on the agreed budget. It should be noted that, should there be significant changes in-year (e.g., due to Council decisions, budget revisions or changes to the PIP) the plan may need to be revised.

The Committee will be provided with update reports on performance against the agreed plan.

RECOMMENDATION

It is recommended that Council approves the attached plan.

LEISURE SERVICES SERVICE

Service Plan: 01 April 2024 – 31 March 2025

13 MARCH 2024

APPROVALS



**Ards and
North Down**
Borough Council

Prepared By	Peer Reviewed By	Approved By
Ian O Neill	Stephen Daye	Graeme Bannister
Head of Leisure Services	Head of Parks & Cemeteries	Director of Community & Wellbeing
11/03/2024	20/03/2024	27/03/2024

Contents

1.	Introduction to Service	4
2.	Context, Challenges and Key Assumptions	10
3.	Service Improvement	16
4.	Monitoring and Review	16
5.	Service Risks Register	17
6.	Key Activities (KPIs) for 2024/25	17
7.	What Services/Activities will be stopped	22

1. Introduction to Service

Name of Service	<i>Leisure Services</i>
Directorate	<i>Community and Wellbeing</i>
Introduction and Reflection	<p>Introduction</p> <p>The Leisure Service comprises of:</p> <p>Two service units – Leisure Services and Community Centres & Halls. The service area comprises of a Head of Service and a Service Unit Manager for each service unit. Within the two units (including NCLT/Serco) there are 218 full time equivalent posts.</p> <p>Vision</p> <p>The Leisure Service has been developed to offer opportunities for everyone, regardless of their age, ability or gender to gain maximum benefit from their activity whether it is undertaken for health benefits, sporting excellence or simply to make the most of their recreation time.</p> <p>Leisure Services</p> <p>The Leisure Services section is delivered through the provision of a range of indoor leisure centres, sports pitches and associated pavilions, tennis courts, bowling greens and a designated Sport Development Unit. The management and operation of the facilities is undertaken by a team of well qualified and skilled individuals all committed to ensuring facilities are fit for purpose and where the service is delivered the delivery is done to the highest standard and specification. The service continues to be delivered by two distinct entities, the in-house team deliver the facilities operated by the former Ards Borough Council and NCLT/Serco have recently secured a 5-year extension to operate and manage the facilities of the former North Down Borough Council.</p> <p>The service has been developed to offer opportunities for everyone, regardless of their age, ability or gender to gain maximum benefit from their activity whether it is undertaken for health benefits, sporting excellence or simply to make the most of their recreation time. Through direct and indirect support, we help individuals, clubs and associations to maximise their potential to participate in their chosen activity at whatever level they aspire to.</p>

This is achieved through, but not limited to, functions such as Sports Development who amongst other activities manage grants to individuals and clubs to fulfil their sporting potential, the indoor leisure where everyone can participate in a wide range of sporting, leisure and recreational activities and outdoor leisure where we offer activities such as football, cricket, bowls and tennis amongst others.

Community Centres and Halls Service

The Council has direct responsibility for the provision of twenty-one Community Centres and Halls across the Borough. These facilities are managed by this section which is responsible for all aspects of the provision including staffing, customer service, budgets, statutory compliance, and marketing. Similarly, to Leisure Services, the Community Centres and Halls (CCH) Service has continued its positive post pandemic recovery and proactively seeks to continue its upwards trajectory in terms of usage across the Centres and Halls portfolio. The Centres and Halls serve as safe, effective, and affordable facilities for a significant number of bookings from the private, public, voluntary, and charity sectors.

The Local Government Act (NI) 2014 requires Ards and North Down Borough Council to initiate, maintain, facilitate and participate in Community Planning for our district. As part of the Community Plan, Leisure contributes to the wellbeing of our citizens by enabling participation and inclusion through many different means, including sport and leisure and offering facilities for communities to meet so improving the quality of life for our citizens.

Whilst there is no statutory requirement for Council to directly provide leisure facilities or community centres and halls the Council is still required under the Recreation and Youth Service Order (Northern Ireland) 1986, "Each district council shall secure the provision for its area of adequate facilities for recreational, social, physical and cultural activities".

Corporate Plan Outcome 1

We have an engaged Borough with citizens and businesses who have opportunities to influence the delivery of services, plans and investment.

Leisure places a high value on the views and opinions of our customers, we carry out a customer satisfaction survey that regularly score 94% or higher for satisfaction and have recently

started using Net Promoter Score (NPS) that allows us to benchmark our service against other leisure providers in the UK.

We are as stated in the KPI section of the plan committed to restarting our Customer Engagement Sessions that have been run successfully in the past.

Working alongside our colleagues from other sections we have met regularly with key stakeholders from a number of different capital development projects and have regular meetings with other stakeholders and potential partners to identify ways that the service can be improved. An example of how this has worked has been the introduction of Origin Gymnastics at Ards Blair Mayne. The team identified a need for change in the facilities at the centre and identified a number of possible solutions. Through discussions with these groups it was identified that we could potentially bring home a Gymnastic World Champion and his Coach and this led to the development of a now very successful Club in the ABMWLC, that has resulted in considerable cost savings for the Council while at the same time generating an income that does not require input from the team.

Corporate Plan Outcome 2

We are an environmentally sustainable and resilient Council and Borough meeting our net zero carbon targets

Over the years Leisure Services have demonstrated total commitment to reducing our carbon footprint. This has been achieved by constantly increasing the amount that we recycle whilst at the same time reducing the amount sent to Landfill.

The design of ABMWLC took this into account with water being sourced from a borehole close to the site, LED fittings throughout, and Leisure were keen to specify some fitness equipment that was self-powered rather than the standard electric pieces of equipment found in many gyms.

Corporate Plan Outcome 3

We have a thriving and sustainable economy

Leisure continues to grow income year on year and where possible reduce costs, playing a small part in allowing the Council to focus more money on supporting local businesses in the area. We have hosted job fairs primarily aimed at local businesses attracting local talent and school careers events

that inform the next generation of what is available to them.

Leisure seeks to buy local where it can with just two examples of our pools and gym equipment being serviced and maintained by local companies that has helped sustain employment for local people through difficult times.

As one of the main employers in the area Leisure provides employment for a significant number of local people who contribute to sustaining businesses in the Borough.

Corporate Plan Outcome 4

We have a vibrant, attractive, sustainable Borough for citizens, visitors, businesses, and investors.

While leisure is targeted mainly for the local community, we are very aware that the Borough is a destination of choice for many people, and we pride ourselves on a pricing policy that makes using our centres an attractive proposition for both the local community and visitors alike.

The development of ABMWLC as a leisure complex within a 'Park' area that hosts a tier 1 playpark, a skateboard area and a BMX track has been a great success as witnessed by the many thousands of people who have already made use of these facilities. It has been great to see the number of bus trips to these facilities for children from all over the province.

Corporate Plan Outcome 5

We have socially sustainable communities that are safe and welcoming

Leisure has played a significant role in helping make our communities safer by addressing Anti-Social Behaviour problems in our communities. Working alongside both voluntary and statutory agencies we have worked on a number of diversionary programmes that help steer young people away from the anti-social behaviours into more socially acceptable behaviours.

As previously noted, the design of the leisure complex at ABMWLC specifically targeted those age groups traditionally identified with ASB and provided activities such as Skateboarding, BMX track and a graffiti wall that they were free to use as they like within certain parameters of decency and legality.

Corporate Plan Outcome 6

We have active and healthy people

This Corporate Outcome is one of the key roles for leisure, as you would expect, and this is reflected in the number of KPIs dedicated to this outcome. The most important aspect of this is that we attract all ages, all abilities regardless of race, creed, colour or sex.

Key notable achievements over the last couple of years has been the introduction, development and growth of two key partnership projects developed to support those who are not as well as they would wish. The PARS scheme and McMillan programmes have supported those that the medical profession believe would benefit from exercise programmes to improve their physical and mental health while the McMillan programme focuses on those whose lives have been affected by Cancer.

It is notable that a great number of local authority leisure services in England, Scotland and Wales are rebranding themselves as Health and Wellbeing services where many of their KPIs are directly related to health outcomes and linked to health trust outputs. This may be a model for this leisure service to explore as part of our strategy development.

Corporate Plan Outcome 7

Ards and North Down Borough Council is a high performing organisation

Leisure has consistently performed better than budget expectations over the last couple of years, this despite some very challenging budget targets and difficult operating environments.

The leisure management team have worked hard to remain at the forefront of developments in leisure and it is no surprise that many other councils have visited ABMWLC and Bangor Aurora to see what they could learn from these exciting leisure facilities when planning their own new facilities.

Bangor Aurora and its staff managed by NCLT/Serco on behalf of the Council have won numerous awards over the years and just this year three of their staff have been recognised for their outstanding achievements in delivering the service to their customers.

Within leisure the benchmark for excellence is Quest and all

four leisure centres have maintained Quest since 2015 when the new Council was formed. ABMWLC will undertake a two day assessment this year and as stated in our service plan we hope to score over 70% to ensure that this Council has two centres ranked in the top quartile of all leisure centres in the United Kingdom, this would be an outstanding achievement for a Council of this size when compared to some of the other Councils across the UK.

2. Context, Challenges and Key Assumptions

Insert a brief narrative on the external issues, including current and anticipated, impacting upon the service – consideration of PESTLE factors may be useful.

<p>Political</p>	<p>This has been the 8th full operating year of the new Council and as such we are now starting to fully understand the needs and expectations of the Council towards the delivery of leisure.</p> <p>Although there is some continuing uncertainty around the longer-term impact of EU Exit in Northern Ireland, we do not believe that there will be a major impact on leisure services. There is no significant issue as a result with staff, and the service also does not purchase significant goods from overseas, other than pool chemicals and work has commenced to resolve this potential difficulty.</p> <p>The absence of a full working executive until recently at Stormont has brought a lot of uncertainty to the world of local government and this impacts how the Council will look to fund necessary investments in the coming years. The possibility of a general election in Northern Ireland and all the uncertainty that will come with that may have an impact on how leisure is delivered in the future</p> <p>The 2023 local elections saw little change in the political makeup of the Council, but some key supporters of the service were not re-elected, and new relationships have to be developed and helping these new members understand how the service works is a key role for senior Officers.</p>
<p>Economical</p>	<p>Local Authority expenditure is under increasing pressure with reduced central grant and expected low increases in the level of domestic rates, this means that leisure will have to maximise income and minimise expenditure to achieve the highest possible levels of efficiency and effectiveness. Council as a whole will need to pursue external funding in order to fund service improvements. Given this pressure it is fortunate that</p>

	<p>Leisure in this Borough has been operating as a commercial business for over 10 years and is well placed to tackle this challenge.</p> <p>Disposable income remains an issue for many families with stagnancy in pay meaning families have less to spend on leisure. Unemployment remains an issue in the Council geographic area and with fewer jobs being created there is a distinct possibility this will continue to increase into the future. Leisure will have to ensure that those spending their disposable income on leisure recognise the leisure opportunities provided by the Council as excellent value for money compared to other leisure providers in the area. This in turn presents both opportunities and challenges for our free to use outdoor amenity facilities as users move toward the less formal and more passive forms of outdoor activity.</p> <p>Areas of deprivation have been identified in the Borough and it is important that access to leisure is maintained in these areas and the leisure section will be required to identify cost effective appropriate methods of delivery to meet these needs.</p> <p>The Belfast City Region Deal with the expected development of Bangor Waterfront coming ever closer is an economic consideration. This proposed project will have an impact on Leisure facilities in the vicinity at Kingsland, as well as the development of Ballyholme Yacht Club, it is expected that other leisure opportunities will be delivered as this project progresses.</p> <p>Other capital projects being delivered by leisure now and in the near future are coming under increasing pressure as the capital costs grow beyond the original business case projections while projected revenue streams remain stable. Council may need to revise its commitments and redetermine priorities.</p>
<p>Social</p>	<p>The provision of local authority leisure in the area does not exist in isolation and we need to take cognisance of national and local trends in leisure and reflect these through our own programmes. The use of the demographic modelling tools to help identify demographic trends in the area will allow the Leisure and Amenities section to develop programmes that reflect the needs of the community.</p> <p>Reference will be made to appropriate central government health and sporting initiatives to take advantage of the interest stimulated by these initiatives.</p> <p>In providing these services, the leisure service will be able to contribute to the Community and Wellbeing Directorate's</p>

	<p>objectives by applying the principles of the Five Ways to Wellbeing. These are a set of evidence-based actions, which promote health and wellbeing; Connect, Give, Be Active, Take Notice and Keep Learning.</p>
<p>Technological</p>	<p>The growing use of Social Networking sites by the public at large both represents an opportunity and a threat to the provision of facilities and activities undertaken by the leisure service.</p> <p>Opportunities arise from the ability to contact large numbers of particular sections of society quickly and cheaply with promotional material whilst the threat arises from the uncontrolled publication of information from many sources about the organisation.</p> <p>Electronic leisure also poses both a threat and an opportunity for the leisure service where many people using social media apps can partake in physical activities such as dance and fitness classes in the comfort of their own homes reducing the need to travel to facilities such as those provided by the leisure service while opportunity presents itself through the development of more sophisticated group activities that would benefit from the facilities available throughout the Borough.</p> <p>Online booking is now an integral part of the book and pay options available at our leisure facilities. Leisure has rolled out online booking for the “Waves”, learn to swim, programme as well as the ability to book and pay for the wide variety of classes available at all our centres. In addition, leisure has added a scan and go system that allows members to check in for a wide range of activities at ABMWLC without having to queue at reception.</p> <p>Fitness technology is improving all the time and the opening of the Ards Blair Mayne Wellness and Leisure Complex saw the introduction of the very latest in fitness technology available at that time, the centre is now over 5 years old and this technology is now old news and our customers will expect the introduction of new technologies as they are introduced.</p>
<p>Legal</p>	<p>Recent service plans have referred to the expected legal settlement of a VAT issue relating to leisure, this has now been completed and as the finance and leisure teams take time to understand the possible impact of this settlement it is only seen as having a positive outcome for the future of in-house leisure services who will now be able to compete on a level playing field with leisure providers seeking to operate council facilities in the future.</p> <p>The growing use of legal advice on almost every leisure project has become frustrating for leisure in that it adds time to the</p>

	scope of the project and additional expense that leisure often feel could be better directed to providing additional opportunities for activities and facilities.
Environmental	The impact of changing environmental and climactic patterns will continue to be significant and the service will need to take consideration and have the ability to adapt as a result. A major challenge for the Borough as a whole is the impact of coastal erosion, with our coastline being the longest of any Council in Northern Ireland we expect this to have more of an impact than Councils with more limited coastline. For the service coastal erosion affects many areas which we have a direct stake in, for example amenity beaches or the coastal path. Leisure have been made aware of a very direct impact of this issue when we were informed that one of the football pitches managed by the section is likely to disappear in the next 10 years due to coastal erosion. The Council can be a major partner in developing a strategy to combat and adapt to such issues.

Since 2015 Leisure Services has been in an almost constant state of flux, between insourcing and outsourcing exercises, the closure of the old Ards Leisure Centre and the development and opening of ABMWLC there has been little opportunity for the management team to focus on thoughts about how the service can be developed and improved. It is hoped that with the recent pause in the latest insourcing/outsourcing exercise and the award of a 5-year extension to NCLT/Serco that over the course of this plan the leisure management team can focus on stabilising the service and creating the right environment for improvements to be delivered. Key to this is the implementation of a staffing restructure that will focus on the key income generating areas of the service and will then ensure that the correct level of support exists within the service to allow the service to grow.

From an in-house point of view the recent VAT ruling will hopefully allow the service to compete on an equal footing with Trusts that have benefitted from not having to pay VAT on their service that has allowed them to show greater income potential than the in-house team was able to. This should ensure a more competitive process assuring the Council of a full value for money service whatever option is selected in the future. This also has the benefit that the savings from VAT can be utilised by the organisation for the benefit of the ratepayer rather than boosting profits for organisation based outside of the Borough.

The leisure team have a number of capital project developments that they are currently in the process of delivering alongside colleagues from other sections in the Council. Concern has been expressed at the rising costs of these projects and the ability of council to fund them both from an initial capital point of view and an ongoing revenue position.

Many of these projects involve the development of artificial playing surfaces currently described as 3G, these 3G surfaces typically involve the use of rubber crumb, old vehicle tyres that have been shredded, that will be banned from being purchased from

2031 onwards. This will require a complete rethink on how these surfaces will be developed both from a financial and sustainability point of view that will meet both playing and regulation demands now and in the future.

This in turn leads to increasing concern about other areas of the leisure estate that are fast becoming unfit for purpose and will need significant investment over the life of this plan and beyond. The Athletics facility at Ballykillaire Sportsplex has seen significant investment in recent years to provide an interim solution to the long-standing subsidence issues but leisure does not expect the facilities to last much beyond the life of this plan. Council will need to decide if they want to retain an Athletics facility in the Borough, at what location and to what level of Athletics this will support. Other areas of the estate requiring significant investment are most of the 44 tennis courts, outdoor Sport Pavilions & associated playing facilities and Queens Hall in Holywood where parts of this building are over 70 years old and no longer fit for purpose.

Strengths	Weaknesses
<ul style="list-style-type: none"> • Experienced management teams • Experienced front-line teams • Good track record of success • 2 Excellent tier 1 centres less than 12 years old • Quest quality award achieved at all centres • New equipment in CLC • Leisure is an employer of choice (await the outcomes from transformation), based on rates of pay, career enhancement, training and development, T&Cs, subsidised centre memberships, EHWG, OH etc • The catchment area for users covers 3 Council areas • Excellent customer satisfaction and NPS scores • Origin Gymnastics operations at ABMWLC • Parklands Cafe operations at ABMWLC • The Beauty Spot operations at ABMWLC • Partnerships with PHA, McMillian and SERC <ul style="list-style-type: none"> • Partnerships with public, private, voluntary, and charity sectors in both Leisure and CCH sections and facilities 	<ul style="list-style-type: none"> • Low staff morale • Age and infrastructure of Queens sport complex in Holywood • Age and infrastructure of Comber LC • Issues with floor structure of Portaferry Sport Centre • Age of equipment at Portaferry Sports Centre • Central support and the council processes relating to, for example, recruitment, and length of time to recruit posts • Changing trends in Leisure • Changing expectations of Leisure and CCH customers • Customers disposable income levels • Specific customer concerns

Opportunities	Threats
<ul style="list-style-type: none"> • Capital investment plans for leisure facilities • Building Conditioning Surveys of CCH facilities in 2024/25 • Staff Transformations • The catchment area for users covers 3 Council areas • Leisure Strategy • Population growth • Combined SD and Leisure promotions • Projects amongst Leisure, CCH, and other C&W departments • Development of health improvement opportunities • Further development of partnerships with PHA, McMillian, SERC Origin Gymnastics, Parklands Cafe and The Beauty Spot, and other service providers 	<ul style="list-style-type: none"> • Ongoing review of insourcing/outsourcing • Budget pressures • Competition in the marketplace Global economy and impacts on costs and access to essential operating products such as pool chemicals • a failure to address the age and infrastructure of Queens sport complex a failure to address the age and infrastructure of Comber LC

3. Service Improvement

The **“Service development/ improvement”** element should identify areas of the service that require development/ improvement along with any new, innovative ideas for future improvements. **Please state clearly in the “Rationale” section why the improvement is being undertaken and what evidence there is to support the decision.**

Only Service improvement activities should be included in this section, ‘business as usual’ activities should be detailed in Section 6.

Please ensure KPIs are included in Section 6 to measure Service development/ improvement(s) outlined below.

Service development/ improvement 2024/25?	Which of the specified aspects will this improve?	Rationale	Responsible Officer(s)	Who do we need to help us? (Internal and/ or External partners) Please specify
Leisure Staff Transformations	Improvement 1 Please Select	Transformation of Services	Alan Johnson, Anton Cozzo	HR & OD
Development of a Leisure Strategy	Improvement 2 Please Select	Transformation of Service	Ian O’Neill	Leisure Consultant Multitude of stakeholders
Development of Operations for CC and Halls	Improvement 3 Please Select	Transformation of Service	Anton Cozzo	Transformation Team, CCH Consultant, Stakeholders

4. Monitoring and Review

Provide detail below how this plan will be monitored and reviewed.

Monitoring Method	Frequency	Responsible Officer
Community and Wellbeing Committee	As appropriate	Head of Service and SUMs
Team Meetings	Monthly	Head of Service and SUMs

5. Service Risks Register

Service Risk Register should align with the Corporate Risk Management Strategy.

When completing your Service Plan, you must review and consider your current Service Risk Register. Please confirm this has been completed. Yes

6. Key Activities (KPIs) for 2024/25

Please ensure Service development/ improvements detailed above are included as KPIs.

KPI' should be aligned to the 7 Outcomes detailed below:

1	We have an engaged Borough with citizens and businesses who have opportunities to influence the delivery of services, plans and investment
2	We are an environmentally sustainable and resilient Council and Borough meeting our net zero carbon targets
3	We have a thriving and sustainable economy
4	We have a vibrant, attractive, sustainable Borough for citizens, visitors, businesses and investors
5	We have socially sustainable communities that are safe and welcoming
6	We have active and healthy people
7	Ards and North Down Borough Council is a high performing organisation

In addition to the outcomes the KPI should align with the Corporate Priority:

Corporate Priority 1	Economic
Corporate Priority 2	Social
Corporate Priority 3	Environmental

Leisure's Performance Measures Should include improvement actions outlined above and relevant measures both existing and new.	Is the KPI Mandatory/ Statutory/ Service led	Reporting frequency (6 Monthly/ Year-end)	Outcome	Corporate Priority							
					2022/23 Actual	2022/23 Target	2023/24 YTD End of Q3	2024/25 Target	2024/25 Reporting end of Q2	2024/25 Reporting end of Q4	Cumulative or Fixed
Percentage Spend against budget	Mandatory	6 Monthly	7	Economic		100%		100%			Cumulative
% Staff attendance	Mandatory	6 Monthly	7	Social	93.3%	95%	90%	95%			Fixed
% of completed Employee Appraisals in the period September 2023 to March 2025	Mandatory	6 Monthly	7	Social	n/a	n/a	n/a	100%			Cumulative
Income per head of population (163,000) Leisure Ards income only	Service Led	6 Monthly	7	Economic	£17.50	£14.88	£13.77	£20.93			Cumulative
Net Expenditure Per Head of Pop (163,000)	Service Led	6 Monthly	7	Economic	£3.12	£5.48	£2.04	£4.65			Cumulative
Income per member of staff (FTE) (60)	Service Led	6 Monthly	7	Economic	£47,560	£40,410	£37,440	£56,865			Cumulative
Increase % sent to recycling rather than landfill for Leisure sites	Service Led	6 Monthly	2	Environmental	58%	55%	60%	58%			Fixed
Attrition Rate	Service Led	6 Monthly	7	Economic	N/A	N/A	5%	6%			Fixed
Retention Rate	Service Led	6 Monthly	7	Economic	N/A	N/A	92%	94%			Fixed
Maintain Quest awards for all 4 leisure sites	Service Led	Annual	7	Social	4	4	4	4			Fixed

Leisure's Performance Measures Should include improvement actions outlined above and relevant measures both existing and new.	Is the KPI Mandatory/ Statutory/ Service led	Reporting frequency (6 Monthly/ Year-end)	Outcome	Corporate Priority							
					2022/23 Actual	2022/23 Target	2023/24 YTD End of Q3	2024/25 Target	2024/25 Reporting end of Q2	2024/25 Reporting end of Q4	Cumulative or Fixed
Number of fitness classes per week (Leisure Ards and Serco/NCLT)	Service Led	6 Monthly	6	Social	200	210	210	220			Fixed
Total footfall across all Leisure sites (Ards)	Service Led	6 Monthly	6	Social	670,000	850,000	715,000	900,000			Cumulative
Total footfall across all Leisure sites (Serco)	Service Led	6 Monthly	6	Social	945,000	950,000	685,426	1,000,000			Cumulative
Number enrolled in Learn to Swim programme for Aurora Aquatics Complex and Ards Blair Mayne Wellbeing and Leisure Complex	Service Led	6 Monthly	6	Social	3700	4000	4000	4250			Fixed
Active Aging Memberships (Ards) *	Service Led	6 Monthly	6	Social	N/A	N/A	3014	3100			Cumulative
Number of Sports Forum Grants awarded	Service Led	6 Monthly	6	Social	N/A	N/A	202	250			Cumulative
Number of individuals attending Sports Education Courses	Service Led	6 Monthly	7	Social	70	100	65	100			Cumulative
Participation in Sports Development Programmes	Service Led	6 Monthly	6	Social	64	70	50	70			Cumulative
Number of Sports Capital Grants awarded to clubs	Service Led	6 Monthly	7	Economic	10	12	14	10			Cumulative
Number of clubs affiliated with the Sports Forum	Service Led	6 Monthly	6	Social	N/A	N/A	77	110			Cumulative

Community Centres and Hall's Performance Measures <small>Should include improvement actions outlined above and relevant measures both existing and new.</small>	Is the KPI Mandatory/ Statutory/ Service led	Reporting frequency (6 Monthly/ Year-end)	Outcome	Corporate Priority	2022/23 Actual	2022/23 Target	2023/24 YTD End of Q3	2024/25 Target	2024/25 Reporting end of Q2	2024/25 Reporting end of Q4	Cumulative or Fixed
Total hours booked in Community Centres	Service Led	6 Monthly	7	Social	N/A	18,000	23,297	26,000			Cumulative
Total footfall at Community Centres	Service Led	6 Monthly	6	Social	N/A	N/A	115,712	120,000			Cumulative
Increase % sent to recycling rather than landfill	Service Led	6 Monthly	2	Environmental	51%	55%	57%	60%			Fixed
Net expenditure per head of population (163,000) *(New KPI in 2023/24)	Service Led	6 Monthly	7	Economic	*N/A	*N/A	£2.83	£4.10			Cumulative
% Spend against budget *(Previously combined with Leisure)	Mandatory	6 Monthly	7	Economic	*N/A	*N/A	92%	100%			Cumulative
% Staff attendance	Mandatory	6 Monthly	7	Social	*N/A	*N/A	83%	95%			Cumulative

*(Previously combined with Leisure)											
Community Centres and Hall's Performance Measures <small>Should include improvement actions outlined above and relevant measures both existing and new.</small>	Is the KPI Mandatory/ Statutory/ Service led	Reporting frequency (6 Monthly/ Year-end)	Outcome	Corporate Priority	2022/23 Actual	2022/23 Target	2023/24 YTD End of Q3	2024/25 Target	2024/25 Reporting end of Q2	2024/25 Reporting end of Q4	Cumulative or Fixed
% of completed Employee Appraisals in the period September 2023 to March 2025 <small>*(New Corporate KPI 2024/25)</small>	Mandatory	6 Monthly	7	Social	*N/A	*N/A	0	100%			Cumulative
Customer Engagement (Number of groups and engagement sessions) <small>(New KPI 2024/25)</small>	Service Led	6 Monthly	7	Social	N/A	N/A	N/A	9			Cumulative

7. What Services/ Activities will be stopped

Please add detail of KPI's that have previously been monitored that will no longer be reported on for 2024/25.

What service/ activities will we be stopping/ changing in 2024/2025	Reason for stopping / changing activity	Savings	Impact on Performance	Impact on the Public	Impact on staffing
Creche at ABMWLC	Lack of regular use by public	£33,000	None very little existing use generating minimal income	None, little or no demand	Staff member seeking ill health retirement. Redeployed option.
Pitch and Putt, Kingsland	Lack of regular use by public	Nil in this year. Future reduction in contract fee with NCLT	Nil, being replaced with foot golf and frisbee golf	None expected	None expected. Serco redeploying

Unclassified

92

ITEM 11**Ards and North Down Borough Council**

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Community and Wellbeing Committee
Date of Meeting	17 April 2024
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Leisure Services
Date of Report	22 March 2024
File Reference	SD149
Legislation	Recreation and Youth Services Order (1986)
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Ards and North Down Sports Forum Grants (WG March 2024)
Attachments	Appendix 1 - Successful Goldcard Report for Noting 23-24 Appendix 2 - Successful Individual Travel & Accommodation Report for Noting 23-24 Appendix 3 - Successful Club Travel & Accommodation Report for Noting 23-24 Appendix 4 - Unsuccessful Report 23-24 Appendix 5 - Successful Anniversary Report for Approval 24-25 Appendix 6 - Successful Event Report for Approval 24-25 Appendix 7 - Successful Individual Travel & Accommodation Report for Noting 24-25

Not Applicable

Members will be aware that on the 26th August 2015 Council delegated authority to the Ards and North Down Sports Forum, in order to allow it to administer sports grants funding on behalf of the Council. £45,000 had been allocated within the 2023/2024 revenue budget for this purpose.

The Council further authorised the Forum under delegated powers to award grants of up to £250. Grants above £250 still require Council approval. In addition, the Council requested that regular updates are reported to members.

During February 2024, the Forum received a total of 27 applications: 1 Anniversary, 4 Event, 1 Goldcard, 20 Individual Travel/Accommodation and 1 Club Travel/Accommodation Grant (1 Anniversary, 3 Event and 6 Individual Travel/Accommodation Grant will be assessed as 2024/25 Grants). A summary of the **26** successful applications are detailed in the attached Successful Goldcard 23-24, Successful Individual Travel/Accommodation 23-24, Successful Club Travel & Accommodation, Successful Anniversary Report 24-25, Successful Event Report 24-25 and Successful Individual Travel/Accommodation 24-25 Appendices.

For information, the annual budget and spend to date on grant categories is as follows:

2023/24 Budget £45,000	Annual Budget	Funding Awarded February 2024	Remaining Budget
Anniversary	£1,000	£0	£250.00
Coaching	£3,000	£0	£1,453.75
Equipment	£14,000	£0	*-£4,558.76
Events	£6,000	£0	-£523.33
Seeding	£500	£0	£55.01
Travel and Accommodation	£14,500	*£2,007.20	*-£5,936.19
Discretionary	£1,000	£0	£1,000.00
Schools/Sports Club Pathway	£5,000	£0	£3,002.00
*Goldcards proposed during the period February 2024 is 1 (28 Goldcards in total during 2023/24).			

*The proposed remaining budget for Travel and Accommodation of **-£5,936.19** is based on a proposed award of **£2,007.20** – for Noting and a reclaimed amount of **£160**.

*The proposed remaining budget for Equipment of **-£4,558.76** is based on a reclaimed amount of **£196.98**.

The proposed funding for February is **£2,007.20** and the proposed remaining budget for 2023/24 is **-£5,257.52** (112% of the 2023/24 budget spent).

Not Applicable

94

*The proposed funding relating to 2024/25 Anniversary grants budget is **£750.00**. This will be deducted from the Anniversary grant allocation 2024/25.

*The proposed funding relating to 2024/25 Events grants budget is **£1,697.55**. This will be deducted from the Events grant allocation 2024/25.

*The proposed funding relating to 2024/25 Travel and Accommodation grants budget is **£720.00**. This will be deducted from the Travel and Accommodation grant allocation 2024/25.

RECOMMENDATION

It is recommended that Council approves the attached applications for financial assistance for sporting purposes valued at above £250, and that the applications approved by the Forum (valued at below £250) are noted.

APPENDIX 1 - SUCCESSFUL GOLDCARD REPORT FOR NOTING 23-24

APPLICANT	SPORT	EVENT	REPRESENTING	GOLDCARD	DATES	PROPOSED	NOTES
Levi Linda Kane	Karate	English Open / Cross Border Championships / Belfast International	Ulster/Northern Ireland	Ards Blair Mayne and Bangor Aurora, Gym & Health Suite	11 February / 6 April / 27 April 2024	Yes	Our guidelines states under Eligibility, "be ranked within the top 10 in Northern Ireland/Ireland"; Levi is ranked 5th in Ireland at present. Recommend Goldcard for 6 months until 5 September 2024.
TOTALS						1	

APPENDIX 2 - SUCCESSFUL INDIVIDUAL TRAVEL/ACCOMMODATION REPORT FOR NOTING 23-24

APPLICANT	SPORT	EVENT	REPRESENTATIVE	LOCATION	DATES	REQUESTED	PROPOSED	NOTES
Amelia McGill	Trampolining	Zonals	Northern Ireland Schools	Wakefield, Leeds	04-Feb-24	Flight Belfast to Leeds £79.66 + Taxi £7 + Coach £25 + Accommodation £58.33 = £169.99	£150	Propose funding of £150, "subject to" a letter from the National Governing Body confirming applicant has been selected to represent Northern Ireland at the "Zonals" in Leeds on 4 February 2024.
Eliza McGill	Trampolining	Zonals	Northern Ireland Schools	Wakefield, Leeds	04-Feb-24	Flight Belfast to Leeds £79.66 + Taxi £7 + Coach £25 + Accommodation £58.33 = £169.99	£150	Propose funding of £150, "subject to" a letter from the National Governing Body confirming applicant has been selected to represent Northern Ireland at the "Zonals" in Leeds on 4 February 2024.

Jacob Meharg	Trampolinin g	Zonals	Northern Ireland Schools	Wakefield, Leeds	04-Feb-24	Flight Belfast to Leeds £79.66 + Taxi £7 + Coach £25 + Accommo dation £58.33 = £169.99	£150	Propose funding of £150, "subject to" a letter from the National Governing Body confirming applicant has been selected to represent Northern Ireland at the "Zonals" in Leeds on 4 February 2024.
Sandra Bailie	Lawn Bowls	British Isles International Series	Ireland	Falcon Indoor Bowls Club, Chelmsford, Essex	8-10 March 2024	Accommo dation £200 contributi on	£150	A letter from the IWIBA advises Sandra has been selected to represent Ireland at the British Isles International Series, 7-10 March, contributing £200 to expenses. Propose funding of £150.
Sandra Bailie	Lawn Bowls	British Isles Championships in the Pairs & Triples Disciplines	Ireland	Falcon Indoor Bowls Club, Chelmsford, Essex	11-13 March 2024	Accommo dation costs£381. 96	£150	The letter from the IWIBA also advises Sandra has been selected to represent Ireland at the British Isles Championships in the Pairs & Triples Disciplines, 11-13 March. Propose funding of £150.

Alison Morris	Lawn Bowls	British Isles International Series	Ireland	Falcon Indoor Bowls Club, Chelmsford, Essex	8-10 March 2024	Accommodation £200 contribution	£150	A letter from the IWIBA advises Alison has been selected to represent Ireland at the British Isles International Series, 7-10 March, contributing £200 to expenses. Propose funding of £150.
Alison Morris	Lawn Bowls	British Isles Championships in the Pairs & Triples Disciplines	Ireland	Falcon Indoor Bowls Club, Chelmsford, Essex	11-13 March 2024	Accommodation costs £384.96	£150	The letter from the IWIBA also advises Alison has been selected to represent Ireland at the British Isles Championships in the Pairs & Triples Disciplines, 11-13 March. Propose funding of £150.

Bobby Driscoll	Sailing	Irish Sailing Performance Squad training camp	Ireland	Valencia, Spain	10-18 February 2024	Bus Belfast to Dublin Airport £7.50 £13 + Flight Belfast to Valencia £224. Accommodation/coaching/boat charter is paid quarterly to Irish Sailing as single invoice 2500 euro (multi trip).	£50	Irish Sailing Association Invoice confirms Bobby is attending the Irish Sailing Performance Squad training camp in Valencia, 10-18 February 2024. Propose £50 for Training Camp.
----------------	---------	---	---------	-----------------	---------------------	---	-----	---

Matthew Quinn	BlackBall Pool	European Blackball Nation's Cup 2024	Northern Ireland	Bridlington Spa , Bridlington, East Yorkshire	17-Mar-24	Flight Belfast Int / Leeds Bradford £78 + Bius £49 + Accommo dation £337.50 = £464.50	£150	Letter from the Northern Ireland Pool Association confirms Matthew has been selected to represent the Northern Ireland Pool Association Senior Men's B Team at the 2024 EBA Nations Cup of Pool, held in Bridlington, England, from 17 - 22 March. Propose funding of £150.
Alex Cree	Archery	GB Youth Compound Development Squad training	Great Britain	Lilleshall National Sport Centre, Pave Lane, Telford	24/02/2024	Stena Ferry travel - £418.96	£50	Alex has been selected to attend GB Youth Compound Development squad training on 24 February 2024 at Lilleshall National Sports Centre. Recommend funding of £50 as guidance notes state "assistance towards costs involved in attending National Governing Body Selection Training Squads...up to a maximum of £50".

Stephen Ferris	BlackBall Pool	European Blackball Nation's Cup 2024	Northern Ireland	Bridlington Spa , Bridlington, East Yorkshire	17-22/03/2024	Ferry £289.25 + Accommodation £213 = £502.25	£150	Letter from the Northern Ireland Pool Association confirms Stephen has been selected to represent the Northern Ireland Pool Association Masters Team at the 2024 EBA Nations Cup of Pool, held in Bridlington, England, from 17 - 22 March. Propose funding of £150.
Terry McDowell	BlackBall Pool	European Blackball Nation's Cup 2024	Northern Ireland	Bridlington Spa , Bridlington, East Yorkshire	17-22/03/2024	Flight £78 + Bus £49 + Accommodation £337.50 = £464.50	£150	Letter from the Northern Ireland Pool Association confirms Terry has been selected to represent the Northern Ireland Pool Association Senior Men's B Team at the 2024 EBA Nations Cup of Pool, held in Bridlington, England, from 17 - 22 March. Propose funding of £150.
Patrick Dally	Indoor Volleyball	St. Patrick's Challenge Cup: NI v ROI	Northern Ireland	National Sports Centre, Dublin	16/03/2024	Mileage £107.90 + Flights £125.59 = £233.49	£37.20	Propose £37.20 towards mileage from home to Dublin, as Patrick has already received funding of £462.50 in 2023/34.

William Taylor	Snooker	European Snooker Championships U16 & U18	Northern Ireland	Sarajevo, Bosnia & Herzegovina	11/03/2024	Flights Belfast to Gatwick, Gatwick to Sarajevo £853.14 + Accommodation £990 + Airport transfer £60 = £1,903.14	£170	Letter from the Northern Ireland Billiards and Snooker Association confirms William has been selected to represent Northern Ireland at the European Snooker Championships U16 & U18, held in Sarajevo, Bosnia & Herzegovina, from 11 - 17 March. Propose funding of £170.
TOTALS							£1,807.20	

APPENDIX 3 - SUCCESSFUL CLUB TRAVEL/ACCOMMODATION REPORT FOR NOTING 23-24

APPLICANT	SPORT	EVENT	REPRESENTATIVE	LOCATION	DATES	REQUESTED	PROPOSED	NOTES
Ards Ladies Hockey	Hockey	All Ireland 2 League	The team are part of the EY All Ireland League Teir 2, alongside our regional Ulster League. This league sees its conclusion in a Semi final and Final, which the winner and runner up gain promotion to the EY All Ireland League 1 for the following season - the top league in Ireland.	Mardyke Areaan, Cork	24/02/2024	Hotel - £700	£200.00	Our guidelines state under "applicant eligibility", that Affiliated Clubs can apply on behalf of teams for travel assistance towards a specific club competition or event, for example, where there is progression to a higher level in a competition or event which involves travel beyond normal limits." Propose funding of £200, the maximum amount for Ireland.
TOTALS							£200.00	

APPENDIX 4 - UNSUCCESSFUL REPORT 23-24

APPLICANT	APPLICATION	REQUEST	EVIDENCE REQUIRED	EXPLANATION
Ards Cycling Club	Event Grant	Tour of Ards (Ards Peninsula) - Hire of HQ £140 + St. John's Ambulance £360 = £500	Our Event Application Guidance states, "the application must be submitted three months prior to the event".	Funding not recommended as our guidelines state that "the application must be submitted three months prior to the event"; the application was received on 14 February for an Event on 16 March 2024.

APPENDIX 5 - SUCCESSFUL ANNIVERSARY REPORT FOR APPROVAL 24/25

NAME	SPORT	EVENT	EVENT OUTLINE	DATES	REQUESTED	PROPOSED
Comber Bowling Club	Lawn Bowling	Centenary Anniversary Dinner, McBrides Restaurant, Comber - Higher profile of Club in Centenary Year. Publicity for lawn bowls. A thank you to members, former members and sponsors for support.	Dinner with approx. 60 attending. I.B.A. and P.G.L Officers to attend, as well as local MLA's and other guests.	27/09/2024	60 Guests @ £30 = £1,800	£750
TOTALS						£750

NOTES

All documentation provided. Propose funding of £750.

APPENDIX 6 - SUCCESSFUL EVENT REPORT FOR APPROVAL 24-25

NAME	SPORT	EVENT	EVENT OUTLINE	DATES	REQUESTED	PROPOSED	NOTES
Comber Bowling Club	Lawn and Indoor Bowling	Open Day on Premises - Open Day for people to experience the sport of bowling. 20-40 or more to attend.	All interested will be given instruction and coaching. New members to join. Adults and young people to enjoy the experience.	11 May 2024	12 mats @ £16 each = £192 + Junior Bowls set £180 + Coaching costs £100 = £472	£400	All documentation provided. Propose funding of £400 (£300 for fundamental equipment plus £100 towards Coaching costs).
North Down Cricket Club	Cricket	Ireland v West Indies Cricket Match. This is a prestigious International Cricket Match and will be the first time the Club have hosted a first class match in recent years. The match will attract a large crowd and require significant preparation and effort from the members (1000 spectators per day x 4 possibly).	The event will showcase the sport locally and as noted will attract a large number of spectators to The Green. The event will be an opportunity for our members, including youths, to be involved e.g., leading out teams / playing during intervals etc. and will inspire youths hopefully to engage more in the game and aspire to play internationally in the future.	16-21 June 2024	Ground prep £5,000 + Cricket Rain cover £3,000 + Catering £2,000 + Marquee Hire £4,000 = £14,000	£1,000	All documentation provided. Propose funding of £1,000.

<p>Portavogie Coastal Rowing Club</p>	<p>Rowing</p>	<p>Portavogie Regatta - We will be holding a regatta on Portavogie beach which will see approximately 18 St Ives skiffs racing a 1k - 3k race. There are approximately 18 Skiffs with 5 people in each also supporters and families of our rowing regattas, we are expecting close to 200 people which does not include the residents of Portavogie.</p>	<p>Extends to new applicants or interested parties. Inclusion and diversity within a small rural community. Enhances the ongoing community network which impacts and nurtures physical, mental, spiritual and emotional wellbeing for all participants which the Peninsula lacks.</p>	<p>25 May 2024</p>	<p>Fuel for safety boat £200 + Safety Equipment (First Aid kit x 2 plus emergency blankets) £53.85 + Table & Chair Hire £200 + Flask Canister £43.70 + Advertising ink £18.89 = £516.44</p>	<p>£297.55</p>	<p>Propose funding of £297.55 (as for safety boats and advertising ink cannot be covered) "subject to" a Risk Assessment, Insurance for the date of the Event, written confirmation that the Club Adopts the "Code of Ethics & Good Practice in Irish Coastal Rowing for children" and the names of the Clubs Designated Safeguarding Officers.</p>
<p>TOTALS</p>						<p>£1,697.55</p>	

APPENDIX 7 - SUCCESSFUL INDIVIDUAL TRAVEL/ACCOMMODATION REPORT FOR NOTING 24-25

APPLICANT	SPORT	EVENT	REPRESENTATIVE	LOCATION	DATES	REQUESTED	PROPOSED	NOTES
Amy Boyle	Volleyball	CEV SCA U18 Volleyball Championships	NI Volleyball U18 Women's Team	Malta	11-15/04/2024	Flight £244 + Accommodation/Food £558 = £802	£170	Amy has been selected to represent NI Volleyball U18 Women's Team at the CEV SCA Championships in Malta from 11-15 April 2024. Propose funding of £170.
Cassidy Ogle	Fencing	Commonwealth Junior and Cadet Championship	Northern Ireland	Nga Puna Wai Sport Hub, Christchurch, New Zealand	12/07/2024	Return Flight Dublin to Christchurch £1,700 + Return Bus Belfast to Dublin £18 + Accommodation £750 = £2,468	£200	Cassidy has been selected to represent Northern Ireland at the Commonwealth Junior and Cadet Championship in New Zealand on 12 July 2024. Propose funding of £200.

Alexandra Ong	Fencing	Commonwealth Fencing Championships	Northern Ireland	Nga Puna Wai Sport Hub, Christchurch, New Zealand	11/07/2024	Return Flight Dublin to Christchurch £1,600 + Return Mileage Belfast to Dublin £60 + Accommodation £1,200 = £2,860	£200	Alexandra has been selected to represent Northern Ireland at the Commonwealth Fencing Championships in New Zealand on 11 July 2024. Propose funding of £200.
Sandra Canning	Lawn Bowls	Deaf Lawn Bowls Home Nations Tournament 2024	Northern Ireland Deaf Bowling Team	Belmont Bowling Club, Belfast	29-Jun-24	Accommodation £235	£50	Sandra has been selected to represent Northern Ireland at the Deaf Lawn Bowls Home Nations Tournament 2024 on 29 June at Belmont Bowling Club. Propose £50.
Paul Canning	Lawn Bowls	Deaf Lawn Bowls Home Nations Tournament 2024	Northern Ireland Deaf Bowling Team	Belmont Bowling Club, Belfast	29-Jun-24	Accommodation £235	£50	Paul has been selected to represent Northern Ireland at the Deaf Lawn Bowls Home Nations Tournament 2024 on 29 June at Belmont Bowling Club. Propose £50.
Michael Johnston	Lawn Bowls	Deaf Lawn Bowls Home Nations Tournament 2024	Northern Ireland Deaf Bowling Team	Belmont Bowling Club, Belfast	29-Jun-24	Accommodation £235	£50	Michael has been selected to represent Northern Ireland at the Deaf Lawn Bowls Home Nations Tournament 2024 on 29 June at Belmont Bowling Club. Propose £50.

TOTALS						£720.00	
---------------	--	--	--	--	--	----------------	--

Unclassified

112

ITEM 12**Ards and North Down Borough Council**

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Community and Wellbeing Committee
Date of Meeting	17 April 2024
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Parks and Cemeteries
Date of Report	25 March 2024
File Reference	CW22
Legislation	The Local Government Act (NI) 2014
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Parks & Cemeteries Service Plan for 2024-2025
Attachments	Appendix Parks & Cemeteries Service Plan for 2024-2025

Attached is the Service Plan for Parks & Cemeteries in accordance with the Council's Performance Management policy.

This Plans is intended to:

- Encourage compliance with the new legal, audit and operational context
- Provide focus on direction
- Facilitate alignment between Corporate, Service and Individual plans and activities
- Motivate and develop staff
- Promote performance improvement, encourage innovation and share good practice
- Encourage transparency of performance outcomes
- Better enable us to recognise success and address underperformance.

Not Applicable

113

The plan for 2024-2025 is attached. This plan has been developed to align with objectives of the Big Plan, the Corporate Plan and associated Annual Performance Improvement Plan (PIP). The agreement of the plan will also assist toward achievement of the Council's performance improvement duties under the Local Government Act (NI) 2014.

The Service Plan highlights where the service contributes to the Corporate Plan and, where this is the case, sets out the objectives of the service for the 2024-2025 year. It further identifies the key performance indicators used to illustrate the level of achievement of each objective, and the targets that the Service will try to attain along with key actions required to do so.

The Service Plan also identifies key risks to the service along with analysis of these and necessary actions to mitigate/manage risks. Key risks impacting services are incorporated into the Corporate Risk Register. The plan has been developed in conjunction with staff, officers and management and consultation with key stakeholders where relevant.

This Service Plan was created in association with various stakeholder feedback including a staff business planning day held on 1st December 2023. In addition, the plan is based on the agreed budget for Parks & Cemeteries. It should be noted that, should there be significant changes in-year (e.g. due to Council decisions, budget revisions or changes to the PIP) the plan may need to be revised.

The Community & Wellbeing Committee will be provided with update reports on performance against the agreed plan throughout 2024-2025.

RECOMMENDATION

It is recommended that Council approves the attached plan.

PARKS & CEMETERIES SERVICE

01 April 2024 – 31 March 2025

26 February 2024



**Ards and
North Down**
Borough Council

APPROVALS

Prepared By	Peer Reviewed By	Approved By
Stephen Daye	Adele Faulkner	Graeme Bannister
Head of Parks & Cemeteries	Head of Environmental Health, Protection and Development	Director of Community and Wellbeing
26/02/2023	04/03/2023	05/03/2023

Contents

- 1. **Introduction to Service** 4
- 2. **Context, Challenges and Key Assumptions** 5
- 3. **Service Improvement**..... 13
- 4. **Monitoring and Review**..... 15
- 5. **Service Risks Register** 15
- 6. **Key Activities (KPIs) for 2024/25**..... 20
- 7. **What Services/Activities will be stopped** 22

1. Introduction to Service

Name of Service	<i>Parks & Cemeteries</i>
Directorate	<i>Community and Wellbeing</i>
Introduction & Reflection	<p>The Parks and Cemeteries Service operates within the Community & Wellbeing Directorate. The Service was created in 2022 following a structural review and has 98 employees. The Service has responsibility for the maintenance and development of approximately 292 hectares of Parks and other open spaces including cemeteries and other burial grounds within the Borough. This also includes the maintenance of all outdoor sports facilities, car parks, amenity beaches and associated promenades along Council leased foreshore. In addition, the Parks and Cemeteries Service helps to enhance the appearance of the Borough through floral displays and other plantings at selected high-profile locations under its Ards and North Down in Bloom initiative.</p>  <p style="text-align: center;">Parks & Cemetery Staff at a Business Planning Day</p> <p>The work of the Parks and Cemeteries Service also helps to raise the profile of the Borough through external award schemes such as Green Flag, Ulster in Bloom and Best Kept Awards. The Service has responsibility for the Council's statutory duty for Biodiversity, the provision of allotments, and Outdoor Recreation. Other initiatives include creating improvement strategies such as Let's Grow Together (a sustainable community food growing strategy) and a Tree & Woodland strategy with the flagship STAND4TREES initiative that includes planting 15,000 trees per year. The Parks and Cemeteries Service carries out its activities on Council owned property and, in some cases, property owned by other agencies, for example DFI Roads roundabouts and verges.</p>

2. Context, Challenges and Key Assumptions

The creation of Ards and North Down Borough Council in 2015 saw the establishment of several Directorates including the Department of Community and Wellbeing, within this department a Leisure and Amenities section was created with the responsibility to manage the delivery of a Leisure Service, Community Centres and Halls and Parks, Cemeteries & Amenities on behalf of the Council. However, it was widely agreed that the structure no longer met the need of the Service nor was able to effectively deliver the corporate objectives of the Council.

In September 2020 it was agreed by Council that as part of the Council's transformation agenda the Parks & Cemeteries Service would be suitable for a transformation project. In October 2021 it was agreed to demerge the Leisure & Amenities Service creating two new business units i.e. the Leisure Service's and the Parks & Cemeteries Service. Both services continue to operate within the Community & Wellbeing Directorate.

A Head of Parks & Cemeteries was appointed in May 2022, with a clear action to develop and seek approval for a restructuring exercise that would transform service delivery and realise longer term savings. This was an opportune time as Council emerged from the Covid19 pandemic and reflected on the outcomes of COP26, investing in the future of the Borough's green space should be a priority. The agreement to transform has been carried out under a three-stage approach as follows.

Phase One (Performance Improvement Initiatives under the present structure): including some new staff working on a new seven-day working rota at standard pay rates resulting in a significant reduction in overtime with improved customer service, including quicker stakeholder and elected member response times to queries etc. Other initiatives included a pilot to merge area units, creating improvement strategies (such as a Tree & Woodland strategy and 'Let's Grow Together' a sustainable food growing and allotment strategy), the creation of Standard Operating Procedures (unifying procedures within units and improving governance) and a Vehicle Replacement Strategy that challenges the way teams are working and introduced innovations such as electrification. However, as already mentioned the present structure cannot support further transformation without restructuring the Parks & Cemeteries Service.

Phase Two (Review and Restructure): Following the appointment of the Head of Parks & Cemeteries in May 2022, a review of the service and its structure was carried out. This included a desktop review of good practice from around the UK, analysis of performance improvement initiatives (Phase One) carried out by the service over last 24 months and five staff workshops involving over 90 Parks & Cemeteries employees. A draft structure was agreed at a Corporate Leadership Team (CLT) meeting in October 2022. In November 2022 & December 2023, Annual Business Planning Days (pictured overleaf) with over 80 Parks & Cemetery staff attending per event, built on the workshops carried out and assisted with the annual service plans that are driving transformation.

This review has revealed the key issues the service faces and highlighted a clear desire to achieve a radical move to a new service model that requires changes in our culture, structure,

and management. In addition, the need for a strategic approach to our management, the importance of governance and the need to recognise the value of our Borough's green spaces was also highlighted. It is believed that this radical change will be seen in service transformation. A full structural review of the full council will be concluded in 2024.



Parks & Cemetery Staff at the Business Planning Day in December 2023

In Phase Three (Transformation): we move to implement the key issues identified to ensure successful structural change and to realise additional savings, improved performance and excellent customer service:

1. A Strong Vision for the Service was agreed in December 2022, it is “**Creating an environment for communities to flourish**”. This vision reflects a move away from a service fixated with processes, to a service obsessed with delivering corporate and community outcomes and building trust.
2. A structure that promotes innovation, flexibility, and responsiveness: the new structure is flatter, the merging of posts will give clearer responsibility lines and promote greater independent working. A new development team is being created to focus on developing and providing a better service. The structure will also remove structural silos with clearer management roles with significantly less units which means less depots saving on resources. Standard Operating Procedures will strengthen governance and ensure the most effective distribution of resources among the various units.
3. Developing the Future Workforce: The merging of posts will give greater responsibilities to staff at all levels and encourage cultural change that embraces shared authority and decision-making. The use of Task & Finish groups has not only identified saving and improved service but given confidence to our team to know that all voices are heard and listened too. Management is committed to improving sustainability knowledge training and is rolling out actions that will complement the Councils wider Appraisal system in 2024/5. It is acknowledged that work is required to promote opportunities for development both internally and externally. Retention strategies and clear career pathways are required to ensure staff morale is high, creating an environment where staff can reach their full potential. Apprenticeships within the service will grow and an intensive training programme will ensure the workforce is future proofed.

4. **Playing an Active Role in Climate Recovery, Biodiversity Gain & Sustainability:** This is a key corporate goal, and the Service will be focused to support and deliver the actions within plans and strategies. The Service will not only make the changes in its operations but expand its citizen science and education provision to stakeholders.
5. **Embrace Changes in Environmental Law:** changes on chemical usage, emissions and invasive species will challenge how services are delivered and this will involve discussions with stakeholders and selling new ways of maintaining the infrastructure. A new focus in 2024/5 will be legislation on the ban on micro-plastics and its future impacts on 3G pitches, play parks and other recreational facilities.
6. **Creating a Volunteer Army & Embracing Citizenship:** The present structure is focused on grounds maintenance operations that deliver uneven standards determined by staff and untouched by those they serve. A move is required to increase stakeholder involvement, collaboration and partnership with communities, volunteers, businesses, external organisations in government and the third sector.
7. **Bringing the Parks back to life with Events and Activities:** the development team created in the new structure will be in a strong position to deliver events and activities and encourage active use of our spaces. With more people in our Parks attending events and activities vandalism will be reduced i.e. the more people from the community using the park, the less likely it will be that vandals will begin to loiter in the area. The provision of quality infrastructure such as improved trails and play facilities will also enable recreation activities to occur passively.
8. **Embracing Digital Efficiencies:** digital solutions such as PlotBox have already started to make changes that improve performance and customer service. PPS Live will also be introduced in 2024 and this will improve monitoring of service provision. In 2024 we will introduce robotic equipment to redirect staff to other duties, this will also complement our move towards electrification.
9. **Actively pursuing Income Generation & Commercialization:** Parks has introduced a sponsorship policy to the service, and this will be the start of move towards reducing our Gross to NET ratio, that will reduce the burden on ratepayers. Other initiatives will be progressed in 2024/5 including expanding our vendor contracts, paid events and expanding our cemetery memorial income opportunities.

This transformation is the next step to improve services and reduce our costs to local ratepayers. In the next five years, with an improved structure in place to manage this transformation, the service will see a reduction in the cost to Council and build on the previous savings already achieved but with an improved customer focused service that will assist in achieving real differences in people's lives. The saving will be made up of efficiency revenue saving and a reduction in staffing costs plus income generation - this will be achieved by an improved structure, embracing volunteers and staff working smarter. To ensure this Service Plan is relevant we held Business Planning Days for our employees, and this is reflected in the PESTLE analysis in Section 2.1.

2.1 External

<p>Political</p>	<p>The Council has now been operating since 2015 and as such we fully understand the needs and expectations of the Council towards the delivery of our service. The Council was elected in May 2023 and the Stormont Assembly elected new members in 2022, with the Assembly starting to meet in January 2024 due to some parties' concerns regarding Brexit arrangements including the Northern Ireland Protocol / Windsor Framework.</p> <p>The implications of this are unknown in terms of future funding priorities. Brexit has now been in place for several years, and this has had an impact on the service with the purchase of plants and materials from the UK, we have attempted to resolve this difficulty by procuring directly from Europe. The importance of open spaces for health and wellbeing as well as biodiversity needs to be recognised more at local and regional government and then translated into Strategies/Action Plans and funding stream.</p> <p>The House of Lords Horticultural Sector Committee, chaired by Lord Redesdale has been formed. This cross-party special inquiry committee will consider the challenges, opportunities and risks faced by the horticultural sector, including the impact of rising input costs and labour and skills shortages, how innovative technologies might address these issues and other pressing challenges such as the impact of climate change. In addition, it will explore how policy can support the sector in meeting the Government's ambitions for levelling up and post-Brexit trade policy. It is expected to publish its report by the end of 2024.</p>
<p>Economical</p>	<p>Local Authority expenditure is under increasing pressure with reduced central grant and expected low increases in the level of domestic rates, this means that our service will have to increase income and minimise expenditure to achieve the highest possible levels of efficiency and effectiveness.</p> <p>Council needs to pursue external funding to fund service improvements. In many cases to be able to avail of funding opportunities, revenue spend is required to design up projects, conduct the necessary surveys, business cases and submit planning applications etc. Given that most funding opportunities are yearly, there is not sufficient time to be able to do the necessary enabling works and then deliver a capital project within the funding timelines.</p> <p>Recognition should be given to this issue, as on many occasions funding opportunities cannot be availed of due to the lack of having the enabling</p>

	<p>works in place etc. Areas of deprivation and low disposable income remains an issue for many, meaning families have less to spend. However, this in turn presents both opportunities and challenges for our (mostly free to use) outdoor facilities, as users move toward the less formal and more passive forms of outdoor activity.</p> <p>A likely general election may impact on direction and political dynamics with possible shift towards commissioning and outsourcing services.</p>
<p>Social</p>	<p>The work of our Service provides enhanced social cohesion and civic pride through the provision and development of quality connected green spaces. A volunteering and Friends group policy has been agreed by Council and is in the process of being implemented. This gives local people opportunities to play a role in their local park and socially engage with likeminded individuals. It is intended that such social engagement will have a beneficial impact upon social isolation within the Borough. Parks and Open Space are integral to supporting greater levels of health and wellbeing within the Borough and as such the Parks and Cemeteries Service will be developing programmes to encourage a greater level of engagement with the natural environment and recreation opportunities available. To promote wider community participation, we launched Ards and North Down in Bloom in 2020.</p> <p>The Ards and North Down in Bloom initiative has been developed with three overlapping objectives which are: horticultural excellence, community participation and environmentally sustainable practices. The Ards and North Down in Bloom Community Competitions encourages everyone who lives or works in the Borough to think about their local environment and how attractive flowers, plants, trees and gardens can enhance it. By actively supporting this competition they will not only make their garden or business more attractive but also contribute to the Borough's entry to the Translink Ulster in Bloom Competition and other regional awards.</p> <p>Engagement within the new Corporate Plan has been emphasised and this works well with the structural changes that are in the process of being implemented with Parks and Cemeteries Service.</p>
<p>Technological</p>	<p>The maintenance practices adopted by our Service are constantly subject to review following the introduction of new machinery, stricter safety limits, and advances in sports surfaces such as 3G and other synthetic surfaces. Additionally, new supply products on the market influence how the service is delivered. Surfacing treatments included in capital projects needs to be carefully considered to ensure that minimal maintenance is required in terms of weed control etc as herbicide use is reduced.</p>

	<p>A proactive machinery replacement strategy is being implemented across the service. This provides the scope to include the consideration of technical innovations in replacing aged equipment including the use of more electric based equipment. This in turn will create better efficiencies across the service. In 2024 we will be finalising the implementation our new cemetery software (PlotBox) and a move towards a more efficient paperless administration system and online burial bookings etc. A new website/online processes will create new opportunities to engage with our customers.</p>
<p>Legal</p>	<p>The Service operates under several statutory regulations regarding service delivery. Future statutory obligations in relation to Climate change, Biodiversity and Carbon NET Zero targets will increase demands on our service provision. Given the many important national and European designations within the Borough, certain services elements require NIEA approval and robust Habitat Regulations Assessments. The Burial Ground Regulations (NI) 1992 present significant challenges to the burials service in terms of dealing with historical burial issues and potential future developments of public expectations.</p> <p>Legislative changes in pest control products will have a significant bearing on the delivery of certain service elements including weed control and the use of insecticides. The service will need to take account of this and review practices to include alternative weed and pest control methods and this is reflected with an agreed policy change agreed by Council in 2021.</p> <p>The Cemeteries Service has a legal obligation to provide adequate burial provision within the Borough. The current cemetery facilities are in some cases approaching capacity which presents a future challenge regarding satisfying customer demands and advance sale of graves. In the long term, this will have significant impact on the service’s ability to satisfy the legal obligations upon it. To this end a Business Case is being developed to provide options on future cemetery provision.</p>
<p>Environmental</p>	<p>The impact of changing environmental and climactic patterns will continue to be significant and the Service will need to take this into consideration and can adapt as a result. A major challenge for the Borough is the impact of coastal erosion, with our coastline being the longest of any Council in Northern Ireland, we expect this to have more of an impact than Councils with more limited coastline. For the service, coastal erosion affects many areas which we have a direct stake in, for example amenity beaches or the coastal path.</p>

	<p>The Biodiversity Unit has received significant internal funding to implement the new Local Biodiversity Action Plan. The Biodiversity Unit is under significant pressure to deliver on both internal and external projects which require advice and appropriate assessment processes i.e. Habitat Regulation Assessments. In going forward, the Service will advise on such matters and where appropriate signpost lead project officers toward external providers where appropriate. There is a cognisance that where possible, materials should be sourced locally or come from sustainable sources to reduce carbon emissions and to be less impactful on the environment, but which also are fit for purpose.</p> <p>The Service continues to progress electrification of its equipment and will be trialling in 2024 robotic machinery including lawnmowers. Climate issues within the new Corporate Plan have been emphasised and this works well with the structural changes that are to be implemented with Parks and Cemeteries Service.</p>
--	--

2.2 Internal

The SWOT analysis below highlights the challenges which our services will face.

Strengths	Weaknesses
<ul style="list-style-type: none"> • Profile of Parks Service within the public and media is high. • New Corporate Plan with a strong focus on sustainability. • Commitment to the Roadmap to Sustainability by incorporating sustainable practices with the service. • Recent strategies such as LBAP, Play, Tree & Woodland, etc have successfully refocussed the service. • Heritage/historic interest and distinct character of the sites. • Highly skilled workforce with apprentices in place. • Excellent service delivery quality, recognised through awards. • Strategy in place to replace machinery and move towards electric. • Community and economic asset to the borough. • Provision of community participation and engagement through Friends Groups, Stakeholders & Volunteers. • Delivery of a sensitive and efficient Cemetery Service. 	<ul style="list-style-type: none"> • Criticism of the Cemetery Service. • Current Management Structure (new structure agreed). • Office and other staff facilities are not fit for purpose and do not aid collaborative working. • Sickness levels are high and above Council average. • Need enabling revenue budget to realise capital funding available. • Failure to plan for our future cemetery provision. • Historic inconsistencies with the service Standard Operating Procedures. • Some parks have limited ecological value, requiring new management techniques such as rewilding. • Limited variety and consistency of sites within the geography of the Borough. • Failing park infrastructure including street furniture, paths, fencing etc • Need to further explore the potential recreation opportunities at our sites. • Regional recognition of the importance of outdoor spaces for Health and Wellbeing purposes.

<ul style="list-style-type: none"> • Broad range of recreation opportunities within the facility portfolio. • Working closely with others to building strong relationships. 	<ul style="list-style-type: none"> • Council’s commitment to Green Flag Awards and the opportunities that they bring. Blue Flags not pursued.
---	--

Opportunities	Threats
<ul style="list-style-type: none"> • Transformation projects • Increase the use of open space through events and activities. • Commercialisation activities to reduce ratepayer burden. • Creating an enabling revenue budget to realise internal capital funding. • Maximise potential of our coastal locations. • More co-operation with other Departments. • Develop and grow our Friends Groups and Engagement with Communities • National political awareness and benefits of Parks & Open Spaces highlighted after Covid. • Valued as a community asset for fundraising, community work, exercise, and well-being. • Improve attractiveness of borough as a tourist destination through provision of park and open space activities. • Increase recreation across the Borough with additional infrastructure such as Trails and Greenways. • Crematorium provision to meet local needs and the sustainability of burial provision. • Provide additional memorial garden facilities within the Borough. • Use of the LBAP to increase biodiversity net gain. • National and local drive on climate adaption strategies highlighting value of parks and open spaces and potential investment opportunities. 	<ul style="list-style-type: none"> • Insufficient revenue budgets leading to unsustainable future capital costs. • Limited availability of future grave provision in key locations. • Aging workforce leading to increased sickness. • Loss of skills base due to recruitment and retention challenges. • Unmanageable public expeditions on service provision. • Lack of resources to increase capital funding availability and miss grant funding opportunities. • Change in political priorities due to an uncertain regional local government environment and national general election. • Future uncertain statutory obligations to Climate change, Biodiversity and Carbon NET Zero targets. • Non availability of external funding such as lottery funds specific to parks and open spaces. • Economic downturn leading to increased visitor numbers to freely accessible facilities. • Climate change will increase flooding, storms etc impacting service provision and facilities. • Lack of investment in social support provision impacts our facilities and increases vandalism and anti-social behaviour.

3. Service Improvement

Service Development/Improvement 2024/25?	Improvement Area	Rationale	Responsible Officer(s)	Who we need to help us. (Internal and External)
Centralising Cemetery Office Team to Clandeboye Cemetery	Service Quality	The Cemetery Office Team will be more centrally located with improved new offices in the Borough's largest Cemetery.	Stephen Daye	IT, Assets & Property.
Centralise Parks Management and Officer team to City Hall	Strategic Effectiveness	The Parks Management and Officer team are currently split across numerous sites and this improvement will encourage better working together and free up space at the Church Street Offices for hot desks.	Stephen Daye	IT, Assets & Property.
Implement and embed the Parks and Cemeteries Restructure	Efficiency	Following agreement by Council for the transformation of Parks and Cemeteries Service, embedding a new structure is vital to ensure the transformation objectives are met.	Stephen Daye	HR
Create an innovative event programme that delivers internal strategies and the broader corporate strategic objectives.	Innovation	There is growing recognition that parks and other greenspaces can provide small and large scale events within the Council estate. The Service will continue to organise and facilitate events that contribute towards wider corporate objectives.	Stephen Daye	Tourism & Lands Departments

Service Development/ Improvement 2024/25?	Improvement Area	Rationale	Responsible Officer(s)	Who we need to help us. (Internal and External)
<p>Report on progress towards the 'Benchmark Standard for Community Growing and Allotment Provision': that Council aims in the next five years, in collaboration with other public bodies, to provide 1250sqm (0.3 acres) of community growing space per 1,000 households.</p>	<p>Sustainability</p>	<p>The 'Benchmark Standard for Community Growing and Allotment Provision' is a Northern Ireland wide initiative that complements the Councils own strategies such as 'Let's Grow Together' (a sustainable community food growing strategy for the Borough), 'Roadmap to Sustainability' and the new Corporate Plan.</p>	<p>Stephen Daye</p>	<p>Community Planning</p>
<p>Working towards our Service being Climate Change Ready with actions and policies in place to assist wider Corporate Strategies.</p>	<p>Sustainability</p>	<p>There is growing recognition that parks and other greenspaces can contribute towards a positive climate solution. The Service will become a 'Climate Change Ready' enabler. Our climate change adaptation actions and policies will ensure our Service assists the Council in being prepared for a changing climate by taking action to reduce the potential impacts of climate change to our staff, our users/customers, the green infrastructure we manage and the natural environment.</p>	<p>Stephen Daye</p>	<p>Sustainability Unit & Community Planning</p>

4. Monitoring and Review

Monitoring Method	Frequency	Responsible Officer
Standing Committee	6 Monthly	Head of Service
Management Team Meeting	Fortnightly	Head of Service and SUMs
Team Meeting	Monthly	SUMs
Staff Business Planning Day	Annual	All Staff

5. Service Risks Register

This Service Risk Register is aligned with the Corporate Risk Management Strategy. During the completion of this Service Plan, Officers reviewed and considered the current Service Risk Register.

Ref:	Risk Description	Gross Risk			Current controls	Residual Risk			Risk Status	Further Action Required	Action Due by	Risk Owner	Notes to explain rationale for scoring, etc.
		I	L	R		I	L	R	Tolerate / Action				
1 (CR2)	Insufficient staff to deliver services	5	3	15	Regular staff training on different staff roles. For example, parks staff able to work on cemetery burials. Realignment of areas of responsibility.	5	2	10	Tolerate	Service restructure will increase number of generic job descriptions. Contractors in place.	March 2025	Stephen Daye & John McConnell	Ensure current controls remain in place and action as proposed.

Ref:	Risk Description	Gross Risk			Current controls	Residual Risk			Risk Status	Further Action Required	Action Due by	Risk Owner	Notes to explain rationale for scoring, etc.
		I	L	R		I	L	R	Tolerate / Action				
2 (CR8)	Major injury to user of facilities	4	3	12	Regular staff training, inspections of facilities, internal and external audits	5	2	10	Tolerate	Service restructure will provide adequate number of managers. Review Training and Install PSS Ultimate	March 2025	Stephen Daye & John McConnell	Ensure current controls remain in place and action as proposed.
3 (CR8)	Major injury to member of staff while on duty	5	3	15	Regular staff training, inspections of facilities, internal and external audits	5	2	10	Tolerate	Service restructure will provide adequate number of managers. Review Training and Install PSS Ultimate	n/a	Stephen Daye & John McConnell	Ensure current controls remain in place
4 (CR8)	Breach in legislation ie. FEPA, H&SAW, Waste Disposal, Burial Regs, EMS	5	3	15	Net Regs Training H&S Working Group. Cemeteries Working Group. Attend Seminars. Management meetings. Notification from Government depts. Technical and legal expertise.	5	2	10	Tolerate	No	n/a	Stephen Daye & John McConnell	Ensure current controls remain in place

Ref:	Risk Description	Gross Risk			Current controls	Residual Risk			Risk Status	Further Action Required	Action Due by	Risk Owner	Notes to explain rationale for scoring, etc.
		I	L	R		I	L	R	Tolerate / Action				
5 (CR 17)	Service delivery below accepted standards, resulting in poor burial service.	5	3	15	Cemeteries Task & Finish working group meetings in place weekly and monthly. Visual Checks by Cemetery management. Monitor complaints – verbal and written.	5	3	15	Tolerate	Service restructure will provide adequate number of managers and increase management checks across the service teams.	n/a	Stephen Daye & John McConnell	Ensure current controls remain in place
6 (CR 17)	Poor parks service. Poor profile. H&S Issues. Increased Insurance claims. Poor profile. User quality and visitor quality.	4	3	12	Monthly Management and Team Leader meetings Service specific Task and Finish Groups	4	3	12	Tolerate	Increase management and supervisor checks across the service teams. Develop suite of Standard Operating Procedures	n/a	Stephen Daye & John McConnell	Ensure current controls remain in place

Ref:	Risk Description	Gross Risk			Current controls	Residual Risk			Risk Status	Further Action Required	Action Due by	Risk Owner	Notes to explain rationale for scoring, etc.
		I	L	R		I	L	R	Tolerate / Action				
7 (CR 17)	Failure to meet provision of Play, Open space & Cemetery Services	5	2	10	Continuous evaluation of service	5	2	10	Tolerate	Carry out annual review	n/a	Stephen Daye & John McConnell	Ensure current controls remain in place
8 (CR 16)	Insufficient burial plots to meet short/medium term demand	5	3	15	Cemeteries Provision Project Board in place to progress new cemetery	5	1	5	Tolerate	Capital Project agreed and actioned. Con	n/a	Stephen Daye & John McConnell	Ensure current controls remain in place
9 (CR 14)	Failure to invest in and maintain plant and equipment	4	3	12	A vehicle plant and machinery replacement strategy is in place.	4	2	8	Tolerate	Strategy calls for continuous review when replacing plant and equipment to ensure it meets future needs and legislation (a full strategy review was carried out in 2023)	n/a	Stephen Daye & John McConnell	Ensure current controls remain in place

Ref:	Risk Description	Gross Risk			Current controls	Residual Risk			Risk Status	Further Action Required	Action Due by	Risk Owner	Notes to explain rationale for scoring, etc.
		I	L	R		I	L	R	Tolerate / Action				
10 (CR 09 & CR 10)	Failure of cemetery software	5	3	15	A software system is being implemented with cloud storage	5	1	5	Tolerate	Finalise Phase 2 of PlotBox implementation. Look at possible expansion with a Phase 3 looking at a better user end interface that provides savings and improved customer service.	n/a	Stephen Daye & John McConnell	Ensure current controls remain in place
11 (CR 04 & CR 05)	Prepare for climate change and meeting Net-Zero Targets	5	5	25	Strategies in place to assist Council to meet its targets and corporate objectives. Working with other departments to develop a Climate Adaptation Plan and new Roadmap to Sustainability.	5	3	15	Tolerate	The Service will become a 'Climate Change Ready' enabler with climate change adaptation actions and policies that will ensure our Service assists the Council in being prepared	n/a	Stephen Daye & John McConnell	Ensure current controls remain in place

6. Key Activities (KPIs) for 2024/25

Performance Measures <small>Should include improvement actions outlined above and relevant measures both existing and new.</small>	Is the KPI Mandatory/ Statutory/ Service led	Reporting frequency (6 Monthly/ Year-end)	Outcome	Corporate Priority	2024/25 Reporting						
					2022/23 Actual	2023/24 Target	2023/24 YTD End of Q3	2024/25 Target	Reporting end of Q2	Reporting end of Q4	Cumulative or Fixed
% Spend against budget	Mandatory	Year-End	7	Economic							
% Staff Attendance	Mandatory	Year-End	7	Economic							
% of completed Employee Appraisals in the period September 2023 to March 2025	Mandatory	Year-End	7	Economic	n/a	100%	100%	100%			
Implement and embed the new Parks and Cemeteries Structures	Service Led	Year-End	7	Economic	n/a	n/a	n/a	Dec 2024			
Centralise Cemetery management and Office teams into agreed locations	Service Led	Year-End	7	Economic	n/a	n/a	n/a	June 2024			
Number of Green Flag awards retained	Service Led	Year-End	2	Environmental	5	5	5	7			
£'s investment in funding for In Bloom Projects	KPI by Type	Year-End	4	Social	12,245	18,500	18,494	21,000			
Number of Friends Groups established	Service Led	Year-End	5	Social	1	2	2	4			
% of available allotments utilised	Service Led	Year-End	6	Social	100%	100%	100%	100%			
Number of in Bloom/ Best Kept awards retained	Service Led	Year-End	4	Social	4	4	4	4			
Total m2 of Council maintained ground rewilded	Service Led	Year-End	2	Environmental	49,195	90,000	90,000	120,000			

Performance Measures <small>Should include improvement actions outlined above and relevant measures both existing and new.</small>	Is the KPI Mandatory/ Statutory/ Service led	Reporting frequency (6 Monthly/ Year-end)	Outcome	Corporate Priority	2024/25 Reporting						
					2022/23 Actual	2023/24 Target	2023/24 YTD End of Q3	2024/25 Target	Reporting end of Q2	Reporting end of Q4	Cumulative or Fixed
Number of trees planted (STAND4TREES Initiative)	Service Led	Year-End	2	Environmental	15,000	15,000	15,000	15000			
Number of Community Gardening Projects organised	Service Led	Year-End	5	Social	20	30	30	40			
Amount of herbicide used (litres)	Service Led	Year-End	2	Environmental	175	170	58.7	110			
Monthly Staff Performance Improvement Meetings organised	Service Led	Year-End	7	Economic	n/a	100%	100%	100%			
Annual Business Planning Day organised.	Service Led	Year-End	7	Economic	n/a	Yes	Yes	Yes			
Expand our Apprenticeship Scheme in association with Greenmount College with two new apprenticeships.	Service Led	Year-End	7	Economic	Yes	n/a	n/a	Yes			
Create an innovative event programme that delivers internal strategies and the broader corporate strategic objectives.	Service Led	Year-End	4	Social	Yes	Yes	Yes	Yes			
Report on progress towards the 'Benchmark Standard for Community Growing and Allotment Provision'	Service Led	Year-End	4	Social	n/a	n/a	n/a	Yes			
Working towards our Service being Climate Change Ready with actions and policies in place to assist wider Corporate Strategies.	Service Led	Year-End	2	Environmental	n/a	n/a	n/a	Yes			

7. What Services/ Activities will be stopped

Please add detail of KPI's that have previously been monitored that will no longer be reported on for 2024/25.

What service/ activities will we be stopping/ changing in 2024/2025	Reason for stopping / changing activity	Savings	Impact on Performance	Impact on the Public	Impact on staffing
n/a					

Unclassified

136

ITEM 13**Ards and North Down Borough Council**

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Community and Wellbeing Committee
Date of Meeting	17 April 2024
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Environmental Health, Protection and Development
Date of Report	27 March 2024
File Reference	CW7
Legislation	Environment Order (NI) 2002 /Air Quality Regulations (Northern Ireland) 2003/ Air Quality Standards Regulations (Northern Ireland) 2010
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Local Air Quality Management Progress Report 2023
Attachments	Appendix 1 Ards and North Down Borough Council 2023 Progress Report Appendix 2 Ards and North Down Borough Council PR 2023 DAERA Response

As you will be aware the Council monitors air quality within the Borough and reports the findings to the Department for Environment, Agriculture and Rural Affairs (DAERA) on an annual basis. We operate a real-time monitoring station on the A2 in Holywood due to high traffic flows at that location, and measure nitrogen dioxide (NO₂) levels using passive diffusion tubes at numerous sites across the borough.

In addition to measuring NO₂ levels, we also analyse particulate levels (PM_{2.5} and PM₁₀) at the site in Holywood. A new PM₁₀ and PM_{2.5} analyser was installed in November 2020 and a new NO₂ analyser in early 2023. Real time results are available on the Northern Ireland Air Quality website <https://www.airqualityni.co.uk/>.

Not Applicable

137

Although pollutant levels have remained below National Air Quality Objectives in the Borough, we must still aim to place an emphasis on reducing emissions. As such, we operate a schools' initiative in conjunction with Lisburn & Castlereagh City Council called 'Engine Off – Prevent the Cough', with the aim of reducing the number of idling vehicles outside primary school sites in the Borough. In addition to working with local schools, we have erected 'no idling' signage at a number of Council operated car parks, and this will be extended to a number of household recycling centres. We are in the process of working to expand the scheme further with Translink.

As referred to above, the Council is obliged to report air quality standards within the Borough to DAERA on an annual basis. We were notified by DAERA in February that the Council's Local Air Quality Progress Report for 2023 has been accepted and the information is now posted online. A copy of the report and the response made by DAERA are attached to this report.

RECOMMENDATION

It is recommended that Council notes this report.

Your reference: ANDBC PR2022
Our reference: AE2-17-7256~4
LAQM Reference: PR23-1647



Department of
**Agriculture, Environment
and Rural Affairs**
www.daera-ni.gov.uk

138

Ards and North Down Borough Council
2 Church Street,
Newtownards,
County Down
BT23 4AP

Cheryl.harkness@ardsandnorthdown.gov.uk

12 February 2024

Air & Environmental Quality
Department of Agriculture, Environment &
Rural Affairs
2nd Floor
Klondyke Building
Gasworks Business Park
Cromac Street
BELFAST BT7 2AJ

Telephone: 028 90569474

Email: jennifer.patterson@daera-ni.gov.uk

Dear Cheryl,

Ards and North Down Borough Council 2023 Progress Report

The 2023 Progress Report forms part of the Review & Assessment process required under the Environment Order (NI) 2002 and subsequent Regulations.

North Down and Ards District Council does not have any declared air quality management areas (AQMAs); as such there is no formal requirement for the Council to develop an air quality action plan (AQAP).

On the basis of the evidence provided by the local authority the conclusions reached are **accepted** for all sources and pollutants. Following the completion of this report, Ards and North Down Borough Council should submit an Annual Progress Report in 2024.

Commentary:

The report is well structured, detailed, and provides the information specified in the Guidance. The following comments are designed to help inform future reports:

1. The report has been completed to a high standard, with the accuracy of data presented and the discussion included with the report welcomed.
2. Robust and accurate QA/QC procedures were applied. Calculations for bias adjustment were discussed. The national bias adjustment factor was chosen. This is supported as this is the more conservative factor. It is clear from the results tables that annualisation and distance correction was not required. However, the report would benefit from a statement on each in the QA/QC appendix, even to acknowledge they weren't needed.
3. No discussion of policies and strategies affecting airborne pollution is given in the report. This should be included in future reports.

4. PM2.5 results were presented in a table, this is welcomed. However, it would be preferable for the format of the table to match others in the report, such as the PM10 results table.
5. No exceedances of the AQS objective value were recorded in 2022. The council states that all monitoring sites will be retained until the post pandemic trend is established. This is commended.
6. Overall, the report is detailed, concise and satisfies the criteria of relevant reporting standards. The Council should continue their good work.

This commentary is not designed to deal with every aspect of the report. It highlights a number of issues that should help the local authority either in completing the Updating and Screening Assessment adequately (if required) or in carrying out future Review & Assessment work.

Issues specifically related to this appraisal can be followed up by returning the attached comment form to DAERA.

For any other queries please contact the Local Air Quality Management Helpdesk:

Telephone: 0800 0327 953
 Email: LAQMHelpdesk@uk.bureauveritas.com

Yours sincerely,

Jen Patterson
 Air and Environmental Quality Unit



Appraisal Response Comment Form

Contact Name:	
Contact Telephone number:	
Contact email address:	

Comments on appraisal/Further information:



Ards and North Down Borough Council

2023 Air Quality Progress Report

In fulfillment of Environment (Northern Ireland) Order 2002

Local Air Quality Management

May 2023



Ards and North Down Borough Council

142

Local Authority Officer	Cheryl Harkness
Department	Environmental Health, Protection and Development
Address	2 Church Street, Newtownards, County Down BT23 4AP
Telephone	0300 013 3333
E-mail	cheryl.harkness@ardsandnorthdown.gov.uk
Report Reference number	ANDBC PR2022
Date	May 2023

Executive Summary

The Air Quality Strategy has established the framework for air quality management in the UK. Local Authorities have a duty under the Environment Act 1995 and subsequent regulations to review and assess air quality in their areas on a periodic basis to identify all areas where the air quality objectives are being or are likely to be exceeded. A phased approach has been adopted for the review and assessment process so that the level of assessment undertaken is commensurate with the risk of an exceedance of an air quality objective.

An updating and screening assessment (USA) is required to be prepared every three years by all local authorities in the UK. The last updating and screening assessment of air quality was undertaken in 2021, Ards and North Down Borough Council have presently no Air Quality Management Area (AQMA) declared.

This report is the 2023 progress report for Ards and North Down Borough Council (ANDBC) and has been completed using the recommended template. The assessment is fully compliant with the applicable policy and technical guidance. This report identified no exceedances of the Air Quality Strategy objectives for 2022 for any of the pollutants assessed with relevant exposure. Planning applications have been examined by ANDBC Environmental Health, Protection and Development Department to assess if an air quality impact assessment is required.

NO₂ levels due to vehicle emissions remain the main source of concern within ANDBC, it is a popular residential area due to the easy commute to Belfast city centre. The automatic monitoring site in Holywood is positioned on the A2 Bangor to Belfast main route to the city centre where the highest traffic flow is recorded within the Borough. The NO₂ results have shown a reduction in the past three years, the reductions in emissions in 2020 and 2021 are likely to have been a result of the lower traffic flows due to the COVID pandemic. Levels have increased in 2022 when the COVID restrictions were eased but still remain lower than the pre-pandemic levels, possibly due to changes in working patterns, therefore it is not possible to determine a true trend in the levels of NO₂ in the past five years.

Monitoring will continue in 2023 on the A2 main arterial route into Belfast City and hot spots around the Borough where traffic congestion is common at rush hour. The large housing development in the Movilla area of Newtownards is now established and a new link road has commenced to improve traffic flows when building work is

Ards and North Down Borough Council

144

completed. The housing development on the Rathgael Road in Bangor, and the new road layout are now completed helping to prevent congestion of the traffic in this area. During the planning process, these and other smaller housing developments were examined by the Environmental Department and were found to have no significant impact on air quality. Ards & North Down Borough Council are actively working towards improving Air Quality within the Borough. There are plans to extend existing coastal Green Ways and construct new cycle and pedestrian routes that connect with the Belfast cycle route and the City Centre, also giving easy access to the new Belfast Rapid Transport System from Dundonald. Translink are also planning to develop a new 450 space Park & Ride in Newtownards on the lands of the former council leisure centre.

ANDBC launched the new “Engine off Prevent the Cough” initiative in 2019 in local primary schools, educating pupils and parents about the harmful emissions from vehicles with the emphasis on idling engines outside schools. Unfortunately it was not carried out in 2020 due to COVID 19, but was re-launched in 2021. ANDBC will continue to encourage participation in the initiative in 2023 by utilising social media, existing contacts and the local press.

Table of Contents

Executive Summary	i
1 Introduction	1
1.1 Description of Local Authority Area.....	1
1.2 Purpose of Progress Report	3
1.3 Air Quality Objectives	3
1.4 Summary of Previous Review and Assessments.....	5
2 New Monitoring Data	6
2.1 Summary of Monitoring Undertaken	6
2.2 Comparison of Monitoring Results with Air Quality Objectives	19
3 New Local Developments.....	33
4 Planning Applications	36
5 Conclusions and Proposed Actions.....	37
5.1 Conclusions from New Monitoring Data.....	37
5.2 Conclusions relating to New Local Developments.....	37
5.3 Proposed Actions.....	37
6 References	38

List of Tables

Table 1.1 Air Quality Objectives included in Regulations for the purpose of LAQM in Northern Ireland

Table 1.2 Previous reports submitted by Ards Borough Council

Table 1.3 Previous reports submitted by North Down Borough Council

Table 2.1 Details of Automatic Monitoring Sites

Table 2.2 Details of Non-Automatic Monitoring Sites

Table 2.3 Results of Automatic Monitoring of Nitrogen Dioxide: Comparison with Annual Mean Objective

Table 2.4 Results of Automatic Monitoring for Nitrogen Dioxide: Comparison with 1-hour mean Objective

Table 2.5 Results of Nitrogen Dioxide Diffusion Tubes in 2016

Table 2.6 Results of Nitrogen Dioxide Diffusion Tubes (2012 to 2016)

Table 2.7 Results of Automatic Monitoring of PM₁₀: Comparison with Annual Mean Objective

Table 2.8 Results of Automatic Monitoring for PM₁₀: Comparison with 24-hour mean Objective

List of Figures

- Figure 1.1 Map of Ards and North Down Borough Council within Northern Ireland
- Figure 1.2 Ards and North Down Borough Council area
- Figure 2.1 Position of the automatic air monitoring site within ANDBC
- Figure 2.2 Position of Automatic Monitoring Site on the A2 Holywood
- Figure 2.3 Picture of Automatic Monitoring Station A2 Holywood
- Figure 2.4 Map(s) of Non-Automatic Monitoring Sites
- Figure 2.5 Position of Diffusion tube sites 5-7 Newtownards
- Figure 2.6 Position of tube 8 in Comber village
- Figure 2.7 Position of tube 8 on High Street in Comber village
- Figure 2.8 Position of tubes 1-4,9,10,13,14 on and near A2
- Figure 2.9 Position of Diffusion tube sites 1-2 on A2
- Figure 2.10 Position of Diffusion tube sites 4,9,10, and the two new sites 13,14 in 2019 at Apartments 36 Shore Road Holywood on the A2
- Figure 2.11 Holywood junction pictured from A2
- Figure 2.12 Position of Diffusion tube site 16 Outer Ring
- Figure 2.13 Position of Diffusion tube site 17 Gray's Hill
- Figure 2.14 Trends in Annual Mean NO₂ Concentrations Measured at Automatic Monitoring Sites
- Figure 2.15 Trends in Annual Mean Nitrogen Dioxide Concentrations measured at Diffusion Tube Monitoring Sites
- Figure 2.16 Monitoring Sites
- Figure 2.17 Trends in Annual Mean PM₁₀ Concentrations

Appendices

- Appendix A QA/QC Data of automatic sites
- QA/QC of Diffusion Tube Monitoring

1 Introduction

1.1 Description of Local Authority Area

Ards and North Down Borough Council is one of 11 councils in Northern Ireland, with a population of 162,714. The Borough is of mixed urban and rural character situated east of Belfast City and the two largest towns Bangor and Newtownards are popular residential areas due to the ease of commute to Belfast City. It is an area of outstanding natural beauty and special scientific interest bounded by over 100 miles of coastline and the prevailing wind direction is south-westerly.

Air Quality in ANDBC is generally good as there is good ventilation from sea breezes. There are few industrial processes in the area that are significantly detrimental to air quality and heavy fuel oil is not widely used for heat generation. Solid fuel is still very popular as a secondary fuel. However, there are a number of very busy trunk roads in the area and four main arterial routes into Belfast, the busiest being the A2 commuter route from Bangor to Belfast with approximate average daily traffic flows of over 44,000 vehicle movements per day at Holywood. This remains the main area of concern with relation to Air Quality for Nitrogen Dioxide and PM₁₀. Several monitoring sites are located at relevant exposure along this main arterial route to Belfast. Other sites are located at congested points throughout Newtownards, Bangor, and Comber town centers. All present monitoring within the Borough indicates that the objectives in the air quality strategy are not currently being exceeded at relevant exposure.

Figure 1.1 Map of Ards and North Down Borough Council within Northern Ireland



Figure 1.2 Ards and North Down Borough Council area



1.2 Purpose of Progress Report

This report fulfils the requirements of the Local Air Quality Management (LAQM) process as set out in the Environment (Northern Ireland) Order 2002, the Air Quality Strategy for England, Scotland, Wales and Northern Ireland 2007 and the relevant Policy and Technical Guidance documents. The LAQM process places an obligation on all local authorities to regularly review and assess air quality in their areas, and to determine whether the air quality objectives are likely to be achieved. Where exceedances are considered likely, the local authority must then declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in pursuit of the objectives.

For Local Authorities in Northern Ireland, Progress Reports are required in the intervening years between the three-yearly Updating and Screening Assessment reports. Their purpose is to maintain continuity in the LAQM process.

They are not intended to be as detailed as Updating and Screening Assessment Reports, or to require as much effort. However, if the Progress Report identifies the risk of exceedance of an Air Quality Objective, the Local Authority (LA) should undertake a Detailed Assessment immediately, and not wait until the next round of Review and Assessment.

1.3 Air Quality Objectives

The air quality objectives applicable to LAQM **in Northern Ireland** are set out in the Air Quality Regulations (Northern Ireland) 2003, Statutory Rules of Northern Ireland 2003, no. 342, and are shown in Table 1.1. This table shows the objectives in units of micrograms per cubic metre $\mu\text{g}/\text{m}^3$ (milligrams per cubic metre, mg/m^3 for carbon monoxide) with the number of exceedances in each year that are permitted (where applicable).

Ards and North Down Borough Council

150

Table 1.1 – Air Quality Objectives included in Regulations for the purpose of LAQM in Northern Ireland

Pollutant	Air Quality Objective		Date to be achieved by
	Concentration	Measured as	
Benzene	16.25 µg/m ³	Running annual mean	31.12.2003
	3.25 µg/m ³	Running annual mean	31.12.2010
1,3-butadiene	2.25 µg/m ³	Running annual mean	31.12.2003
Carbon monoxide	10 mg/m ³	Running 8-hour mean	31.12.2003
Lead	0.50 µg/m ³	Annual mean	31.12.2004
	0.25 µg/m ³	Annual mean	31.12.2008
Nitrogen dioxide	200 µg/m ³ not to be exceeded more than 18 times a year	1-hour mean	31.12.2005
	40 µg/m ³	Annual mean	31.12.2005
Particulate matter (PM ₁₀) (gravimetric)	50 µg/m ³ , not to be exceeded more than 35 times a year	24-hour mean	31.12.2004
	40 µg/m ³	Annual mean	31.12.2004
Sulphur dioxide	350 µg/m ³ , not to be exceeded more than 24 times a year	1-hour mean	31.12.2004
	125 µg/m ³ , not to be exceeded more than 3 times a year	24-hour mean	31.12.2004
	266 µg/m ³ , not to be exceeded more than 35 times a year	15-minute mean	31.12.2005

1.4 Summary of Previous Review and Assessments

Local authorities in Northern Ireland amalgamated on 1st April 2015 creating 11 new councils, the following reports have been submitted by ANDBC since the amalgamation.

2015 - Update and Screening Assessment

2016 - Progress report

2017 - Progress report

2018 - Update and Screening Assessment

2019 - Progress report

2020 - Progress report

2021 - Update and Screening Assessment

2022 – Progress report

2 New Monitoring Data

2.1 Summary of Monitoring Undertaken

2.1.1 Automatic Monitoring Sites

ANDBC has one automatic monitoring site on the A2 in Holywood, monitoring NO₂ and PM₁₀ and PM_{2.5}. Manual calibrations are carried out by the Local Air Quality officer. AQDM (Air Quality Data Management) are employed to ratify and validate the data. A specialist engineer is employed to service and maintain the site as required. Results and correction factors are detailed in Appendix A.

In 2022 a co-location study for the NO₂ diffusion tubes was also carried out at this site. Results from this study were submitted to the March 2023 national data base.

Results and correction factors are detailed in Appendix A.

Figure 2.1 Position of the automatic air monitoring site within ANDBC

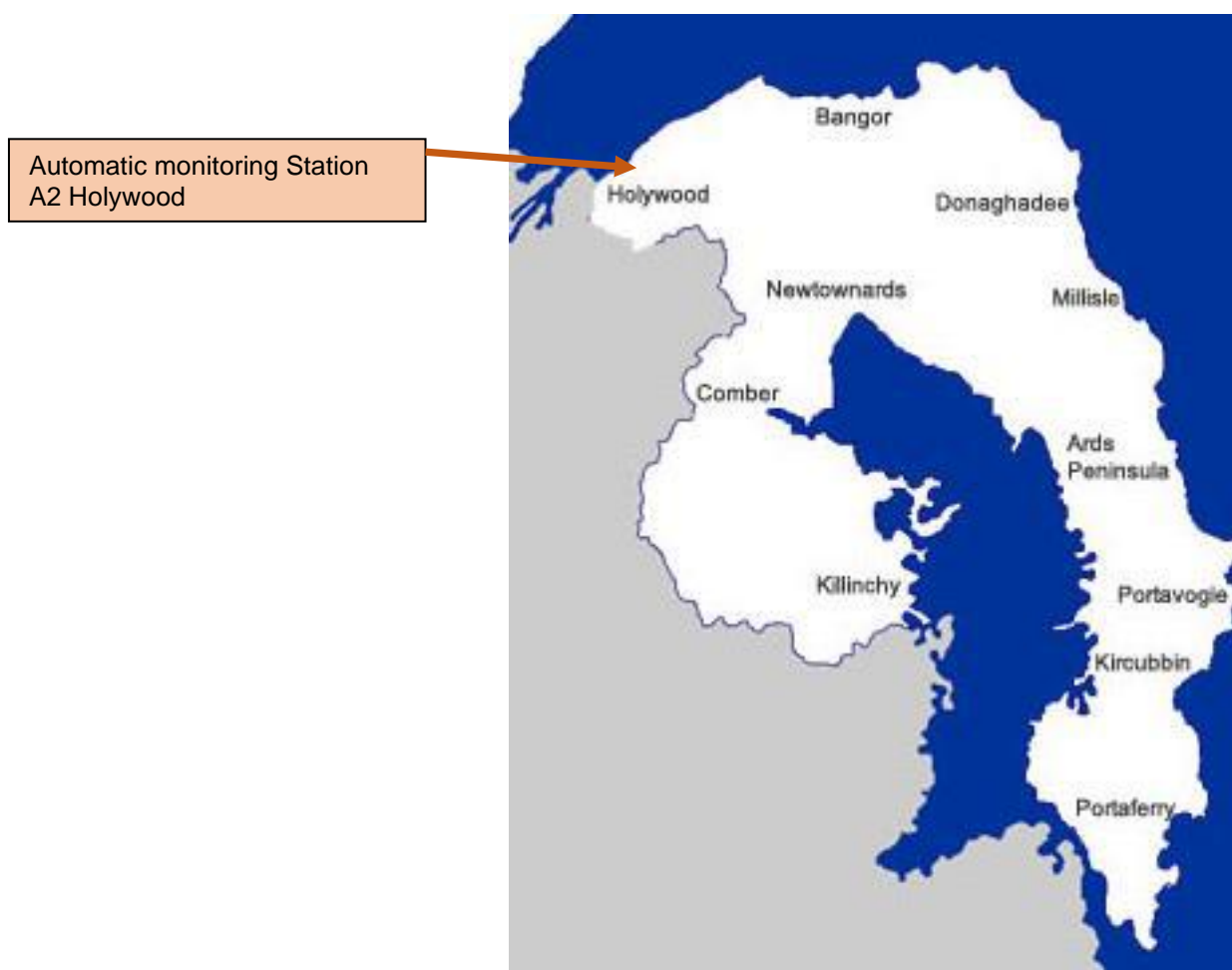


Figure 2.2 Position of Automatic Monitoring Site on the A2 Hollywood

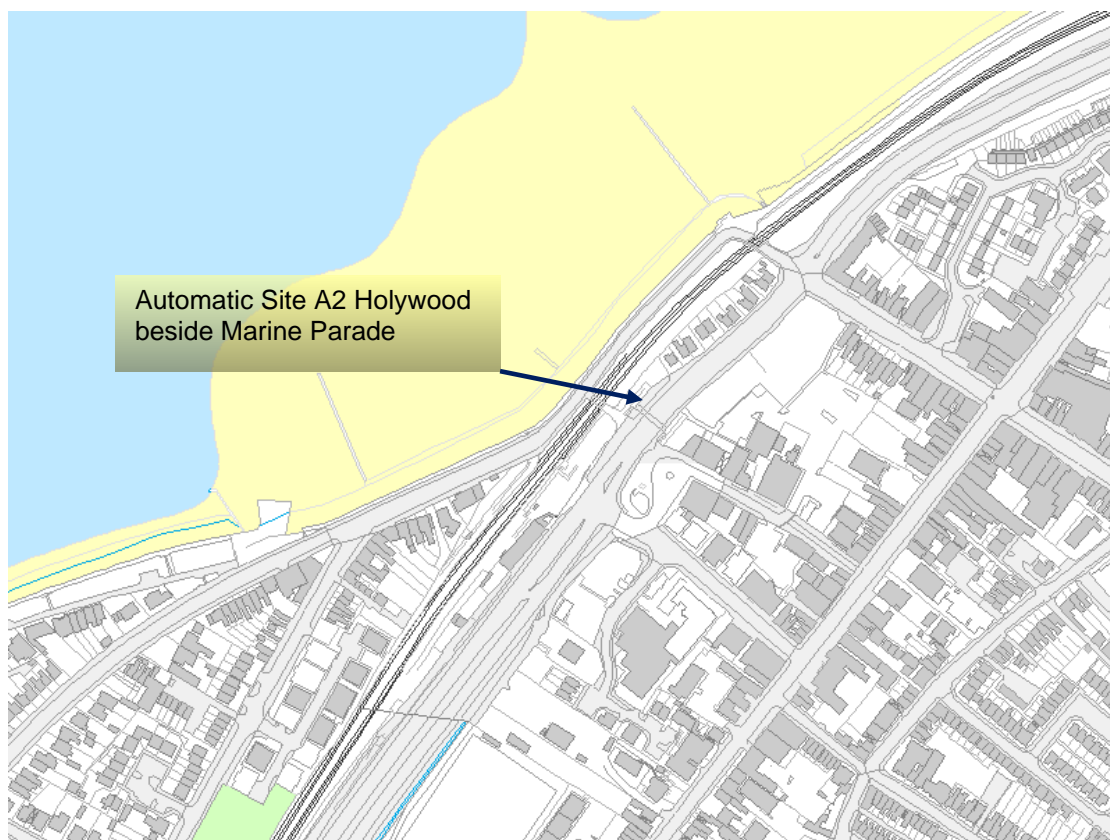


Figure 2.3 Aerial photo of Automatic Monitoring Station A2 Hollywood



Table 2.1 – Details of Automatic Monitoring Sites

Site Name	Site Type	Irish Grid Reference	Irish Grid Reference	Inlet Height (m)	Pollutants Monitored	In AQMA?	Monitoring Technique	Relevant Exposure? (Y/N with distance (m) from monitoring site to relevant exposure)	Distance to Kerb of Nearest Road (m) (N/A if not applicable)	Does this Location Represent Worst-Case Exposure?
Marine Parade Holywood A2	Roadside	X339481	Y379328	2	PM ₁₀ , PM _{2.5} NO ₂	N	FIDAS 200 Chemiluminescence	YES 30m	4.6M	YES

2.1.2 Non-Automatic Monitoring Sites

ANDBC has 15 NO₂ diffusion tube sites at roadside and background sites. Seven are positioned along the A2 main arterial route into Belfast from Bangor at roadside and on facades of the closest dwellings to the roadside, four of these sites are located at the Hollywood junction where traffic flows are at their highest and there are a number of roadside residential properties. The remainder of the tubes are at relevant exposure at various hotspots where there is traffic congestion at rush hour in Newtownards, Bangor, Comber and Hollywood, and where further development has been planned. In 2020 monitoring also commenced on the façade of a property in Cleland Park South Bangor due to the health concerns related to air pollution from traffic congestion at rush hour, this was removed in 2022 due to access issues and will be re-located to the outer ring behind the property in 2023. A co-location study was carried out at the automatic site in Hollywood and these results were submitted into the national data base and included in the March 2023 data sheet. It has not been possible to determine a trend from the diffusion tube studies for the past five years (See Fig. 2.16). In 2020 there was a significant reduction at all the NO₂ sites, however this was during the COVID 19 pandemic, during lockdown the traffic flows on all the main routes in the Borough leading to Belfast City centre were greatly reduced. In 2021 and 2022 levels of NO₂ showed an increase but remain lower than the pre COVID levels, possibly due to changes in working patterns.

The NO₂ diffusion tubes were supplied and analysed by Gradko Environmental. The bias adjustment factor from the co-location study is **0.67** and was calculated using the R&A support precision and accuracy spread sheet. A decision was made to apply the national figure of **0.83** as 27 studies were included and was deemed to be a more realistic figure.

Details of the QA/QC for the diffusion tubes and the reason for the use of the bias adjustment factor can be found in Appendix A

Below are maps of the diffusion tube sites.

Figure 2.4 Map(s) of Non-Automatic Monitoring Sites

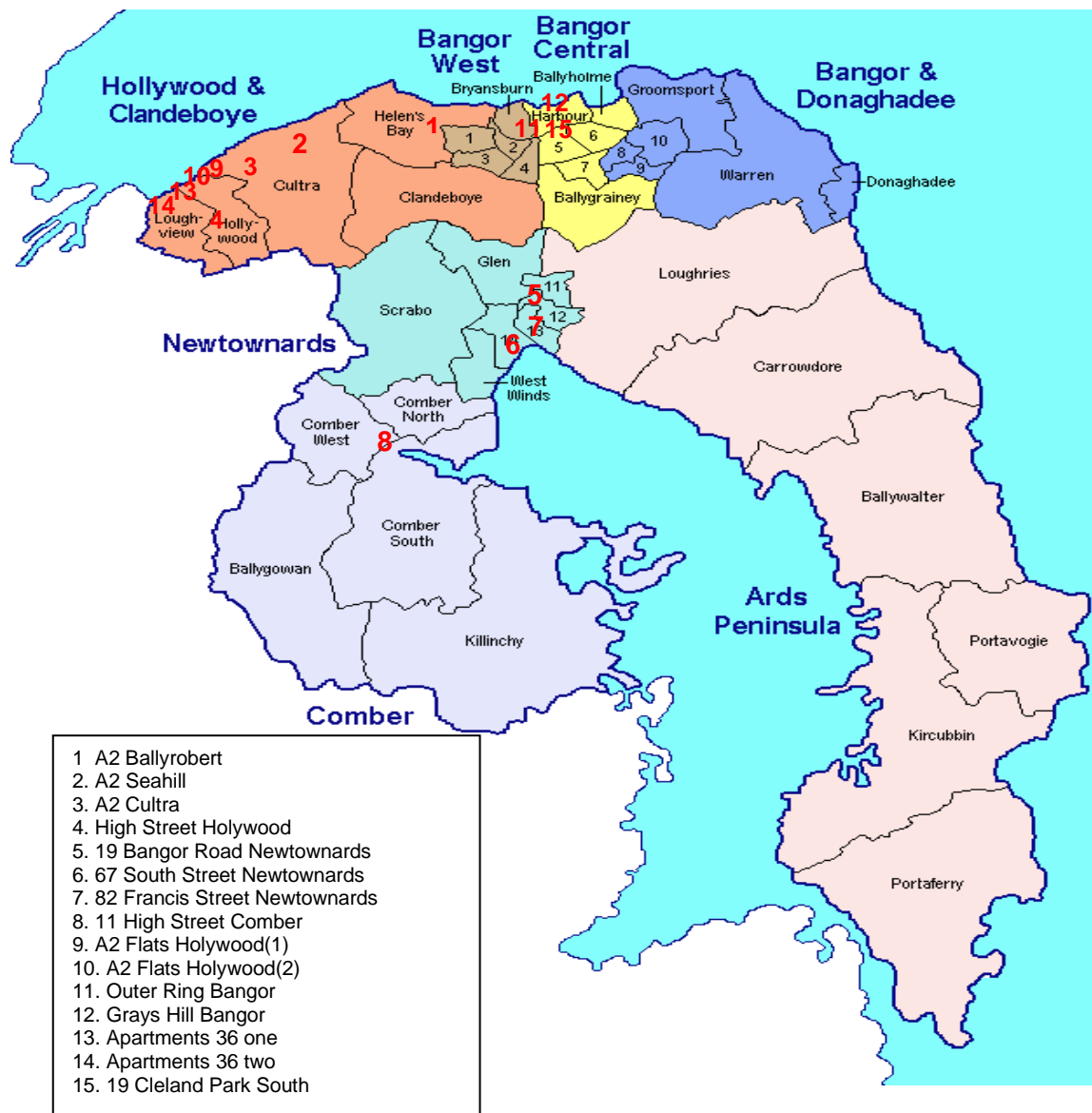


Figure 2.5 Position of Diffusion tube sites 5-7 in Newtownards

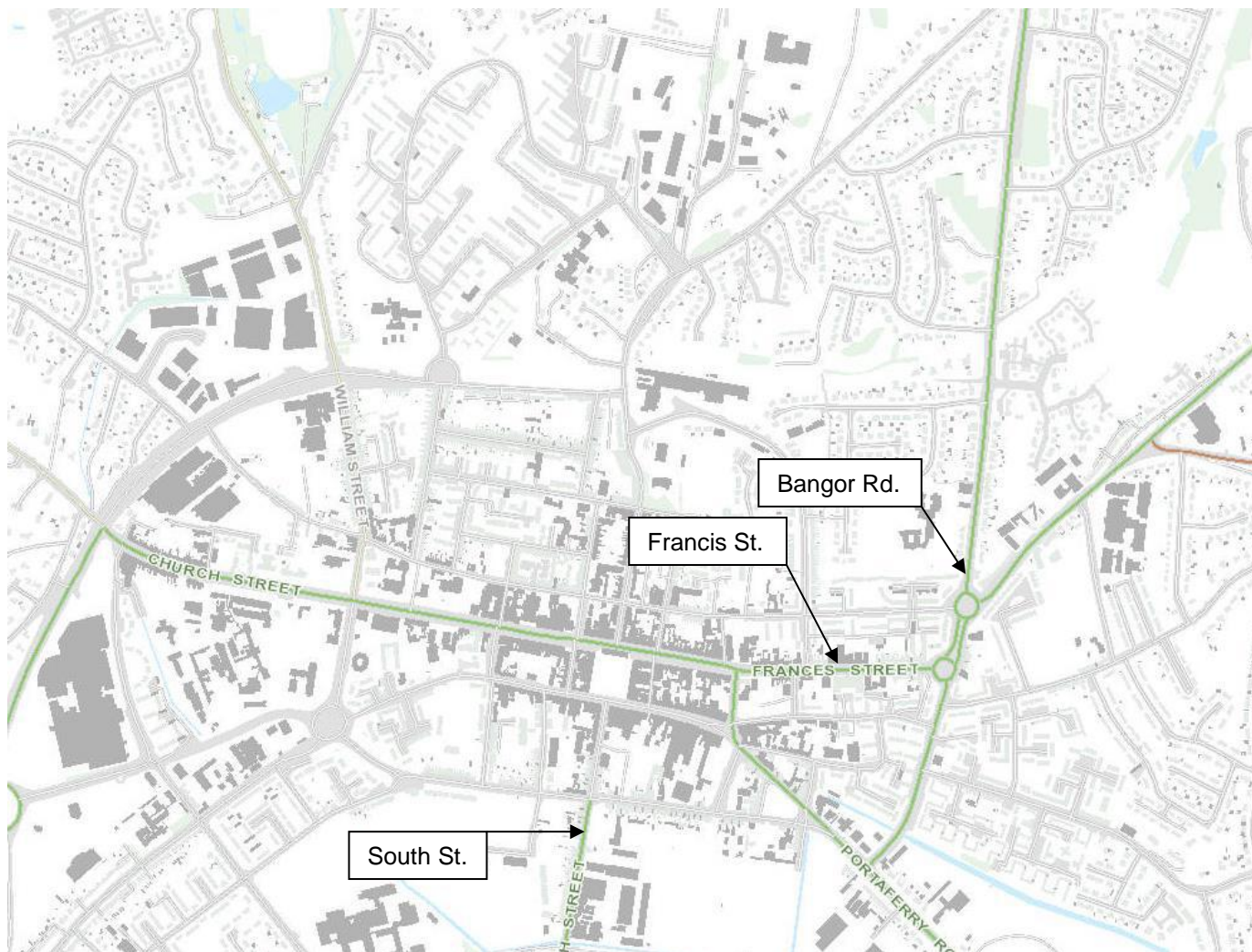
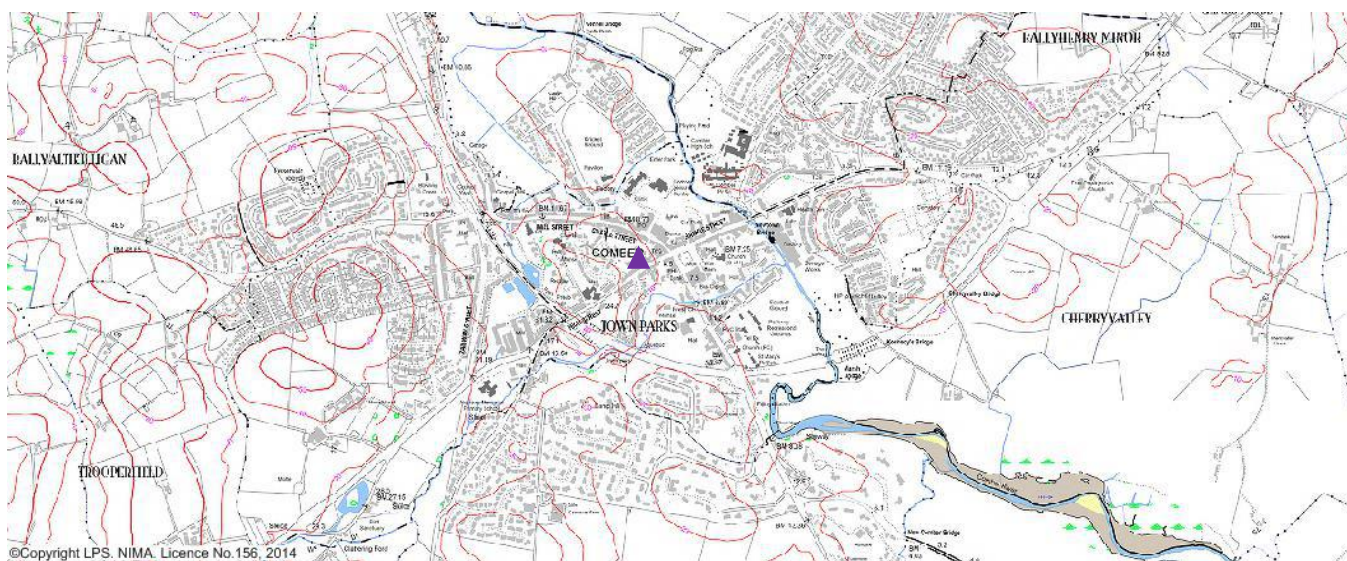
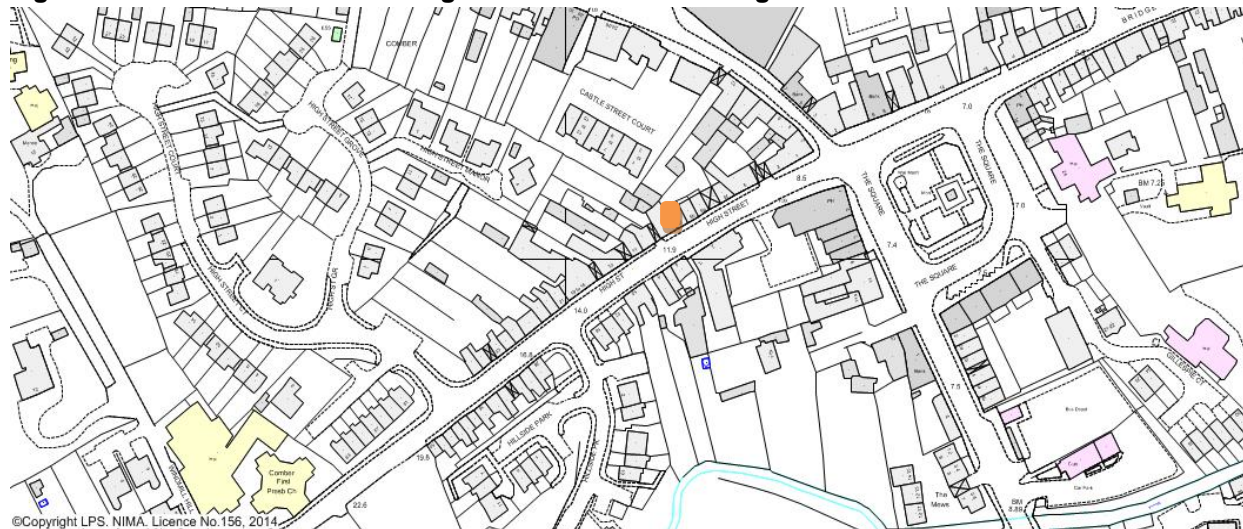


Figure 2.6 Position of tube 8 in Comber village



▲ Position of diffusion tube in Comber Village Centre

Figure 2.7 Position of tube 8 on High Street in Comber village




 Position of diffusion tube 6 - High Street Comber

Figure 2.8 Position of tubes 1-4,9,10,13,14 on and near A2

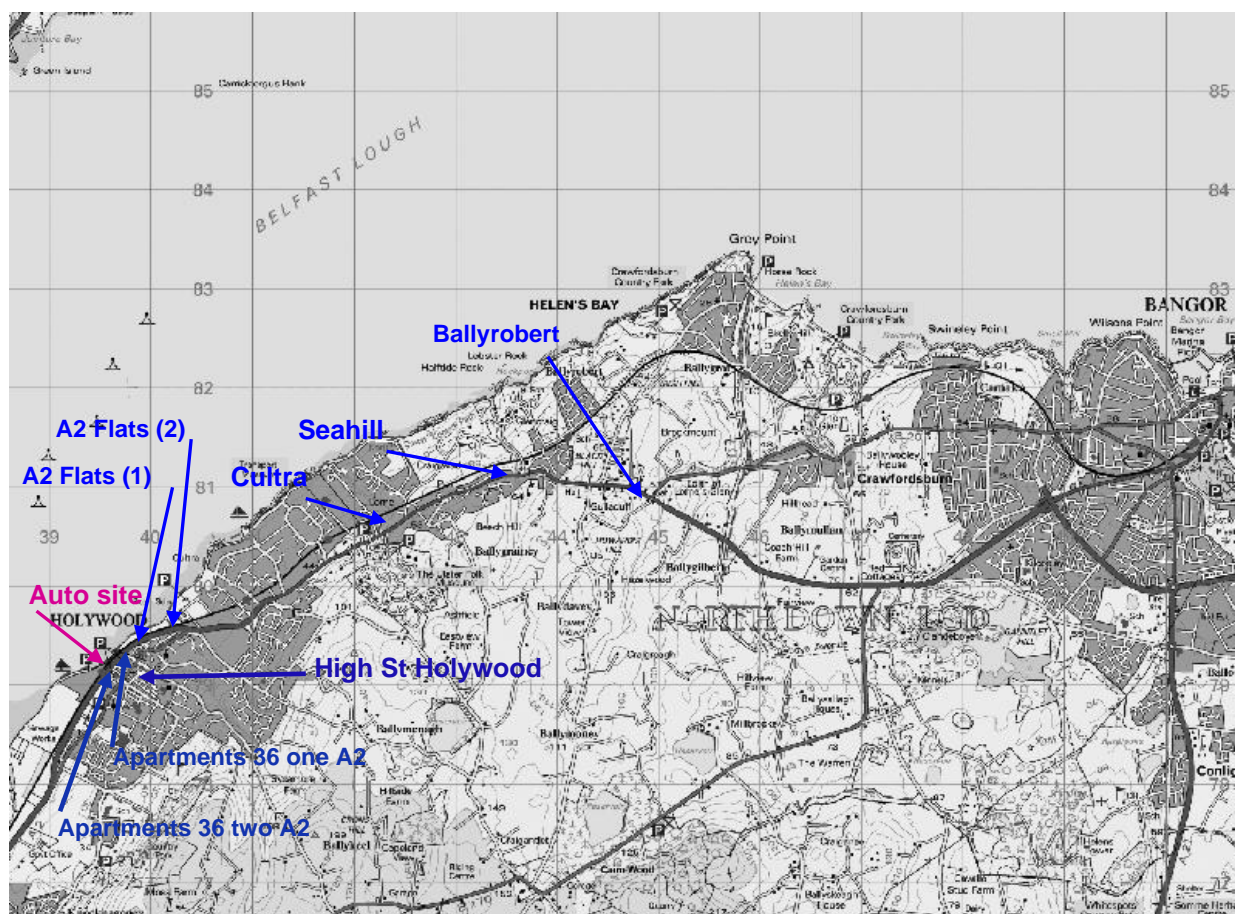
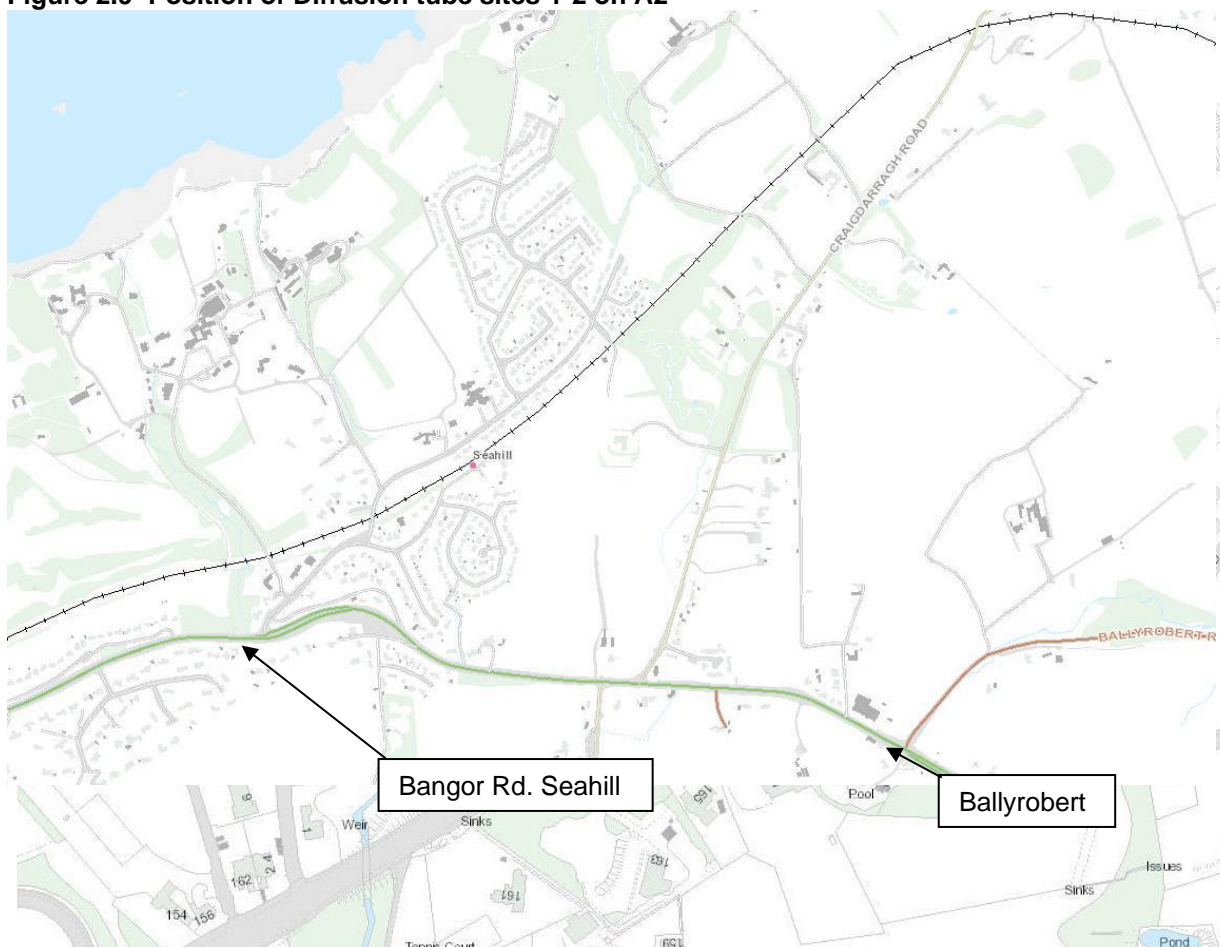


Figure 2.9 Position of Diffusion tube sites 1-2 on A2



Ards and North Down Borough Council

Figures 2.10 Position of Diffusion tube sites 4,9,10 on the A2 in Holywood, and the two new sites in 2019 (13,14) at Apartments 36 Shore Road Holywood.

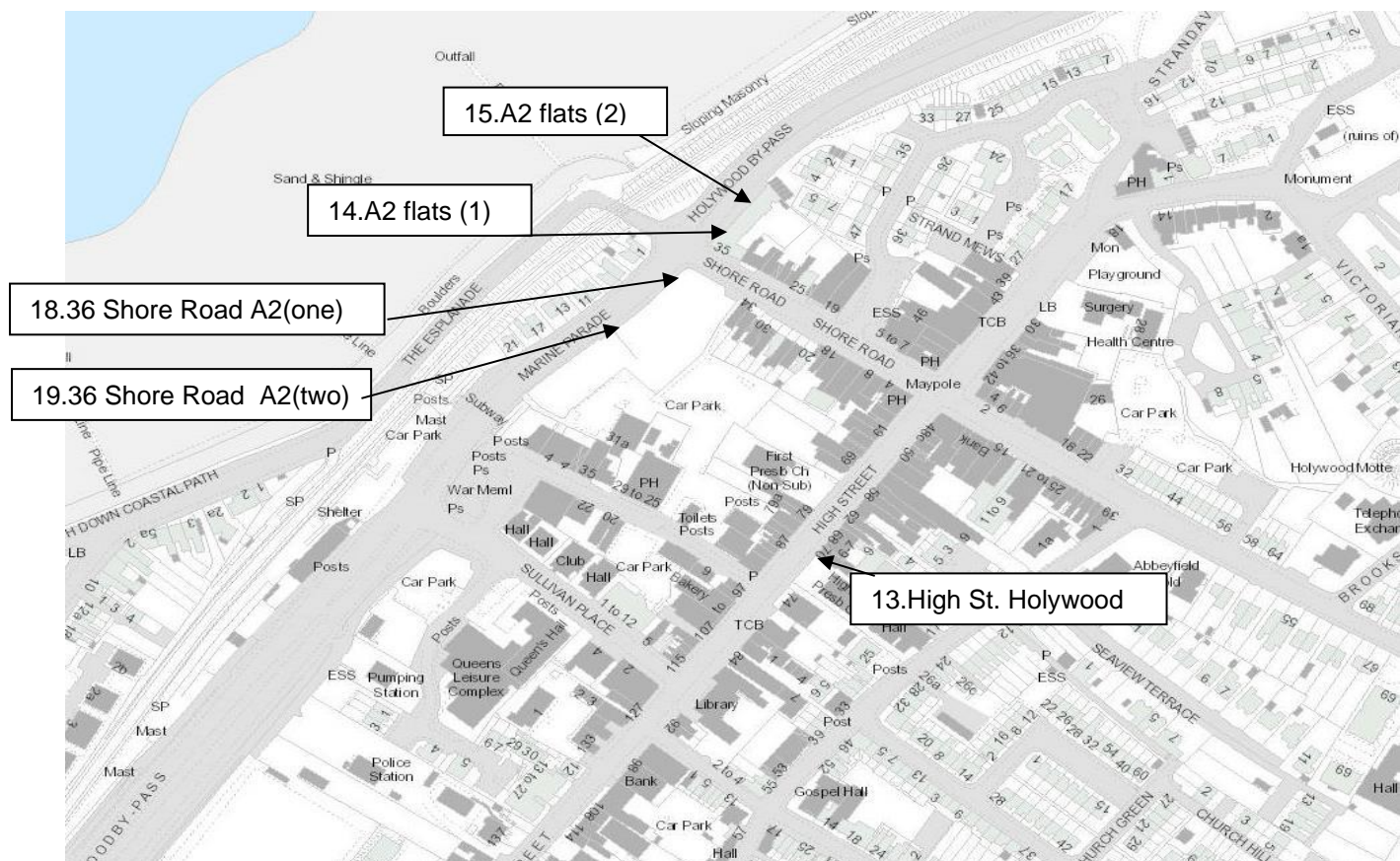


Figure 2.11 Holywood junction A2



▲ Tubes 9, 10 A2 flats Holywood

▲ Tubes 13, 14 at apartments 36 Shore Road A2

Figure 2.12 Position of Diffusion Tube site 11 Outer Ring Bangor

▲ Position tube

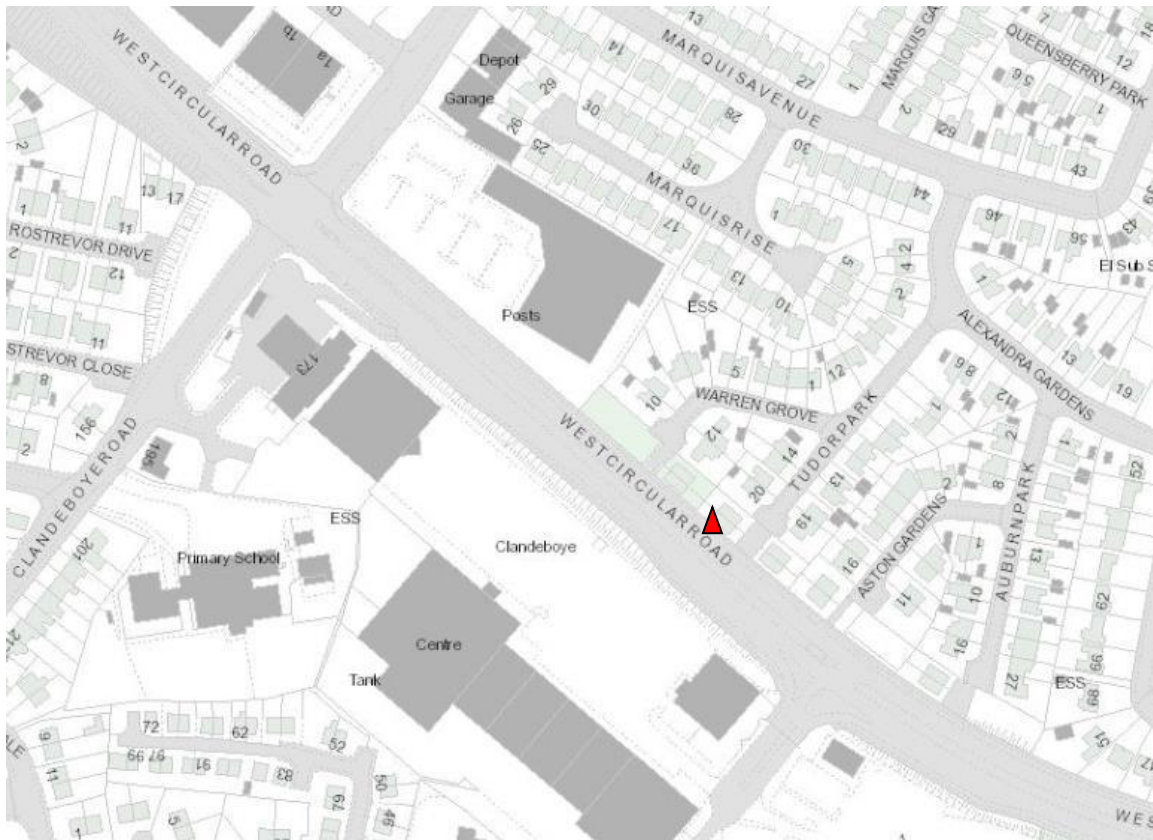


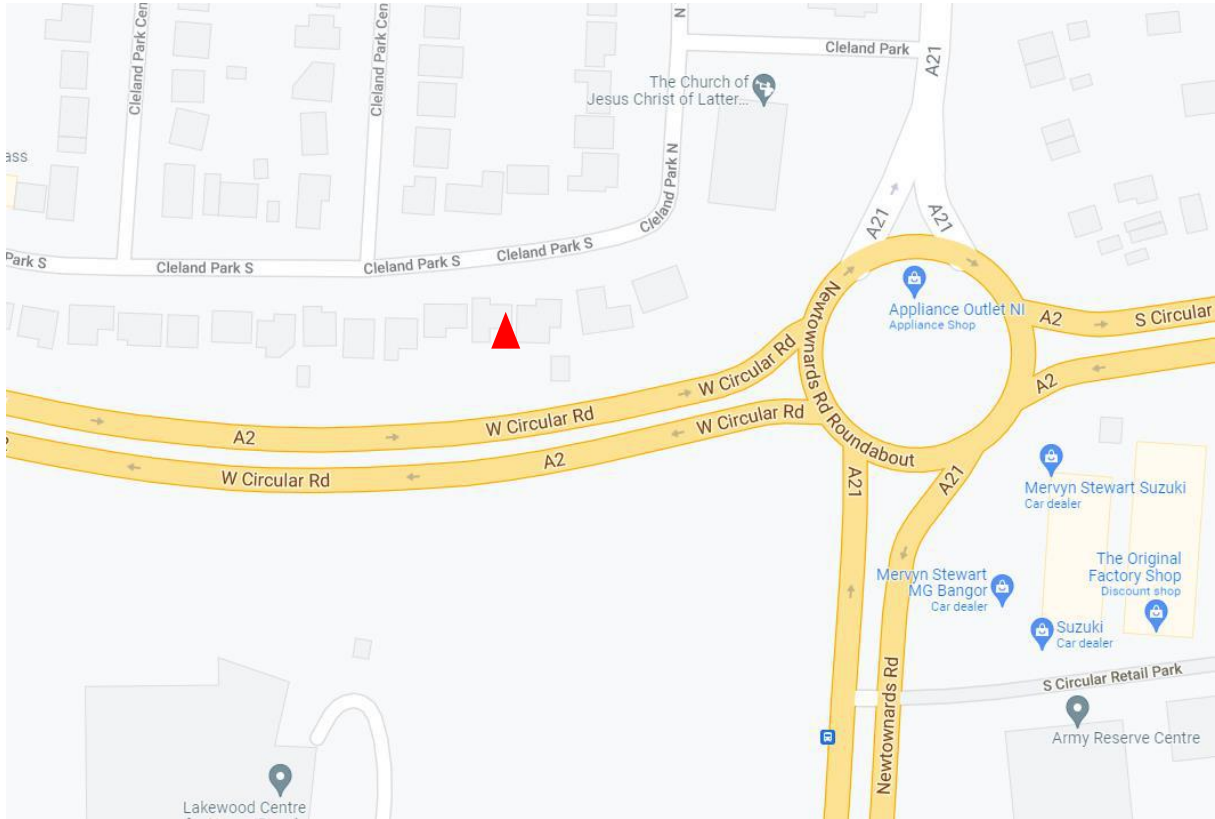
Figure 2.13 Position of Diffusion Tube site 12 at 17 Grays Hill Bangor



▲ Position of tube

Figure 2.14 Position of Diffusion Tube site 15 Cleland Park South Bangor (new tube 2020, 2021 and removed in 2022)

▲ Position new tube



Ards and North Down Borough Council

163

Table 2.2 – Details of Non- Automatic Monitoring Sites

Site ID	Site Name	Site Type	X OS Grid Reference	Y OS Grid Reference	Site Height (m)	Pollutants Monitored	In AQMA?	Is Monitoring Co-located with a Continuous Analyser (Y/N)	Relevant Exposure? (Y/N with distance (m) from monitoring site to relevant exposure)	Distance to Kerb of Nearest Road (m) (N/A if not applicable)	Does this Location Represent Worst-Case Exposure?
1	A2 Ballyrobert	Roadside	345002	380823	2	NO ₂	No	No	Y (<1m)	3m	Y
2	A2 Seahill	Roadside	343545	381102	2	NO ₂	No	No	Y (<1m)	10m	Y
3	A2 Station Rd Cultra roadside	Roadside	342461	380656	2	NO ₂	No	No	Y (5m)	1.3m	Y
4	High Street Hollywood	Roadside	339785	379119	2.5	NO ₂	No	No	Y (20m)	1.5	Y
5	19 Bangor Rd Newtownards	Roadside	349687	374267	2.5	NO ₂	No	No	Y (1.5m)	1.5m	Y
6	67 South St. Newtownards (b)	Roadside	348238	373590	2.5	NO ₂	No	No	Y (0.5m)	1.5m	Y
7	82 Frances St. Newtownards	Roadside	349324	369201	2	NO ₂	No	No	Y (0.5)	1.5m	Y
8	11 High St Comber	Roadside	345827	369201	2.5	NO ₂	No	No	Y (0.5)	1.5m	Y
9	A2 Flats Hollywood(1)	Roadside	339756	379330	2	NO ₂	No	No	Y (0.5m)	2.9m	Y

Ards and North Down Borough Council

164

Site ID	Site Name	Site Type	X OS Grid Reference	Y OS Grid Reference	Site Height (m)	Pollutants Monitored	In AQMA?	Is Monitoring Co-located with a Continuous Analyser (Y/N)	Relevant Exposure? (Y/N with distance (m) from monitoring site to relevant exposure)	Distance to Kerb of Nearest Road (m) (N/A if not applicable)	Does this Location Represent Worst-Case Exposure?
10	A2 Flats Holywood(1)	Roadside	339774	379351	2	NO ₂	No	No	Y (0.5m)	2.9m	Y
11	Outer Ring Bangor	Roadside	349578	380087	2	NO ₂	No	No	Y (2m)	2m	Y
12	Grays Hill Bangor	Roadside	350195	381781	2	NO ₂	No	No	Y (11m)	2m	Y
13	Apartment 36 A2 one	Roadside	339729	379277	2	NO ₂	No	No	Y (5.1)	2.9m	Y
14	Apartment 36 A2 two	Roadside	339691	379264	2	NO ₂	No	No	Y (5.1)	2.9m	Y
15	Cleland Park South	Roadside	349954	379980	2	NO ₂	No	No	Y (0)	25m	Y

The sites in green commenced in 2018

The sites in orange commenced in 2019

The site was monitored in 2020 and 2021

2.2 Comparison of Monitoring Results with Air Quality Objectives

No exceedances of the AQS objectives have been identified from the monitoring data collected since the last Update and Screening Assessment. All monitored pollutant concentrations have been below their respective air quality objective limits at relevant exposure. In the following section results are presented for NO₂ at the automatic and diffusion tube sites and compared with the objective.

2.2.1 Nitrogen Dioxide (NO₂)

In the following section results are presented for NO₂ at the automatic and diffusion tube sites and compared with the objective.

All sites meet the objective at relevant exposure.

Automatic Monitoring Data

Table 2.3 presents the annual mean concentrations of NO₂ determined at the automatic site in 2022 from the hourly measurements.

Table 2.3 – Results of Automatic Monitoring for NO₂: Comparison with Annual Mean Objective

Site ID	Site Type	Within AQMA?	Valid Data Capture for Monitoring Period % ^a	Valid Data Capture 2022 % ^b	Annual Mean Concentration (µg/m ³)				
					2018* ^c	2019* ^c	2020* ^c	2021* ^c	2022 ^c
A2 Holywood	Roadside	NO	N/A	99.7	29	26	20	22	22

In bold, exceedance of the NO₂ annual mean AQS objective of 40µg/m³

^a i.e. data capture for the monitoring period, in cases where monitoring was only carried out for part of the year

^b i.e. data capture for the full calendar year (e.g. if monitoring was carried out for six months the maximum data capture for the full calendar year would be 50%)

^c Means should be “annualised” as in Boxes 7.9 and 7.10 of LAQM.TG16, if valid data capture is less than 75%

* Annual mean concentrations for previous years are optional

Figure 2.15 – Trends in Annual Mean NO₂ Concentrations Measured at Automatic Monitoring Sites

Results have been consistent since installation of the automatic station; any variation was most probably due to climatic conditions pre the COVID pandemic when levels reduced and have remained constant since the COVID restrictions eased and traffic flows increased again although a reduction is still evident. There have been no exceedances of the hourly mean.

Table 2.4 – Results of Automatic Monitoring for NO₂: Comparison with 1-hour Mean Objective

Site ID	Site Type	Within AQMA?	Valid Data Capture for Monitoring Period % ^a	Valid Data Capture 2022 % ^b	Number of Hourly Means > 200µg/m ³				
					2018* ^c	2019* ^c	2020* ^c	2021* ^c	2022 ^c
A2 Hollywood	Roadside	NO	N/A	99.7	0	0	0	0	0

In bold, exceedance of the NO₂ hourly mean AQS objective (200µg/m³ – not to be exceeded more than 18 times per year)

^a i.e. data capture for the monitoring period, in cases where monitoring was only carried out for part of the year

^b i.e. data capture for the full calendar year (e.g. if monitoring was carried out for six months the maximum data capture for the full calendar year would be 50%)

^c If the data capture for full calendar year is less than 85%, include the 99.8th percentile of hourly means in brackets

* Number of exceedances for previous years is optional

Diffusion Tube Monitoring Data

Results of the NO₂ diffusion tube sites, situated within the borough are shown below in Table 2.5.

They are sited in accordance with the technical guidance LAQM.TG (16)

A diffusion tube co-location study in 2022 was carried out at the Holywood automatic site, the results of this study were submitted into the national data base, the 2022 local bias was **0.67**, as in previous years a decision has been made to apply the national bias adjustment factor of **0.83**, as this is based on 27 studies and therefore deemed to be a more realistic figure.

The A2 Holywood junction continues to be a source of concern as this is where the highest traffic flows can normally be found on this main arterial route to the City Centre. At this roadside location there are two large residential apartment blocks built directly beside the road and there are four diffusion tubes positioned here. All the A2 roadside sites have been distance calculated to the nearest relevant exposure. The NO₂ results from the automatic real time monitoring unit, which is positioned across from the diffusion tube sites at this Holywood junction, are lower. However its location benefits from sea breezes whereas the diffusion tubes at the apartment blocks are sheltered. A picture of these sites can be found in figures 2.10 and 2.11. Results have been lower since 2020 due to the reduced traffic flows during the COVID pandemic and working patterns changing since restriction have been eased. Details of the QA/QC for the diffusion tubes and the reason for the use of the bias adjustment factor **0.83** can be found in Appendix A

Trends for the 15 diffusion tube sites within the Council area are shown in figure 2.16.

Ards and North Down Borough Council

169

Table 2.5 – Results of NO₂ Diffusion Tubes 2022

Site ID	Location	Site Type	Within AQMA?	Triplicate or Co-located Tube	Full Calendar Year Data Capture 2022 (Number of Months)	2022 Annual Mean Concentration (µg/m ³) - Bias Adjustment factor = 0.83
1	A2 Ballyrobert	Roadside	N	single	12	22
2	A2 Seahill	Roadside	N	single	12	10
3	A2 Station Rd Cultra roadside	Roadside	N	single	11	34
4	High Street Holywood	Roadside	N	single	12	19
5	19 Bangor Rd Newtownards	Roadside	N	single	12	23
6	67 South St. Newtownards (b)	Roadside	N	single	11	22
7	82 Frances St. Newtownards	Roadside	N	single	12	20
8	11 High St Comber	Roadside	N	single	11	25
9	A2 Flats (1) Holywood	Roadside	N	single	12	26
10	A2 Flats (2) Holywood	Roadside	N	single	12	28
11	Outer Ring Bangor	Roadside	N	single	12	18
12	Gray's Hill Bangor	Roadside	N	single	12	17
13	Apartment 36 shore Road A2 one	Roadside	N	single	12	32

Ards and North Down Borough Council

Site ID	Location	Site Type	Within AQMA?	Triplicate or Co-located Tube	Full Calendar Year Data Capture 2022 (Number of Months)	2022 Annual Mean Concentration (µg/m ³) - Bias Adjustment factor = 0.83
14	Apartment 36 Shore Road A2 two	Roadside	N	single	12	32

These sites were new in 2018

These sites were new in 2019

In bold, exceedance of the NO₂ annual mean AQS objective of 40µg/m³

Underlined, annual mean > 60µg/m³, indicating a potential exceedance of the NO₂ hourly mean AQS objective

^a Means should be “annualised” as in Boxes 7.9 and 7.10 of LAQM.TG16, if full calendar year data capture is less than 75%

^b If an exceedance is measured at a monitoring site not representative of public exposure, NO₂ concentration at the nearest relevant exposure should be estimated based on the “NO₂ fall-off with distance” calculator (<http://laqm.defra.gov.uk/tools-monitoring-data/no2-falloff.html>), and results should be discussed in a specific section. The procedure is also explained in paragraphs 7.77 to 7.79 of LAQM.TG16.

Table 2.6 – Results of NO₂ Diffusion Tubes (2018 to 2022)

Site ID	Site Type	Within AQMA?	Annual Mean Concentration (µg/m ³) - Adjusted for Bias ^a				
			2018 (Bias Adjustment Factor = 0.93)	2019 (Bias Adjustment Factor = 0.92)	2020 (Bias Adjustment Factor = 0.81)	2021 (Bias Adjustment Factor = 0.84)	2022 (Bias Adjustment Factor = 0.83)
1	A2 Ballyrobert	N	29	28	19	23	22
2	A2 Seahill	N	13	11	9	15	10
3	A2 Station Rd Cultra roadside			39	26	29	34
4	High Street Holywood	N	21	26	17	21	19
5	19 Bangor Rd Newtownards	N	29	28	22	23	23
6	67 South St. Newtownards (b)	N	25	26	19	22	22
7	82 Frances St. Newtownards	N	24	25	18	21	20
8	11 High St Comber	N	31	31	24	22	25
9	A2 Flats (1) Holywood	N	38	35	24	28	26
10	A2 Flats (2) Holywood	N	37	32	24	25	28
11	Outer Ring Bangor	N	23	22	16	17	18
12	Gray's Hill Bangor	N	19	19	15	17	17
13	Apartment 36 shore Road A2 one	N		34 ^b	29	30	32

Ards and North Down Borough Council

172

Site ID	Site Type	Within AQMA?	Annual Mean Concentration ($\mu\text{g}/\text{m}^3$) - Adjusted for Bias ^a				
			2018 (Bias Adjustment Factor = 0.93)	2019 (Bias Adjustment Factor = 0.92)	2020 (Bias Adjustment Factor = 0.81)	2021 (Bias Adjustment Factor = 0.84)	2022 (Bias Adjustment Factor = 0.83)
14	Apartment 36 Shore Road A2 two	N		33	25	30	32
15	19 Cleland Park South Bangor	N			11	14	

These sites were new in 2018

These sites were new in 2019

This site was a short-term monitoring site 2020 and 2021

In bold, exceedance of the NO₂ annual mean AQS objective of 40 $\mu\text{g}/\text{m}^3$

Underlined, annual mean > 60 $\mu\text{g}/\text{m}^3$, indicating a potential exceedance of the NO₂ hourly mean AQS objective

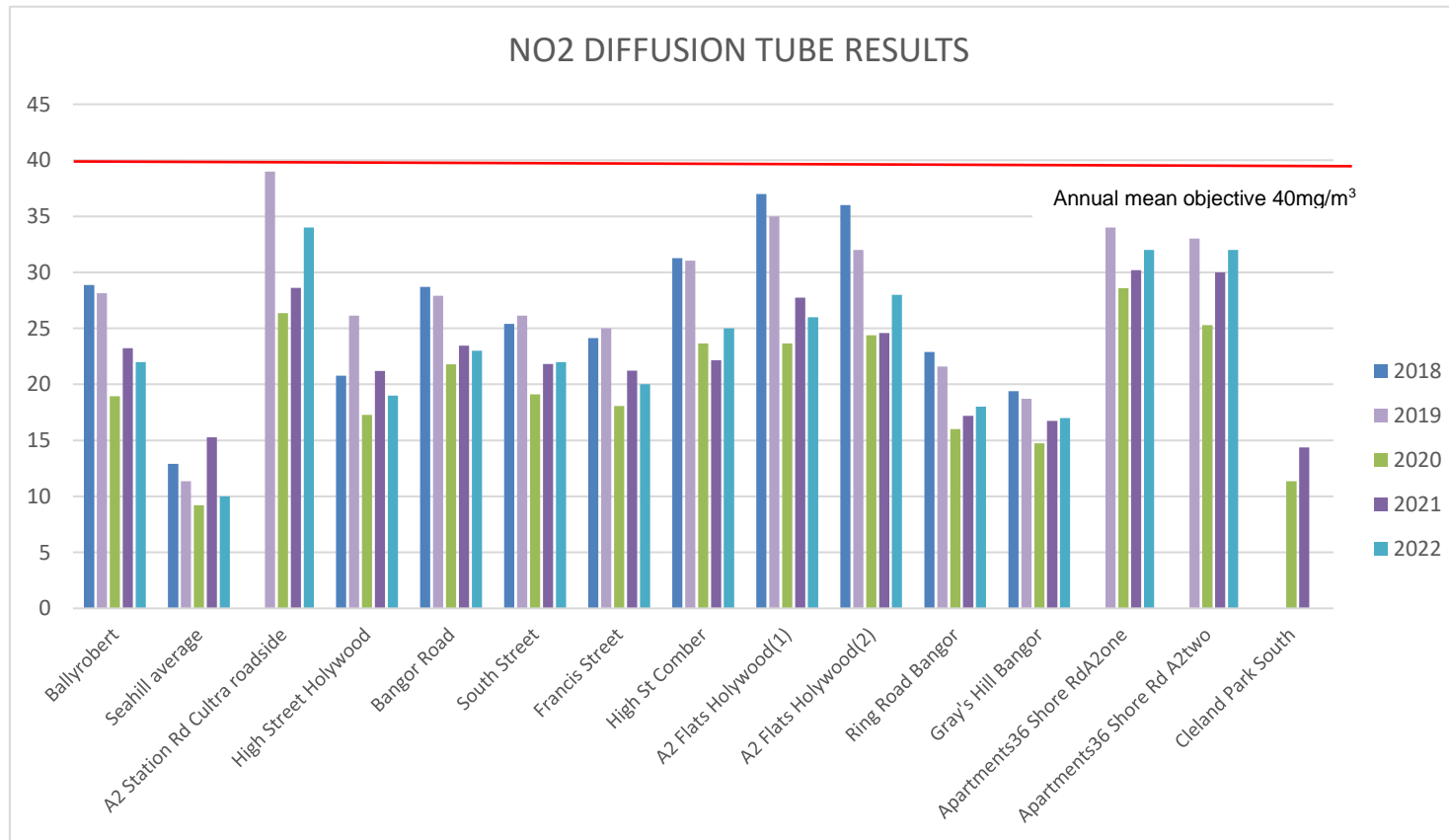
^a Means should be "annualised" as in Boxes 7.9 and 7.10 of LAQM.TG16, if full calendar year data capture is less than 75%

^b If an exceedance is measured at a monitoring site not representative of public exposure, NO₂ concentration at the nearest relevant exposure should be estimated based on the "NO₂ fall-off with distance" calculator (<http://laqm.defra.gov.uk/tools-monitoring-data/no2-falloff.html>), and results should be discussed in a specific section. The procedure is also explained in paragraphs 7.77 to 7.79 of LAQM.TG16.

Ards and North Down Borough Council

Figure 2.16 – Trends in Annual Mean Nitrogen Dioxide Concentrations Measured at Diffusion Tube Monitoring Sites

NO₂ diffusion tube results have remained consistent any annual variation is more likely to be as a result of climatic conditions rather than changes in emissions, the lower results in 2020, 2021 and 2022 are most likely due to the reduced traffic flows during the COVID pandemic and a continued change in working patterns.



2.2.2 Particulate Matter (PM₁₀)

Automatic monitoring of PM₁₀ were recorded at the Hollywood site using a TEOM instrument until 2021 when the instrument was upgraded to a FIDAS 200 also measuring PM_{2.5}. The results are ratified and adjusted accordingly by AQDM, the data management company.

Summaries of this data, with regards to annual and hourly mean objectives, are presented below.

Results continued in 2022 to be below the air quality objective. AQDM were contracted to carry out the QA/QC for the site and ratify the data. ESU1 were employed to service and maintain the site. Summaries of this data, regarding annual and hourly mean objectives, are presented below. The TEOM data has been corrected using Volatile Correction Model.

The data was downloaded onto the NI Air Quality web site, providing real-time data for the Daily Air Quality Index (DAQI) which has been developed to provide advice on expected levels of air pollution. www.airqualityni.co.uk

Reports from the ratified data and the QA/QC applied can be found in appendix A.

Table 2.7 – Results of Automatic Monitoring for PM₁₀: Comparison with Annual Mean Objective

Site ID	Site Type	Within AQMA?	Valid Data Capture for monitoring Period % ^a	Valid Data Capture 2022 % ^b	Confirm Gravimetric Equivalent (Y or NA)	Annual Mean Concentration µg/m ³				
						2018	2019	2020	2021	2022
A2 Holywood	Roadside	N	N/A	99.9%	Y	18	17	14	12	13

In bold, exceedance of the PM₁₀ annual mean AQS objective of 40µg/m³

^a i.e. data capture for the monitoring period, in cases where monitoring was only carried out for part of the year

^b i.e. data capture for the full calendar year (e.g. if monitoring was carried out for six months the maximum data capture for the full calendar year would be 50%)

^c Means should be “annualised” as in Boxes 7.9 and 7.10 of LAQM.TG16, if valid data capture is less than 75%

* Annual mean concentrations for previous years are optional

Table 2.8 – Results of Automatic Monitoring for PM₁₀: Comparison with 24-hour Mean Objective

Site ID	Site Type	Within AQMA?	Valid Data Capture for monitoring Period % ^a	Valid Data Capture 2022 % ^b	Confirm Gravimetric Equivalent	Number of Daily Means > 50µg/m ³				
						2018	2019	2020	2021	2022
A2 Hollywood	Roadside	N	N/A	99.9%	Y	0	4	0	0	3

In bold, exceedance of the PM₁₀ daily mean AQS objective (50µg/m³ – not to be exceeded more than 35 times per year)

^a i.e. data capture for the monitoring period, in cases where monitoring was only carried out for part of the year

^b i.e. data capture for the full calendar year (e.g. if monitoring was carried out for six months the maximum data capture for the full calendar year would be 50%)

^c if data capture for full calendar year is less than 85%, include the 90.4th percentile of 24-hour means in brackets

* Number of exceedances for previous years is optional

Figure 2.17 – Trends in Annual Mean PM₁₀ Concentrations

PM₁₀ has remained consistently low in Hollywood

2.2.3 Sulphur Dioxide (SO₂)

Ards and North Down Borough Council did not carry out any monitoring of SO₂ in 2022. No new sites were identified through the planning process and Air Quality Assessments submitted.

2.2.4 Benzene

Ards and North Down Borough Council did not carry out any monitoring of Benzene in 2022. All planning applications and all air quality assessments received are reviewed and no major changes have been identified requiring a further assessment of Benzene. ANDBC borders Belfast City Council with the largest population and traffic flows within Northern Ireland. Benzene has been monitored in Belfast since 2002 and remains well below the objective of 3.25 ug/m³

Table 2.10 Results of monitoring for benzene: Annual mean concentrations for the Belfast Centre site

Site ID	Site type	Within AQMA? Which AQMA?	Valid Data Capture 2020%	Running annual mean concentrations (µg/m ³)				
				2016	2017	2018	2019	2020
Belfast Centre	Urban Background	N	100	0.49	0.46	0.45	0.44	0.37

2.2.5 Other Pollutants Monitored

Particulate Matter (PM_{2.5})

At the beginning of 2021, a new FIDAS 200 unit for monitoring PM₁₀ and PM_{2.5} was installed at the Holywood automatic site. The annual mean results for PM_{2.5} in 2022 were 8 ug/m³, below the UK limit value of 20 ug/m³.

2021	2022
7 ug/m ³	8 ug/m ³

2.2.6 Summary of Compliance with AQS Objectives

Ards and North Down Borough Council has examined the results from monitoring in the Borough. Concentrations are all below the objectives, therefore there is no need to proceed to a Detailed Assessment.

3 New Local Developments

Ards and North Down Borough Council confirms that there are no new or newly identified local developments which may have an impact on air quality within the Local Authority area resulting in exceedances of the Air Quality Objectives.

Ards and North Down Borough Council confirms that all the following have been considered:

- **Road traffic sources**
- **Other transport sources**
- **Industrial sources**
- **Commercial and domestic sources**
- **New developments with fugitive or uncontrolled sources.**

3.1 Road Traffic Sources

ANDBC can confirm that we have considered:

- Narrow congested streets with residential properties close to the kerb.
- Busy streets where people may spend one hour or more close to traffic.
- Roads with a high flow of buses and/or HGVs.
- Junctions.
- New roads constructed or proposed since the last Updating and Screening Assessment.
- Roads with significantly changed traffic flows.
- Bus or coach stations.

The Environmental Health Department has commented on planning applications where an air quality impact assessment may be necessary and no new road traffic sources were identified.

3.2 Other Transport Sources

ANDBC can confirm that we have considered:

- Airports.
- Locations where diesel or steam trains are regularly stationary for periods of 15 minutes or more, with potential for relevant exposure within 15m.
- Locations with a large number of movements of diesel locomotives, and potential long-term relevant exposure within 30m.
- Ports for shipping.

3.3 Industrial Sources

ANDBC can confirm that we have considered:

- **Industrial installations:** new or proposed installations for which an air quality assessment has been carried out.
- **Industrial installations:** existing installations where emissions have increased substantially or new relevant exposure has been introduced.
- **Industrial installations:** new or significantly changed installations with no previous air quality assessment.
- Major fuel storage depots storing petrol.
- Petrol stations.
- Poultry farms.

The Environmental Health Department comments on planning applications where an Air Quality Impact Assessment (AQIA) may be necessary. No applications were received which required AQIA to be submitted.

3.4 Commercial and Domestic Sources

ANDBC can confirm that we have considered:

- Biomass combustion plant – individual installations.
- Areas where the combined impact of several biomass combustion sources may be relevant.
- Areas where domestic solid fuel burning may be relevant.
- Combined Heat and Power (CHP) plant.

The Environmental Health Department comments on planning applications where an Air Quality Impact Assessment (AQIA) may be necessary. No applications received required AQIA to be submitted.

3.5 New Developments with Fugitive or Uncontrolled Sources

ANDBC can confirm that we have considered:

- Landfill sites.
- Quarries.
- Unadopted haulage roads on industrial sites.
- Waste transfer stations, etc.

The Environmental Health Department comments on planning applications where an Air Quality Impact Assessment (AQIA) may be necessary. The following applications were requested to submit an AQIA, and no issues were identified in the reports.

- Craigantlet Quarry, 73 Holywood Road - Erection of Roadstone Plant LA06/2022/0689/F
- Ballystockart Quarry LA06/2022/0310/F

4 Planning Applications

The Environmental Health Department comments on planning applications where an Air Quality Impact Assessment (AQIA) may be necessary. The following applications were requested to submit an AQIA and no issues were identified in the reports.

- Craigantlet Quarry, 73 Holywood Road - Erection of Roadstone Plant LA06/2022/0689/F
- Ballystockart Quarry LA06/2022/0310/F

5 Conclusions and Proposed Actions

5.1 Conclusions from New Monitoring Data

There have been no exceedances of the air quality objectives at monitoring sites at relevant exposure within the Council Area. The NO₂ diffusion tube sites in Holywood established in 2015 and 2019 where apartment blocks have been constructed on the A2 remain an area of concern. There has been a reduction in the levels since the COVID restrictions in 2020 however until a new working pattern is further established, a confirmed trend in reduction cannot be confirmed. The results from the automatic real time NO₂ monitor positioned across from the Holywood junction residential properties, are much lower, however its location benefits from sea breezes whereas the diffusion tubes at the apartment blocks are sheltered. A picture of these sites can be found in figures 2.10 and 2.11.

No new sites were identified in 2022 through the planning process.

5.2 Conclusions relating to New Local Developments

There are no new local developments that will require more detailed consideration in the next Updating and Screening Assessment.

5.3 Proposed Actions

This 2023 Progress Report for Ards and North Down Borough Council has identified that there is no need to proceed to a detailed assessment for any of the pollutants. Ards and North Down Borough Council is focused upon improving air quality therefore all existing monitoring sites shall continue in 2023 until a more normal living and working trend post pandemic is established.

Ards and North Down Borough Council launched a “no idling of vehicles engines outside schools” campaign in 2019 and although it was suspended in 2020 due to COVID restrictions, it was re-launched in 2021 and continued in 2022. ANDBC are presently working on expanding the initiative.

6 References

Local Air Quality Management: Technical Guidance LAQM.TG (03) 2003
Part IV of the Environment Act 1995.
Guidance prepared by the Department for Environment, Food and Rural
Affairs and the Devolved Administrations, January 2003.

Local Air Quality Management Technical Guidance (TG16) 2016
Part IV of the Environment Act 1995
Environment (Northern Ireland) Order 2002 Part III

Appendices

Appendix A: Quality Assurance / Quality Control (QA/QC) Data

QA/QC Data of automatic sites

Ards and North Down Borough Council commissioned AQDM Technology to provide the QA/QC of the automatic measurements of NO₂, PM₁₀ and PM_{2.5} for the A2 Holywood site. Local authority staff act as the local site operator and visit the site on a weekly basis carrying out any manual calibration or filter changes required.

ESU1 were employed to service and maintain the analyser.



Automatic station reports produced by data management company

Air Quality Report

Produced by AQDM on behalf of North Down

NORTH DOWN HOLYWOOD A2 2022

Fully ratified by AQDM to the LAQM TG22 standards using the AURN methodology

Site Environment and Description

ROADSIDE: Marine Highway

[Map](#)[Photo](#)[Dashboard](#)**Statistical Summary Report**

This 2022 report contains all the statistics required for the LAQM reporting.

The full results and statistics are available from the Northern Ireland website
<https://www.airqualityni.co.uk>**Gravimetric PM_{2.5}**The Gravimetric PM_{2.5} is the FIDAS PM_{2.5} / 1.06**Daily Air Quality Index (DAQI)**The table below shows the duration within the bands of the Daily Air Quality Index (DAQI).
The DAQI was introduced by Defra in January 2012 and revised April 2013.

DAQI Pollutant	Moderate	High	Very High
Nitrogen Dioxide	0 hours	0	0
PM ₁₀ Particulate Matter	3 days	0	0
PM _{2.5} Particulate Matter	3 days	0	0

Gravimetric PM₁₀ was Moderate on 22nd 23rd 26th Mar with a daily mean reaching 56 µg m⁻³.
Gravimetric PM_{2.5} was Moderate on 22nd 23rd 26th Mar with a daily mean reaching 42 µg m⁻³.**Air Quality Exceedances of the AQS Objectives****NO₂ - annual data capture was 99.7 %**The annual mean was 22 µg m⁻³ which did not exceed the 40 µg m⁻³ Objective.The maximum hourly mean was 111 µg m⁻³ so there were no exceedances of the NO₂ hourly limit of 200 µg m⁻³. There is an annual allowance of 18 hours so the Objective was not exceeded.**Gravimetric PM₁₀ - annual data capture was 99.9 %**The annual mean was 13 µg m⁻³ which did not exceed the 40 µg m⁻³ Objective.The maximum daily mean was 56 µg m⁻³ so there were 3 exceedances of the PM₁₀ daily limit of 50 µg m⁻³. There is an annual allowance of 35 days so the Objective was not exceeded.**Gravimetric PM_{2.5} - annual data capture was 99.6 %**The annual mean was 8 µg m⁻³ which did not exceed the 25 µg m⁻³ Objective. Note that the PM_{2.5} standard is not set in the regulations.There should be a 15% cut in urban background exposure (annual **mean**) for all Local Authorities from 2010 to 2020.

Air Quality Report

NORTH DOWN HOLYWOOD A2 2022

Air Quality Statistics

Pollutant	NO ₂	NO	NO _x	Grav PM ₁₀ [*]	Grav PM _{2.5} [~]	PM ₁ [‡]	Wind Speed
Number Very High [#]	0	1	1	0	0	1	1
Number High [#]	0	1	1	0	0	-	-
Number Moderate [#]	0	-	-	3	3	-	-
Number Low [#]	8732	-	-	362	361	-	-
Maximum 15-min mean	143 µg m ⁻³	364 µg m ⁻³	656 µg m ⁻³	-	-	96 µg m ⁻³	-
Maximum hourly mean	111 µg m ⁻³	282 µg m ⁻³	497 µg m ⁻³	116 µg m ⁻³	77 µg m ⁻³	71 µg m ⁻³	-
Maximum running 8-hr mean	85 µg m ⁻³	196 µg m ⁻³	369 µg m ⁻³	75 µg m ⁻³	50 µg m ⁻³	45 µg m ⁻³	-
Maximum running 24-hr mean	68 µg m ⁻³	108 µg m ⁻³	220 µg m ⁻³	58 µg m ⁻³	45 µg m ⁻³	43 µg m ⁻³	-
Maximum daily mean	61 µg m ⁻³	99 µg m ⁻³	209 µg m ⁻³	56 µg m ⁻³	42 µg m ⁻³	39 µg m ⁻³	-
Average	22 µg m ⁻³	16 µg m ⁻³	46 µg m ⁻³	13 µg m ⁻³	8 µg m ⁻³	6 µg m ⁻³	-
Data capture	99.7 %	99.7 %	99.7 %	99.9 %	99.6 %	99.6 %	0.0 %

[#] Daily Air Quality Index (DAQI) as defined by COMEAP January 2012 and revised April 2013

^{*} Gravimetric PM₁₀ as measured by a FIDAS instrument using 1 gravimetric factor

[~] Gravimetric PM_{2.5} as measured by a FIDAS instrument using 0.94 gravimetric factor

[‡] PM₁ as measured by a FIDAS instrument

Mass units for the gases are at 20°C and 1013mb

NO_x mass units are NO_x as NO₂ µg m⁻³

Air Quality Exceedances

Pollutant	Air Quality Regulations (Northern Ireland) 2003	Max Conc	Number	Days	Allowed	Exceeded
Nitrogen Dioxide	Annual mean > 40 µg m ⁻³	22 µg m ⁻³	0	-	-	No
Nitrogen Dioxide	Hourly mean > 200 µg m ⁻³	111 µg m ⁻³	0	0	18 hours	No
PM ₁₀ Particulate Matter (Gravimetric)	Annual mean > 40 µg m ⁻³	13 µg m ⁻³	0	-	-	No
PM ₁₀ Particulate Matter (Gravimetric)	Daily mean > 50 µg m ⁻³	56 µg m ⁻³	3	3	35 days	No
PM _{2.5} Particulate Matter (Gravimetric) [*]	Annual mean > 25 µg m ⁻³	8 µg m ⁻³	0	-	-	No

^{*} Not set in regulations

Air Quality Report

NORTH DOWN HOLYWOOD A2 2022

Monthly Data Captures %

Pollutant	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Nitrogen Dioxide	99.7	100.0	99.9	99.3	99.9	100.0	99.5	99.9	99.9	98.5	99.7	100.0
Grav PM ₁₀	99.7	100.0	100.0	100.0	99.9	100.0	99.5	100.0	100.0	99.3	99.9	100.0
Grav PM _{2.5}	99.7	100.0	100.0	100.0	99.9	97.8	99.3	100.0	100.0	99.1	99.9	99.9
PM ₁	99.7	100.0	100.0	100.0	99.9	97.8	99.3	100.0	100.0	99.1	99.9	99.9

Monthly Means

Pollutant	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Nitrogen Dioxide $\mu\text{g m}^{-3}$	28	20	28	20	17	18	17	21	17	21	25	30
Grav PM ₁₀ $\mu\text{g m}^{-3}$	18	13	25	14	11	11	8	10	10	12	14	14
Grav PM _{2.5} $\mu\text{g m}^{-3}$	11	7	16	8	6	6	5	6	5	7	8	9
PM ₁ $\mu\text{g m}^{-3}$	8	4	14	7	4	4	3	4	3	4	6	7

8.27 x 11.69 in



Air Quality Data Management

QA/QC of Diffusion Tube Monitoring

In 2022 the NO₂ tubes were prepared and supplied by Gradko International Limited, using the preparation method 20%TEA/Water.

Diffusion Tube Bias Adjustment Factors

Factor from Local Co-location Studies

A co-location study was carried out at the Hollywood site and the data submitted to the national data base <https://laqm.defra.gov.uk/air-quality/air-quality-assessment/national-bias/>

The local bias adjustment figure was **0.67**.

National Diffusion Tube Bias Adjustment Factor Spreadsheet				Spreadsheet Version Number: 03/23						
Follow the steps below in the correct order to show the results of relevant co-location studies								This spreadsheet will be updated at the end of June 2023		
Data only apply to tubes exposed monthly and are not suitable for correcting individual short-term monitoring periods								LAQM Helpdesk Website		
Whenever presenting adjusted data, you should state the adjustment factor used and the version of the spreadsheet								Spreadsheet maintained by the National Physical Laboratory. Original compiled by Air Quality Consultants Ltd.		
This spreadsheet will be updated every few months: the factors may therefore be subject to change. This should not discourage their immediate use.										
The LAQM Helpdesk is operated on behalf of Defra and the Devolved Administrations by Bureau Veritas, in conjunction with contract partners AECOM and the National Physical Laboratory.										
Step 1:	Step 2:	Step 3:	Step 4:							
Select the Laboratory that Analyses Your Tubes from the Drop-Down List	Select a Preparation Method from the Drop-Down List	Select a Year from the Drop-Down List	Where there is only one study for a chosen combination, you should use the adjustment factor shown with caution. Where there is more than one study, use the overall factor ² shown in blue at the foot of the final column.							
If a laboratory is not shown, we have no data for this laboratory.	If a preparation method is not shown, we have no data for this method at this laboratory.	If a year is not shown, we have no data ² .	If you have your own co-location study then see footnote ¹ . If uncertain what to do then contact the Local Air Quality Management Helpdesk at LAQMHelpdesk@bureauveritas.com or 0800 0327953							
Analysed By ¹	Method	Year	Site Type	Local Authority	Length of Study (months)	Diffusion Tube Mean Conc. (Dm) (µg/m ³)	Automatic Monitor Mean Conc. (Cm) (µg/m ³)	Bias (B)	Tube Precision ¹	Bias Adjustment Factor (A) (Cm/Dm)
Gradko	20% TEA in water	2022	R	Blackburn With Darwen Bc	12	26	19	35.0%	G	0.74
Gradko	20% TEA in water	2022	R	Gedling Borough Council	12	31	26	19.9%	G	0.83
Gradko	20% TEA in water	2022	R	Ards And North Down Borough Council	12	33	22	49.4%	G	0.67
Gradko	20% TEA in water	2022	R	Bath & North East Somerset	12	30	25	19.0%	G	0.84

Decision to use the bias adjustment factor of 0.83

The results of the local co-location study at the Hollywood site were submitted to the national data base. The Hollywood local bias adjustment factor was calculated at **0.67**. This co-location study is on one of the main arterial routes into Belfast City centre. Ards and North Down Borough Council has confidence in the data from the automatic site, with 99.7% data capture.

The March 2023 national bias adjustment figure for Gradko in 2022 is **0.83**.

A decision was made to apply the national figure of **0.83** as 27 studies were included in this and therefore deemed to be a more realistic figure.

Ards and North Down Borough Council

A copy of the National bias adjustment spread sheet can be found below:

National Diffusion Tube Bias Adjustment Factor Spreadsheet							Spreadsheet Version Number: 03/23			
Follow the steps below in the correct order to show the results of relevant co-location studies							This spreadsheet will be updated at the end of June 2023			
Data only apply to tubes exposed monthly and are not suitable for correcting individual short-term monitoring periods							Whenever presenting adjusted data, you should state the adjustment factor used and the version of the spreadsheet			
This spreadsheet will be updated every few months; the factors may therefore be subject to change. This should not discourage their immediate use.							LAQM Helpdesk Website			
The LAQM Helpdesk is operated on behalf of Defra and the Devolved Administrations by Bureau Veritas, in conjunction with contract partners AECOM and the National Physical Laboratory.							Spreadsheet maintained by the National Physical Laboratory. Original compiled by Air Quality Consultants Ltd.			
Step 1:		Step 2:	Step 3:	Step 4:						
Select the Laboratory that Analyses Your Tubes from the Drop-Down List		Select a Preparation Method from the Drop-Down List	Select a Year from the Drop-Down List	Where there is only one study for a chosen combination, you should use the adjustment factor shown with caution. Where there is more than one study, use the overall factor ² shown in blue at the foot of the final column.						
If a laboratory is not shown, we have no data for this laboratory.		If a preparation method is not shown, we have no data for this method at this laboratory.	If a year is not shown, we have no data ²	If you have your own co-location study then see footnote ⁴ . If uncertain what to do then contact the Local Air Quality Management Helpdesk at LAQMHelpdesk@bureauveritas.com or 0800 0327953						
Analysed By ¹	Method	Year ²	Site Type	Local Authority	Length of Study (months)	Diffusion Tube Mean Conc. (Dm) (µg/m ³)	Automatic Monitor Mean Conc. (Cm) (µg/m ³)	Bias (B)	Tube Precision ³	Bias Adjustment Factor (A) (Cm/Dm)
Gradko	20% TEA in water	2022	R	Belfast City Council	12	36	28	29.0%	G	0.78
Gradko	20% TEA in water	2022	R	Brighton & Hove City Council	10	37	23	62.8%	G	0.61
Gradko	20% TEA in water	2022	UB	Hertsmere Borough Council	12	16	15	7.1%	G	0.93
Gradko	20% TEA in water	2022	R	Southampton City Council	12	36	28	30.6%	G	0.77
Gradko	20% TEA in water	2022	UC	Southampton City Council	12	28	24	15.4%	G	0.87
Gradko	20% TEA in water	2022	R	Southampton City Council	12	34	31	8.4%	G	0.92
Gradko	20% TEA in water	2022	R	Worcestershire	11	13	12	4.2%	G	0.96
Gradko	20% TEA in water	2022	R	Lancaster City Council	13	34	27	25.8%	G	0.79
Gradko	20% TEA in water	2022	R	Lancaster City Council	12	28	24	15.2%	G	0.87
Overall Factor² (27 studies)								Use	0.83	

Unclassified

191

ITEM 14

Ards and North Down Borough Council

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Community and Wellbeing Committee
Date of Meeting	17 April 2024
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Community and Culture
Date of Report	03 April 2024
File Reference	PCSP/ANDBC 16
Legislation	Justice Act (NI) 2011
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Ards and North Down PCSP Action Plan 2024-2025
Attachments	Appendix Ards and North Down PCSP Action Plan 2024-2025

The PCSP operates in line with a 3-year Strategy (2022-2025) and Annual Action Plan in order to draw down funding from the Joint Committee, made up of the Department of Justice (DoJ) and Northern Ireland Policing Board.

The attached Annual Action Plan for 2024-25 has been agreed by the PCSP and has been submitted in draft to the Joint Committee for comment and approval.

A letter of offer will be forwarded once the Action Plan has been approved by the Joint Committee

RECOMMENDATION

It is recommended that Council notes this report



**ARDS AND NORTH DOWN
POLICING AND COMMUNITY
SAFETY PARTNERSHIP
ACTION PLAN
2024/2025**

Introduction

In 2022/2023 PCSP undertook an Assessment of Policing and Community Safety in the Ards and North Down Council Area.

This exercise was undertaken to ensure that the priorities identified continue to reflect priority policing and community safety issues in the area and was informed by analysis of information provided by statutory partners, as well as the results of ongoing borough wide engagement and consultation on policing and community safety across the council area.

Cognisance was also taken of:

- The Community Safety Framework
- The Northern Ireland Policing Plan and current Annual Performance Plan
- Public Satisfaction Surveys
- Together: Building a United Community – Good Relations Strategy
- Fresh Start – the Stormont Agreement and Implementation Plan
- Executive Action Plan for Tackling paramilitary activity, criminality and Organised crime
- Local Council’s Good Relation Plan
- Local Community Plan – The Big Plan.

The Councils community safety team will continue to play a key role in the direct delivery of relevant projects within the PCSP, adding value to the overall objectives of outcomes.

A Turning the Curve Exercise was undertaken in relation to the current 2023/2024 PCSP Action Plan Indicators/themes to formulate the partnership’s best thinking on projects and initiatives to contribute towards the overall outcome.

Project Title	Activity Title	Turning the Curve Results
Strategic Priority 1 – To ensure effective delivery in response to local need, and improve the visibility and recognition of the work of the PCSP through effective consultation, communication, and engagement	Through: <ul style="list-style-type: none"> • carrying out meaningful engagement in the district with the local community, relevant statutory partners / agencies, businesses and the community & voluntary sector in the development and implementation of PCSP Action Plans. • ensuring ongoing two-way engagement in the district with the local community, relevant statutory partners / agencies, businesses, and the community & voluntary sector to provide a problem-solving forum to identify effective solutions to local issues, ensuring sufficient flexibility to address issues as they emerge, and seeking relevant expertise from the designated organisations as appropriate. • using a range of platforms, including multi-media, to communicate and promote the work of the PCSP; and increasing awareness of the work of the PCSP. 	
1.1 Support for PCSP Members	1.1.1 PCSP Private Meetings	Continue
1.2 Raise Awareness of the PCSP	1.2.1 PCSP Awareness raising including PR and Communications	

	1.2.2 PCSP Action Plan Review	
1.3 PCSP Sub group meetings, Community safety & monitoring	1.3.1 PCSP Subgroup Meetings	Continue
Strategic Priority 2 - To improve community safety by prioritising and addressing local community safety issues, tackling crime and anti-social behaviour.	<p>Through: utilising the partnership created by the statutory, elected, and independent/ community membership of the PCSP to initiate and lead work to improve community safety and tackle ASB locally. appropriate targets and indicators so that impacts can be measured. drawing on best practice, promote early intervention and collaborating effectively to improve PCSP-supported projects and programmes that address the underlying causes of ASB, crime and the fear of crime in the community, including, where appropriate, a focus on changing behaviours. enhancing safety and feelings of safety, in particular for those who might be more vulnerable. engaging with partners in the district, to horizon scan in order to respond to and re-direct resources to respond to emerging local community safety issues. having cognisance of the Community Safety Framework in developing local plans, and providing a feedback loop to the Community Safety Board on local issues in order to inform community safety policy development – and vice versa; and providing comprehensive community input into decision making processes about tackling actual and perceived anti-social behaviour and giving feedback to the community on the effectiveness of interventions on meeting outcomes.</p>	
2.1 Drugs and Alcohol	2.1.1 Drug intervention programme at Tier 1&2 with young adults 2.1.2 RAPID Bin Initiative 2.1.3 Substance Abuse Awareness Project	Continue
2.2 ASB	2.2.1 Addressing ASB amongst Youth -Sports Programme 2.2.2 Addressing ASB hotspots areas- Collaborative Community Safety (CST) Team & Multi-Agency approach. 2.2.3 Awareness of Adverse Childhood Experiences (ACE) 2.2.4 Small Grants Programme with a focus on diversion and prevention 2.2.5 Voluntary Safety Wardens 2.2.6 Schools Education Programme for ASB 2.2.7 Enhanced Detached Youth Programme (EA) 2.2.8 ASB Forum- Blair Mayne ASB, Aurora & hotspots ASB	Continue
2.3 Domestic Violence / Crime	2.3.1 Domestic Violence via SED & SVP 2.3.2 DV training 2.3.3 Healthy Relationships Awareness 2.3.4 DV Female Victim Support Programme 2.3.5 DV Male Victim Support Programme	Continue
2.4 Hate Crime	2.4.1 Hate Crime Initiative	Continue
2.5 Burglary & Fear of Crime	2.5.1 4-Tier Home Secure	Continue
2.6 Criminal Gangs	2.5.2 Tackling paramilitarism	Continue
2.7 Rural Crime	2.6.1 Rural Crime Initiatives	Continue
2.8 Road Safety	2.7.1 PSNI Road Safety 2.7.2 P7 Be Safe Programme 2.7.3 Speed Indicator Devices- data analysis and deployment	Continue
2.9 Supporting those most vulnerable.	2.8.1 Support Hub	Continue
Strategic Priority 3 – To support confidence in	Through:	

<p>policing, including through collaborative problem solving with communities.</p>	<ul style="list-style-type: none"> ensuring local accountability through the Policing Committee’s role in monitoring police performance. identifying priorities from the PCSP Plan for consideration in the development of the local Policing Plan which are consistent with the Northern Ireland Policing Plan. providing views to the District Commander through the Policing Committee and supporting the PSNI to engage with the community to identify and address local problems. delivering initiatives that link to identified local problems that impact confidence in policing. carrying out meaningful local events aimed at increasing PSNI engagement with local communities to build and strengthen public confidence in policing. delivering PCSP initiatives in the hardest to reach communities. providing a platform for the PCSP and PSNI to engage with young people, including on the themes of upholding the rule of law, and of ways of increasing confidence in policing; and building community confidence in the rule of law by helping mitigate the harm caused to people and communities by paramilitarism, criminality and organised crime consistent with wider Programme for Government objectives and through use of co-design principles, where appropriate. 	
<p>3.1 Engagement of Police with the local community</p>	<p>3.1.1 Policing Public and Private Meetings 3.1.2 Youth Voice – Youth Council</p>	<p>Continue</p>
<p>3.2 Road Safety Promotion</p>	<p>3.2.1 Ards & North Down Road Safety Committee</p>	<p>Continue</p>
<p>3.3 Local Community Policing Initiatives</p>	<p>3.3.1 Local Community Policing Initiatives</p>	<p>Continue</p>
<p>3.4 Advocate for Policing</p>	<p>3.4.1 Advocate for Policing- direct delivery by the PSNI</p>	<p>Continue</p>

As a result of the Turning the Curve Exercise the following Indicators/themes have been identified as local priority:

- ASB
- Drugs and Alcohol Abuse
- Hate Crime
- Domestic and Sexual Abuse
- Cyber Crime
- Vulnerabilities from Organised crime (including Paramilitarism)
- Supporting those most vulnerable
- Road safety
- Burglary and fear of crime

Ards and North Down PCSP Action Plan 2024-2025

Strategic Priority 1 – To ensure effective delivery in response to local need, and improve the visibility and recognition of the work of the PCSP through effective consultation, communication, and engagement through:

- carrying out meaningful engagement in the district with the local community, relevant statutory partners / agencies, businesses and the community & voluntary sector in the development and implementation of PCSP Action Plans.
- ensuring ongoing two-way engagement in the district with the local community, relevant statutory partners / agencies, businesses, and the community & voluntary sector to provide a problem-solving forum to identify effective solutions to local issues, ensuring sufficient flexibility to address issues as they emerge, and seeking relevant expertise from the designated organisations as appropriate.
- using a range of platforms, including multi-media, to communicate and promote the work of the PCSP; and
- increasing awareness of the work of the PCSP.

Indicators		% People who have heard of PCSPs % People who know how to contact their local PCSP about local policing and community safety					
Budget		£29,000					
Project	Aims & description	Key Activities	Start Date	End Date	Resource or cost	Performance measures	Reporting Quarter

<p>Raise awareness of the PCSP and community engagement</p>		<p>1.1 PCSP meeting To hold public and private PCSP meetings</p>	<p>April 2024</p>	<p>March 2025</p>	<p>£4,000</p>		<p>Q 1, 2, 3 & 4</p>
<p>Raise awareness of the PCSP and community engagement</p>	<p>To evidence impact through the delivery of a PCSP communications strategy.</p>	<p>1.2 PCSP Awareness raising Implement and monitor the AND PCSP/ community Safety Team annual communications plan</p>	<p>April 2024</p>	<p>March 2025</p>	<p>£12,500</p>	<p>How much did we do? # Of social media reach # Of PR campaigns/projects developed and launched How well did we do it? # Of social media reach or % increase in social media reach #/% increase in PCSP Facebook page likes Is anyone better off? # & % of people with awareness of the PCSP and its work</p>	<p>Q 2,3 & 4</p>
		<p>1.3 Local Community Engagement initiatives Provision of community engagement meetings and events around the Borough with relevant PCSP partners to include</p>	<p>April 2024</p>	<p>March 2025</p>	<p>£5,000</p>	<p>How much did we do? # Of engagement sessions # Of participants involved How well did we do it? % Of participants satisfied with the support/ advice offered</p>	<p>Q 2, 3 & 4</p>

		road safety, rural crime initiatives, crime prevention				<p>Is anyone better off? % & # of increase of attendees at Community Engagement events % & # of attendees with increased confidence in the police as a result of the engagement sessions.</p>	
		<p>1.4 Youth Voice Continue to engage with the Youth Council and advocate for youth issues around safer communities, spaces and issues affecting young people</p>	April 2024	March 2025	£4,000	<p>How much did we do? # Of meetings held # Of youth attendees How well did we do it? % Of participants satisfied with the meetings Is anyone better off? # % with an increased confidence in policing following the activities # % participants more likely to engage with the PSNI</p>	Q 2, 3, & 4
	PCSP Strategic Review 2025 - 2028	<p>1.5 PCSP Strategic Review 2025 -2028 Strategic review to develop 2025 – 2028 strategy</p>	Sep 2024	Feb 2025	£3,500	<p>How much did we do? # Of consultation opportunities How well did we do it? % People satisfied with consultation process # Of people engaged in consultation Is anyone better off? # & % participants with improved awareness of the PCSP, strategy and action plan</p>	Q 3 & 4

Strategic Priority 2 - To improve community safety by prioritising and addressing local community safety issues, tackling crime and anti-social behaviour through:

- utilising the partnership created by the statutory, elected, and independent/ community membership of the PCSP to initiate and lead work to improve community safety and tackle ASB locally.
- working in partnership to develop outcome and locality focused interventions to address the most pressing crime types and behaviours impacting local community safety, as evidenced by local need, with appropriate targets and indicators so that impacts can be measured.
- drawing on best practice, promote early intervention and collaborating effectively to improve PCSP-supported projects and programmes that address the underlying causes of ASB, crime and the fear of crime in the community, including, where appropriate, a focus on changing behaviours.
- enhancing safety and feelings of safety, in particular for those who might be more vulnerable.
- engaging with partners in the district, to horizon scan in order to respond to and re-direct resources to respond to emerging local community safety issues.
- having cognisance of the Community Safety Framework in developing local plans, and providing a feedback loop to the Community Safety Board on local issues in order to inform community safety policy development – and vice versa; and
- providing comprehensive community input into decision making processes about tackling actual and perceived anti-social behaviour and giving feedback to the community on the effectiveness of interventions on meeting outcomes.

Indicators		ASB - Antisocial behaviour incidents, Criminal damage incidents, Drug trafficking: Possession, Drug Seizures CRIME - Recorded crime, Domestic abuse incidents, Violent Crimes where alcohol is a factor, Burglary					
		% Who perceive high levels of ASB (NI) % Who perceived local crime to have increased			% Perceived local crime to have decreased (NI) % Very worried about crime overall by age group 16-29: 30-59: 60+ (NI)		
Total budget		£203,333					
Project	Aims and Descriptions	Key Activities	Start Date	End Date	Resource or Cost	Performance Measures	Reporting Quarter
Drugs & Alcohol Initiatives	To deliver initiatives which will raise awareness of the impact of drug and alcohol misuse within our communities and provide safe facilities for disposing of	2.1.1 Develop an early intervention/training programme to be delivered in the Borough.	June 2024	March 2025	£9,500	How much did we do? # Of training sessions delivered # Of participants attending How well did we do it? % Of participants satisfied with the training delivered Is anyone better off? # & % of participants reporting increased knowledge and understanding of the detrimental effects of drugs and alcohol	Q 2,3 & 4

	legal and illegal drugs	RAPID Bin initiative Promote and monitor as required across the Borough to encourage use in getting drugs including prescription drugs off the streets.			0	<p>How much did we do? # Of promotional campaigns undertaken # Rapid bins in use</p> <p>How well did we do it? % Satisfaction by PSNI with number of drugs taken off streets</p> <p>Is anyone better off? % and # of types of drugs being deposited in the bin</p>	
		<p>2.1.2 Substance Abuse Awareness Project</p> <p>To deliver substance abuse awareness, support and counselling with youth and adults.</p>	April 2024	March 2025	£10,000	<p>How much did we do? # Of sessions delivered # Of participants engaged from across the Borough</p> <p>How well did we do it? % Of participants satisfied with the support offered</p> <p>Is anyone better off? # & % of individuals with changed behaviours after completing the programme # & % of participants with an increased knowledge of the risks and harm caused by excessive drink and drugs</p>	Q 2,3 & 4
ASB	Diversions and detached youth engagement projects delivered in partnership with the sports development officers and community-based youth workers. The	<p>2.2.1 Addressing ASB amongst Youth - Sports Programme</p> <p>This Programme aims to work with young people through multiple sports across the Borough and in particular the Peninsula. Interventions will link with the community safety team, EA, PSNI, council and other community and community youth-based programmes to enhance life skills and address ASB amongst target groups with a view to decreasing ASB</p>	April 2024	March 2025	£7,000	<p>How much did we do? # Of targeted diversionary and detached youth sessions # Of participants # Of different partners engaged to support delivery</p> <p>How well did we do it? % Of participants satisfied with their experiences on the programmes</p> <p>Is anyone better off? # & % reduction in ASB in hot spot areas # % of participants with an increased knowledge of the consequences of risk-taking behaviours (e.g., excessive drink and drugs)</p>	Q 2,3 & 4

		<p>2.2.2 Addressing ASB hotspots areas- Collaborative Community Safety (CST) Team & Multi-Agency approach – co-design and co-deliver initiatives to address ASB in hotspots across the Borough working in partnership with other agencies including PSNI and EA and community groups involved in initiatives in local hotspots.</p>	Apr 2024	March 2025	£6,000	<p>How much did we do? # Of targeted diversionary and detached youth sessions # Of participants on same How well did we do it? % Of participants satisfied with their experiences on the programmes Is anyone better off? # & % reduction in ASB at identified hot spots # & % of participants with increased awareness of the consequences of ASB # % of participants with an increased knowledge of the consequences of risk-taking behaviours (e.g., excessive drink and drugs)</p>	Q 2, 3,4
	<p>Diversionary and detached youth engagement projects targeting areas of ASB need within the Borough.</p>	<p>2.2.3 Small Grant Programme with a focus on diversion and prevention Diversionary programmes targeting areas of ASB need within the Borough. The budget will aim to support projects with a small budget per project. Projects will be prioritised from areas of need. Maximum amount per grant is £5,000.</p>	May 2024	March 2025	<p>Small Grant application process £28,000</p>	<p>How much did we do? # Of applications received # Of small grants awarded How well did we do it? % Grant applications received which meet required assessment criteria/ quality/standard Is anyone better off? # & % participants who are satisfied with the small grants programme process # & % groups reporting increased ability to engage with wider community members through their small grant</p>	Q 2, 3, & 4

	<p>Reducing and addressing ASB problems in hotspot neighbourhoods and town centres within the Borough</p>	<p>2.2.4 Voluntary Safety Wardens To support Voluntary Wardens and to create an on-street presence that promotes community safety and reduces ASB across the Borough. The volunteer wardens and their on-street presence will be rolled out at different times and locations across the Borough based on advice from the community safety team, the PSNI and the community safety subgroup and will include an on-street presence at large scale events and pub/ club closing times.</p>	<p>April 2024</p>	<p>March 2025</p>	<p>£38,000</p>	<p>How much did we do? # Of patrols # Of participants engaged, educated, and supported How well did we do it? % Of participants satisfied with their experiences Is anyone better off? # & % of users reporting attitudes were changed as a result of engagement # Of people reporting feeling safer in the Borough as a result of the scheme</p>	<p>Q 2,3 & 4</p>
	<p>Engaging with people through Youth Workers at schools, colleges, youth clubs, community groups and looked after homes conducting themed sessions that raise awareness of ASB in specific areas of need across the Borough.</p>	<p>2.2.5 Schools Education Programme to include ASB. This programme will be co-designed and delivered by the community safety team, to provide meaningful engagement and educational activity in schools for young people primarily between 11 and 17 years of age. It will include partnership working with other service providers.</p>	<p>May 2024</p>	<p>March 2025</p>	<p>£10,000</p>	<p>How much did we do? # Of schools # Of sessions # Of participants engaged, educated, and supported How well did we do it? % Of participants satisfied with their experiences on the programmes Is anyone better off? # & % who have a raised awareness of ASB # % of participants with changed attitudes to ASB as a result of their engagement in the project activities</p>	<p>Q, 2, 3, 4</p>
		<p>2.2.6 Enhanced Detached Youth Programme (EA) Support for a range of programmes led by the Education Authority throughout the Borough to enhance detached youth work with 13-19 years olds in ASB hotspot areas. Programmes to link with</p>	<p>May 2024</p>	<p>March 2025</p>	<p>£14,000</p>	<p>How much did we do? # Of sessions # Of participants engaged, educated, and supported How well did we do it? % Of participants satisfied with their experiences on the programmes Is anyone better off?</p>	<p>Q, 2, 3, 4</p>

		community safety team, PSNI, street pastors, voluntary organisations, and Council's leisure services				# & % who have a raised awareness of ASB # & % reduction of ASB # & % of participants with changed attitudes to ASB as a result of their engagement in the project activities	
Domestic and Sexual Abuse	Coordinate activities in relation to the reduction of and reporting of domestic abuse and sexual crimes	2.3.1 SED&SVP To work in partnership with the SED&SVP to deliver domestic/ sexual violence awareness raising events including child sexual exploitation	April 2024	March 2025	£4,085	How much did we do? # Of attendees at SED&SVP # Of awareness raising events How well did we do it? % Of attendees satisfied with the content of the collaboration meetings Is anyone better off? # % of attendees reporting increased awareness of how to deal with DV and sexual violence	Q 2, 3, 4
	Raise awareness domestic and sexual violence.	2.3.2 Healthy Relationships Awareness To deliver an early intervention on healthy relationships. The Community Safety Team will take part in some of the sessions to raise awareness of their work in asb hotspots.	April 2024	March 2025	£10,000	How much do we do? # Of schools, colleges, youth groups engaged # Of young people attending events How well did we do it? % Of participants satisfied with the information received Is anyone better off? # & % of participant with increased awareness of DV/ SV/CB # & % reporting increased awareness of where to access support services	Q 2, 3 & 4
	Raise awareness of DV by supporting drop-in services accessible to the public	2.3.3 DV Female victim support programme To offer crises support for women and families who are the victims of sexual violence or domestic abuse.	April 2024	March 2025	£14,000	How much did we do? # Of clients supported through project # Of clients receiving equipment or emergency support How well did we do it? % Of participants satisfied with the support received Is anyone better off?	Q 2, 3 & 4

						# & % number of participants who feel safer and more supported as a result of the programme # & % with improved awareness of how to gain help in relation to domestic and sexual violence.	
	DV Male victim support programme	2.3.4 DV Male victim support programme A programme of support for male victims of domestic and sexual violence in the Borough, to include counselling support and awareness raising activities.	April 2024	Mar 2025	£6,000	How much did we do? # Of sessions held # Of clients supported How well did we do it? % Of participants satisfied with the support received Is anyone better off? # & % number of participants with improved awareness of how to gain help in relation to domestic and sexual violence. # & % of participants who feel safer after receiving support	Q 2, 3 & 4
Hate Crime	Raise awareness of all types of local hate crime and the reporting process.	2.4 Hate Crime Initiative To work in partnership with the Intercultural Forum involving BME communities and statutory partners to encourage greater reporting of all types of hate crime; deliver cultural diversity and hate crime awareness raising events; and encourages a greater sense of integration, belonging and cohesion across the Borough.	April 2024	March 2025	PCSP Direct delivery £2,000	How much did we do? # Of interagency meetings attended # Of events delivered # Of attendees at events How well did we do it? % Of attendees satisfied with the events Is anyone better off? # & % increase of participants who feel safer as a result of the service # & % increase in the confidence in reporting hate crime to the PSNI	Q 2, 3 & 4

Cybercrime	Scheme to address cybercrime	2.5 Deliver initiatives to raise awareness of cyber crime	April 2024	March 2025	£3,000	How much do we do? # Of schools, colleges, groups engaged # Of people attending events How well did we do it? % Of participants satisfied with the information received Is anyone better off? # & % of participant with increased awareness of cybercrime # & % reporting increased awareness of where to access support services	Q 2, 3, & 4
Burglary and Fear of Crime	Scheme to address the fear of burglary and crime	2.6 4-Tier Home Secure Deliver a 4-tier home secure project providing equipment and installation - as a reactive and preventative service working in partnership with the PSNI crime prevention team.	April 2024	March 2025	£35,000	How much did we do? # Of referrals to scheme # Home security measures fitted How well did we do it? % Beneficiaries satisfied with the equipment and service they received. Is anyone better off? # & % of recipients who feel safer as a result of the support offered to them	Q 2, 3 & 4
Road Safety	Road Safety initiatives	2.7.1 Road Safety Deliver initiatives to raise awareness of safe driving and pedestrian responsibilities.	Oct 2024	March 2025	Partner Delivery £2,738	How much did we do? # Of sessions delivered # Of participants How well did we do it? % Of attendees satisfied with the events Is anyone better off? # & % of participants with an increased awareness of road safety	Q 2, 3 & 4
	The delivery of a safety awareness programme to	2.7.2 The P7 Be- Safe programme	Oct 2024	March 2025	£4,000	How much did we do? # Of sessions viewed # Of pupils attending # Schools participating	Q 3, 4

	include road and pedestrian safety tailored for young people and delivered through Primary schools within the Borough	Deliver the P7 Be- Safe programme in partnership with other Council departments, to provide a collaborative approach to awareness raising and education about safety in order to provide added value and maximise outputs. Up to 2,000 young people will be engaged Community Safety Team to assist with delivery.				<p>How well did we do it? % Of attendees satisfied with the video sessions Is anyone better off? % & # of participants reporting increased road safety awareness</p>	
Supporting those most vulnerable	Supporting those most vulnerable in the Ards & North Down Area	<p>2.8 Support Hub</p> <p>To participate in a multi-agency partnership approach – the Ards and North Down Support Hub which focuses on supporting those most vulnerable in the Ards and North Down area – led by Council –and including the Health Trust and Council, NIFRS, PSNI, Ambulance Service, EA, Probation Board & Youth Justice Agency.</p>	April 2024	March 2025	£0	<p>How much did we do? # Of Support Hub Meetings # Of attendees # Of vulnerable people supported How well did we do it? % Of participants satisfied with the support offered Is anyone better off? # % of agencies engaged reporting fewer repeat calls # % of agencies satisfied with the effectiveness of collaborative working</p>	Q 1, 2, 3 & 4

<p>Strategic Priority 3 – To support confidence in policing, including through collaborative problem solving with communities through:</p> <ul style="list-style-type: none"> ensuring local accountability through the Policing Committee’s role in monitoring police performance. identifying priorities from the PCSP Plan for consideration in the development of the local Policing Plan which are consistent with the Northern Ireland Policing Plan. providing views to the District Commander through the Policing Committee and supporting the PSNI to engage with the community to identify and address local problems. delivering initiatives that link to identified local problems that impact confidence in policing. carrying out meaningful local events aimed at increasing PSNI engagement with local communities to build and strengthen public confidence in policing. delivering PCSP initiatives in the hardest to reach communities. providing a platform for the PCSP and PSNI to engage with young people, including on the themes of upholding the rule of law, and of ways of increasing confidence in policing; and building community confidence in the rule of law by helping mitigate the harm caused to people and communities by paramilitarism, criminality and organised crime consistent with wider Programme for Government objectives and through use of co-design principles, where appropriate. 							
Indicators		% Increase in community confidence in policing Level of reporting to the police (NI Crime Survey)			% Increase in the level of police and community engagement Community confidence in ability of PCSP to monitor local police performance		
Total budget		£24,934					
Project	Aims and Descriptions	Key Activities	Start Date	End Date	Resource or Cost	Performance Measures	Reporting Quarter
Engagement of the police with the local community	To increase engagement with the police and build more confidence in policing	3.1 Policing Committee Public and Private meetings Host Policing Committee Public and Private meetings including consultations for future plans and developments.	June 2024	March 2025	£1,000	How much did we do? # Of private policing committee meetings How well did we do it? % of PCSP members attending Is anyone better off? % of participants who have an improved understanding of the role of the policing Committee	Q 2, 3 & 4
Building confidence in Policing	To evidence impact through the delivery of projects and activities that	3.2 Building confidence in Policing - direct delivery by the PSNI	April 2024	March 2025	£19,000	How much did we do? # of engagement activities/meetings involving PSNI & local communities How well did we do it?	Q 2, 3 & 4

	build community confidence in the rule of law and embed a culture of lawfulness	A programme of activities undertaken & supported by the PSNI, and its neighbourhood policing teams and PCSP that builds community confidence in the rule of law and embeds a culture of lawfulness.				# & % of public satisfied with engagement events/meetings Is anyone better off? # & % more likely to engage with PSNI # & % of participants with increased confidence in policing	
Vulnerabilities from Organised crime (including Paramilitarism)	Addressing Paramilitary Crime	<p>3.3 Paramilitary Crime To engage with the Tackling paramilitarism team to brief the PCSP around its work in general and more particularly its work following on from the recent feud.</p> <p>To work in partnership with statutory partners to introduce initiatives to assist community cohesion following the recent feud including late night soccer, community development, diversionary activities</p> <p>To engage with and receive briefings from the CIT team working in the Borough</p>	April 2024	March 2025	£0	<p>How much did we do? # Of meetings / events relating to tackling paramilitarism/organised crime How well did we do it? #% of participants reporting satisfaction with activities/ meetings Is anyone better off? #/% of participants reporting they are more likely to engage with PSNI following briefing #/% of participants with a greater understanding of paramilitarism, criminality and organised crime</p>	Q 2, 3 & 4

4.0: Costs

The costs for the 2024-25 Ards and North Down Action Plan Action Plan are outlined below.

Budget Category	Total Budget Council £	Funding requested from Joint Committee £
Total admin (staff and admin)		57,766
Strategic Priority 1 – To ensure effective delivery in response to local need, and improve the visibility and recognition of the work of the PCSP through effective consultation, communication, and engagement		
1.1 PCSP Delivery of PCSP meetings		4,000
1.2 PCSP Awareness raising including PR and Communications		12,500
1.3 Local Community Engagement Initiatives including road safety, rural crime, and crime prevention.		5,000
1.4 Youth Voice		4,000
1.5 PCSP Strategy for 2025-2028		3,500
Total Strategic Objective 1:		29,000
Strategic Priority 2 - To improve community safety by prioritising and addressing local community safety issues, tackling crime and anti-social behaviour		
2.1: Drugs and Alcohol		
2.1.1 Early Intervention training programme and RAPID bin initiative.		9,500
2.1.2 Substance Abuse Awareness Project		10,000
2.2: ASB		
2.2.1 Addressing ASB through diversionary sports programme		7,000
2.2.2 Addressing ASB hotspots areas- Community safety & multi-agency approach		6,000
2.2.3 Small Grants Programme with a focus on diversionary and prevention		28,000
2.2.4 Voluntary Safety Wardens		38,000
2.2.5 Schools Education Programme for ASB		10,000
2.2.6 Enhanced Detached Youth Programme (EA)		14,000
2.3: Domestic and Sexual Violence		
2.3.1 Domestic Violence Awareness & SED&SVP		4,085
2.3.2 Healthy Relationships Awareness		10,000
2.3.3 DV Female Victim Support Programme		14,000
2.3.4 DV Male Victim Support Programme		6,000
2.4: Hate Crime		
2.4.1 Hate Crime Initiative		2,000
2.5 Cybercrime		
2.5.1. Cybercrime Initiatives		3,000
2.6 Burglary and Fear of Crime		
2.6.1: 4 -Tier Home Secure Project		35,000

Budget Category	Total Budget Council £	Funding requested from Joint Committee £
2.7: Road Safety		
2.7.1 Road safety Initiatives and SID analysis.		2,738
2.8.1 The P7 Be Safe Programme -with community safety team		4,000
2.9: Supporting those most vulnerable		
2.9.1 Support Hub		0
Total Strategic Objective 2:		203,333
Strategic Priority 3 – To support confidence in policing, including through collaborative problem solving with communities		
3.1.1 Policing Public and Private Meetings		1,000
3.2.1 Building confidence in Policing		19,000
3.3.1 Paramilitary Crime		0
Total Strategic Objective 3:		20,000
Total Strategic Objective SO 1, 2 & 3		252,323
Members expenses		12,500
Total requested from Joint committee		328,389

Unclassified

212

ITEM 15**Ards and North Down Borough Council**

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Community and Wellbeing Committee
Date of Meeting	17 April 2024
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Community & Culture
Date of Report	08 March 2024
File Reference	CDV31
Legislation	Recreation and Youth Service (Northern Ireland) Order 1986
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Community Development Seeding Grant Holywood Community Network
Attachments	None

As members may be aware Council provide a Community Development Seeding Grant for newly formed community/residents groups. The seeding grant provides financial assistance with the costs involved in formally constituting a community/residents group.

On the 10 January 2024, Council received a seeding grant application from the Chairperson of Holywood Community Network. The application was reviewed by a Community Development Officer and the Community Development Manager. The application was complete and met the criteria for receipt of a Community Development seeding grant.

Holywood Community Network were awarded a seeding grant of £200.00. Under delegated authority, the seeding grant was approved and signed off by the Director of Community and Wellbeing.

Not Applicable

213

RECOMMENDATION

It is recommended that Council notes this report.

Unclassified

214

ITEM 16**Ards and North Down Borough Council**

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Community and Wellbeing Committee
Date of Meeting	17 April 2024
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Community & Culture
Date of Report	04 April 2024
File Reference	CW169
Legislation	The Local Government Act (NI) 2014
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input checked="" type="checkbox"/> If other, please add comment below: N/A
Subject	Council Grants Policy update response to Notice of Motion
Attachments	None

The following notice of motion was agreed at the Community & Wellbeing Committee held on 10th January 2024:

“That this Council recognises the invaluable work undertaken by community/voluntary groups and organisations in this Borough in identifying and tackling the needs of communities and residents. The Council therefore, commits to undertaking a root and branch review of community development funding, arts and heritage, sports development and all other funding streams to ensure that it provides the most efficient, effective and responsive service to our community, thus maximising impact, accessibility and equitable allocation of resources. The review should examine the following 4 categories:

Not Applicable

215

- Accessibility
 - Simplify application forms, review all funding applications to ensure that they are simple, clear and don't unnecessarily over burden applicants with information required.
 - Digitisation of community grants, tenders and reporting to allow those that wish the option for simple and more efficient submissions.
- Building capacity in the community, creating a scheme to help the community to write and deliver more successful applications and bring in more external funding to this Borough.
- Communication Enhancement o Single grants list or 'open grants' page on council website with uniform advertisement of grants so that everyone receives the same information on available funding with a clear grants timetable, with scoring criteria clearly outlined including ranking and amount available across borough etc.
- A single point of contact to direct community and voluntary groups to support and assistance across different Council departments.
- Showcase & celebrate the great and valuable activities that the dedicated volunteers are delivering on this section of website.
- Equity
 - Make funding available proportional to size of communities/activities being delivered and the type of needs being addressed, community groups represent different sizes of population and area (areas of deprivation etc) and are doing different work ('essential needs' and 'non-essential') yet often funding is allocated 'per group' rather than area/numbers targeted or type of work being delivered.
- Funding available to reflect the continued rise in costs., e.g., ensure funding available for community events is adequate to actually host events & activities.
- Up front funding is uniform, that groups get the same up front funding percentage (e.g.,80%) across all Council funding to help with delivery.
- Equality of opportunity, ensuring that groups are not pigeonholed into a certain category of funding pots and can apply for all they are eligible for.
- Removal of 'first come first serve' funding to ensure level playing field.
- Efficiency
- Creation of reserve lists of funding to ensure Council can allocate underspend and slippage quickly, easily and equitably to ensure no funds are returned to Departments.
- 'Trusted Supplier Scheme' to allow emergency and time limited funding to be provided quicker.
 - Logistical planning, ensuring that all grants are delivered in a timely manner to ensure impact on the ground.

The review will be brought to the Community Grants Working Group to be examined in detail and reviewed on an annual basis."

Update

In February 2024 the Grants Management Working Group convened to support a detailed internal review of grants that are offered and administered across Council. The group is Chaired by the Head of Community & Culture, supported by the Transformation Team and

Not Applicable

216

representatives from all departments across Council who administer a grants process. The group is considering the transformation of the process used to administer grants across Council and has now included the decision from the motion outlined above together with any ongoing audit recommendations, including updating the current Grants Policy.

The group is working towards a standardised approach to grants management, where possible, with a view of moving towards a digital grants management system. The scope of work includes a review of the current grants process and Grants Policy.

The review process will also include the following actions:

- Identify services that currently administer grants,
- Re-establish ANDBC Grants Working Group,
- Set up Grants Management SharePoint site,
- Gather all documentation relating to Council grants,
- Carry out desk top analysis of the current process for grants administration across Council,
- Review and update ANDBC Grants Policy,
- Working Group to agree standardised approach to grant process and documentation including Application, Letter of Offer, Grant Claim Form, Evaluation etc (where appropriate),
- Financial Assistance Policy to be drafted
- Review Audit recommendations,
- Notice of Motion considerations,
- Updated Policy to be presented to Policy Screening Working Group,
- Report to relevant Council Committee(s),
- Updated Policy to be agreed by Council,
- Updated Policy to be published on website,
- Move onto Phase 2 of the project – Electronic Grants Management Project.

A meeting of the Community Development Grants Working Group in order to receive an update and progress further has been scheduled for 16th May 2024 at 6pm.

Further updates will be brought to Committee in due course.

RECOMMENDATION

It is recommended that Council notes this report.

Unclassified

217

ITEM 17**Ards and North Down Borough Council**

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Community and Wellbeing Committee
Date of Meeting	17 April 2024
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Community & Culture
Date of Report	04 April 2024
File Reference	PEACV-1
Legislation	The Local Government Act (NI) 2014
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below: N/A
Subject	PEACEPLUS Local Authority Action Plan
Attachments	Appendix PEACEPLUS Local Authority Action Plan

Members will be aware that the PEACEPLUS Partnership has been co designing a PEACEPLUS Plan for the Borough.

The following three themes are included in the Plan:

- **Theme 1 - Local Community Regeneration and Transformation**
- **Theme 2 - Thriving and Peaceful Communities**
- **Theme 3 - Building Respect for Cultural Identities**

Attached in the appendix is a summary of the PEACEPLUS Local Authority Action Plan for noting. The content of theme 1 was approved by Council in March and Themes 2 and 3 by the Partnership in the Autumn of 2023 when it operated under delegated authority to do so. The Plan is to be considered by the Steering Committee of SEUPB in the autumn and a Letter of Offer is anticipated in November 2024.

Not Applicable

218

The Secretariat will begin work on drafting of tenders for each of the revenue projects in relation to themes 2 and 3 of the Plan. Preparation of the Strategic Outline Cases (SOC's) for each of the 5 capital projects is already underway. These will be submitted to SEUPB in June or July. SEUPB will carry out its own due diligence in relation to the capital projects before confirming to Council which projects it deems suitable to proceed further with. Council will thereafter be required to make a final decision on which capital project or projects it wishes to implement taking account of the theme 1 budget of £1,555,205.

RECOMMENDATION

It is recommended that Council notes the content of the summary PEACEPLUS Local Authority Action Plan attached.



Ards & North Down Borough Council

PEACEPLUS Action Plan 2021-2027 Summary

Investment Area 1.1 – Co-Designed Local PEACEPLUS Action Plans



Introduction

Ards and North Down Borough Council is submitting this Action Plan in response to the 1.1 call by SEUPB for local co-designed Action Plans. The plan submitted has a value of £4,940,724 (€5,681,833) across three themes.

The plan has been developed using an extensive co-design engagement process which has included at least 27 different community meetings and numerous 1 to 1 engagements with key stakeholders. The plan is reflective of a locally driven and developed action plan based on the peace building needs of local communities across the Ards and North Down local authority area.

The plan contains (up to) 5 x capital project proposals under Theme 1 – Community Regeneration and Transformation (*currently subject to a Strategic Outline Case process being undertaken by Council to verify costs and other elements and to be completed by c.July 2024*), 7 x activity projects under Theme 2 - Thriving and Peaceful Communities and 4 x activity projects under Theme 3 - Celebrating Cultures and Diversity. (*Note, the number of capital projects within the Action Plan will reduce once the SOCs are complete*).

The Ards and North Down PEACEPLUS Action Plan has a **value of (£4,940,724 (€5,681,833))** across three themes and will engage with over **5,700 people from different community backgrounds** who will be engaged jointly in the implementation of the Local Community Action plan for Ards and North Down across a two to three-year period, project dependent. This will include cross community and cross-border **purposeful and meaningful engagement** with a diverse range of people from within and out-with the Ards and North Down area. This will deliver **sustained cross community engagement with a transformative peace and reconciliation impact**, addressing the specific unique needs and challenges of the Ards and North Down area. Our co-designed projects will make a **significant and lasting contribution to peace and reconciliation** at the local level. Participation within these needs-based activities will result in **increased mutual understanding** and the level of **attitudinal and behavioural change required to create a more cohesive, peaceful and prosperous society**.

All activity projects within the Ards and North Down PEACEPLUS Action Plan will be publicly procured. Each activity project will be managed and supported by a cross community co-delivery steering group which will build on the co-design process.

About Ards and North Down

The Ards and North Down PEACEPLUS Action Plan has been developed in line with the Big Plan- the community plan for the Ards and North Down area. Ards and North Down has an area of 45,835 hectares and a population of 163,700.

Population

The census of 2021 shows a population in Ards and North Down area of 163,700, equating to 8.6% of the population of NI. The population has increased by 4.5% between the 2011 census and the 2021 census (NI 5.1% increase).

- 17% of the resident population are aged between 0-14 years, 27% between 15-39 years, 34% between 40-64 years and 22% between 65+ years. 51% are classed as females while 49% as males. 66% of households are in either 1 or 2 person households, while 15% are in three person households, 13% in four person households and 6% in five person households.

National Identity

- With respect to national identity 48% identify as British only, 22% as Northern Irish only, 14% British & Northern Irish only, 6% identify as Irish only, 1% British and Irish only, 3% British, Irish and Northern Irish only, 1% Irish and Northern Irish only, and 6% other national identities.

Religion

- In AND, most households (67.9%) were either Protestant or other Christian or brought up as Protestant or other Christian, which was the highest compared to other LGDs. 13.6% of households were Catholic or brought up as Catholic, 1.4% were other religions and 17.1% identified that they neither belonged to nor were brought up in a religion ('None').

Ethnicity

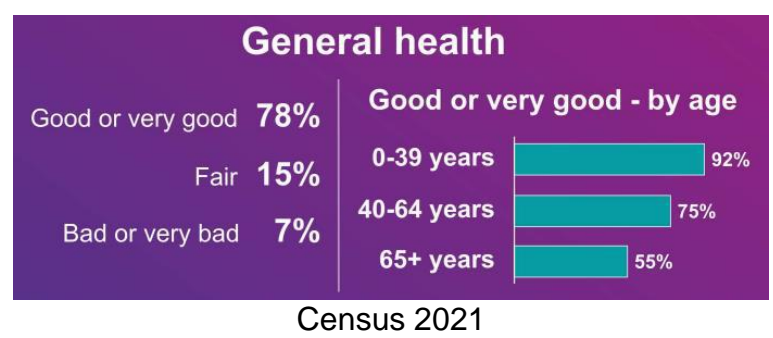
- For households which had more than one person (69.1% of household or 48,995 households), they were made up mostly from household with all members with same ethnic group (67.5%), followed by different ethnic groups within partnership (1.0%, 647 households), different ethnic groups between the generations (0.4%, 247 households) and other combination (0.3%, 230 households).
- At present (Feb 24) there are over 100 Ukrainian adults living in North Down registered with the North Down YMCA project. Children are not included in this number of which there are approximately 150. There are also over 80 Syrians (both adults and children) registered with the North Down YMCA project.

Sexual Orientation

- In AND, 1.9% (2,341) of our population aged 16 and over identified as 'lesbian, gay, bisexual or other (LGB+)' and 91.2% (106,209) identified as 'straight or heterosexual'. 7% preferred not to say or did not state their sexual orientation.
- Sexual orientation varied by age band, with, 724 (5.0%) people aged 16 to 24 identified as 'lesbian, gay, bisexual or other (LGB+)', this falls to 0.3% of people aged 65 and over.

Health and Wellbeing

- In terms of general health, 47% of the population stated they have very good health, 31% have good health, 15% have fair health, while 6% have bad health and 2% very bad health.



- In terms of long-term health problems or a disability, 11% are limited a lot, while 14% are limited a little with 75% are not limited in their activities.
- In terms of long-term health conditions, 62% have no conditions while 20% have one condition, 9% have 2 conditions and 9% have 3 or more conditions.
- Unpaid care is an important area to examine given that this is normally for those that are most vulnerable in our society. In Ards and North Down, 7% provide 1 to 19 hours of unpaid care per week, 3% provide 20-49 hours of unpaid care per week while 4% provide more than 50 hours of unpaid care. 86% provide no unpaid care per week.
- There were 13,033 deaths registered for persons aged 65+ years in Northern Ireland in 2018. Of these deaths 27% were to malignant neoplasms, 15% were to respiratory disease and 24% were to circulatory disease.
- There were 1,384 deaths registered for persons aged 65+ years in Ards and North Down LGD2014 in 2018. Of these deaths 27% were to malignant neoplasms, 15% were to respiratory disease and 23% were to circulatory disease. In 2018, the median age at death was 81 in Ards and North Down LGD2014; the corresponding figure for Northern Ireland was 80.

Life Expectancy

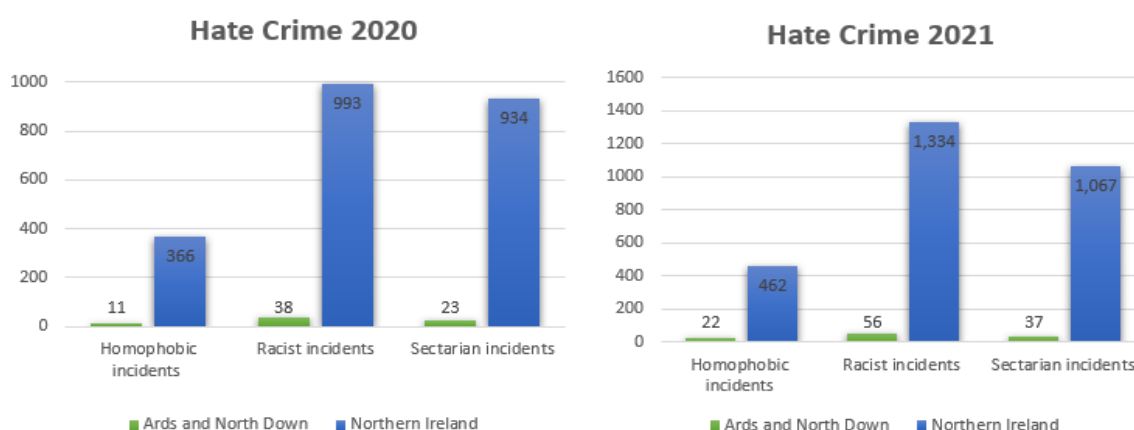
- Average life expectancy measures the expected years at birth based on the mortality rates of the period in question. In Northern Ireland, life expectancy at birth for males is 78.7 years and 82.4 years for females. In Ards and North Down LGD2014, life expectancy at birth for males is 79.7 years and 82.6 years for females (Calculated using information aggregated from 2016 to 2018). In the most deprived areas, for males it is less at 75.4 years. In the most deprived areas for females, it is less at 80.6 years.

Deprivation

- Ards and North Down have 3 SOA's in the top 100 most deprived super output areas in Northern Ireland. The greatest levels of deprivation are in Scrabo 2, Glen 1 and Central. There are however many pockets of deprivation across Ards and North Down hidden within areas not classified as deprived.

Hate Related Crime

- Between 2020 and 2021 hate crime incidents have increased. In 2020 there were 11 homophobic incidents which increased to 22 in 2021; in 2020 there were 38 racist incidents rising to 56 in 2021; in 2020 there were 23 sectarian incidents rising to 37 in 2021.



Sectarian Crime

- The table below shows the types of sectarian incidents are outlined below in 2020/21 and 2021/22.

	Apr 2020 - Mar 2021		Apr 2021 - Mar 2022	
	AND	NI	AND	NI
Deaths	0	3	0	1
Shooting Incidents	1	41	2	20
Bombing Incidents	0	15	0	5
Incendiary Incidents	0	0	0	0
Casualties as a result of paramilitary style assaults	8	39	9	33
Casualties as a result of paramilitary style shootings	0	18	2	12
Firearms found	2	17	0	45
Rounds of ammunition found	341	2,049	60	1,877
Explosives found (kgs)	0.00	2.88	0.00	0.48
Persons arrested under section 41 of the Terrorism Act	4	105	5	115

Persons arrested under section 41 of the Terrorism Act and subsequently charged	0	20	0	17
---	---	----	---	----

Language

- In AND, 1.5% of residents aged 3 and over speaks Irish. Of this 1.5%, 0.3% speaks Irish daily, 0.2% speaks Irish weekly, 0.7% speaks Irish less often than weekly and 0.3% never speaks Irish.
- In AND, 3.6% of residents aged 3 and over speaks Ulster Scots. Of this 3.6%, 1.6% speak Ulster-Scots daily, 0.6% speak Ulster-Scots weekly, 1.2% speak Ulster-Scots less often than weekly and 0.1% never speak Ulster-Scots.

Qualifications

- In Ards and North Down, 19% of the population have no qualifications, 7% have qualification to Level 1, 15% to Level 2 and 16% to Level 3. 34% have qualifications at Level 4 or above while 7% have apprenticeship qualifications and 2% have other qualifications.

Employment Rate

- In 2018, 16-64 (working age) employment rate in Ards And North Down Local Government District was 72.9%. The overall 16-64 employment rate for Northern Ireland was 70.0%.

Economic Activity

- In 2018, it was estimated that 74.5% of those aged 16-64 living in Ards And North Down Local Government District were economically active (either employed or unemployed) and 25.5% were economically inactive (people who are neither in employment nor unemployed). This group includes, for example, all those who were looking after a home or retired, long term sick or disabled. This compares with 72.8% economically active and 27.2% economically inactive for Northern Ireland.

Qualification Level

- In 2018, of those persons aged 16-64 in Ards and North Down Local Government District, 38.0% were qualified to Degree level or above (NI Average: 34.9%), whilst 12.9% had 'no qualifications' (NI Average: 14.7%).

Labour Market

- In AND, 75,945 people aged 16 and over (56.6%) were economically active. Of these, 59,251 people were in employment (44.2%), 11,050 were self-employed (8.2%), 2,833 were full-time students in employment (2.1%) and 2,811 were economically active but unemployed (2.1%).
- The other 43.4% of population aged 16 and over were economically inactive. The most common reason of people who were economically inactive was due to

‘retired’ (36,312 people, or 27.1% of population aged 16 and over) while 1 in 5 being ‘long-term sick or disabled’ (7,626 people, or 5.7% of population aged 16 and over).

- In AND, higher proportion of males were self-employed compared to female while higher proportion of females were economically inactive due to “looking after home or family”.

The AND Action Plan Co-design process

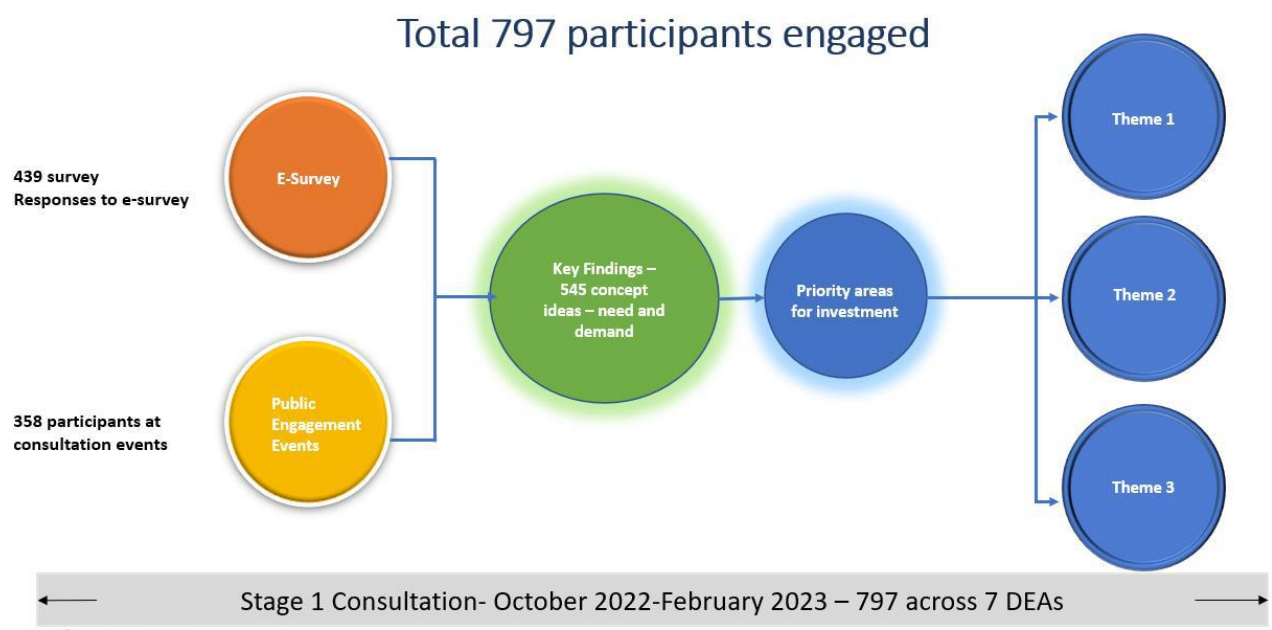
A robust framework for the co-design process of the PEACEPLUS Programme was agreed with the Ards and North PEACEPLUS Partnership, prior to the release of the opening of the call. It was agreed that the development of the plan would consist of three stages:

Stage 1 - Understanding and identifying the key peace building needs and issues across the Borough through co-design local consultation and stakeholder engagement meetings/ workshops and an online survey. This was also supplemented through **understanding all other relevant strategic local and regional strategies and actions plans.**

Stage 2 – Sifting and Prioritisation of Ards and North Down PEACEPLUS challenges / issues for consideration under the three themes of Measure 1.1 including alignment with the Ards and North Down Community Plan – the Big Plan and co-design of initiatives to meet local peace building needs.

Stage 3 - Development and submission of Action Plan in partnership with the PEACEPLUS Partnership.

The following timeline diagram illustrates a brief overview of the co-design process implemented and associated timeline for Stage 1.



A summary of the three stages is outlined below:

Stage 1 summary

This stage consisted of the following core elements.

- 14 x DEA area-based co-design meetings across the seven DEAs
- 9 x Section 75 and PEACEPLUS Target Group co-design meetings
- Multiple 1:1 co-design meetings/ workshops with key stakeholders
 - **358 participants**
- 1x an online e-survey
 - **439 responses**
- Collectively, this resulted in the engagement of 797 people involved in co-design activities for the development of the Local PEACEPLUS Action Plan
 - **797 people**

A list of the co-design workshops is listed below.

DEA/Consultation co-design Events	Venue	Date	Numbers Attended
AND Strategic Community Planning Partnership Workshop	Bangor Library	15/06/2022	20
PEACEPLUS Partnership	Ards Blair Mayne	22/09/2022	13
ANDBC - HOST	TEAMS	26/09/2022	15
Donaghadee Community Association	Donaghadee Community Centre	03/10/2022	10
Bangor East and Donaghadee - DEA	Donaghadee Community Centre	17/10/2022	38
Age Friendly - Over 50's Council Group 1	Londonderry Park	18/10/2022	22
ANDBC - Elected Members	TEAMS	19/10/2022	3
Age Friendly - Over 50's Council Group 2	Bangor Elim	25/10/2022	18
ANDBC - CLT	Bangor City Hall	25/10/2022	5
Hollywood / Clandeboye - DEA	Redburn Community Centre	27/10/2022	12
Disability Group Forum	Bangor City Hall	01/11/2022	10
Newtownards - DEA	Londonderry Park	15/11/2022	12
Peninsula - DEA (Portaferry 1)	Market House	17/11/2022	17
Peninsula - DEA (Portaferry 2)	Ballyphillip Church Hall	17/11/2022	10

DEA/Consultation co-design Events	Venue	Date	Numbers Attended
Comber - DEA	Comber Community Centre	21/11/2022	15
Bangor Central - DEA	Bangor City Hall	22/11/2022	10
Peninsula - DEA (Portavogie)	Portavogie Community Centre	24/11/2022	42
Bangor West - DEA	Sportsplex	28/11/2022	18
Youth Voice	Ards Art Centre	07/12/2022	8
ANDBC - Elected Members	TEAMS	05/01/2023	4
Kilcooley Women's Group (KWC)	Balloo	13/01/2023	14
Ards Community Network	Londonderry Park	18/01/2023	28
Final stage 1 Wrap up meeting	Online	22/02/2023	16
		TOTAL	358

In total, **797 participants** were engaged jointly in the design of the Local Community Action plan for Ards and North Down.

In total, **545 concepts** were identified through this detailed and comprehensive Stage 1 process.

Stage 2 summary

Stage 2 involved a detailed review process in partnership with the PEACEPLUS Partnership that considered and reviewed all 545 concept ideas gleaned through the stage 1 co-design meetings.

One of the first steps in the Stage 2 process was the presentation of the results of Stage 1 and the consideration by the PEACEPLUS Partnership of these. This included the presentation of the challenges, issues and resultant project concept prioritisation as identified through the various co-design meetings and workshops under the three themes of Measure 1.1. This also included the considerations by the PEACEPLUS Partnership on next steps. In total five co-design Stage 2 workshops were undertaken across the borough with 31 organisations taking part.

In total, **31 groups** engaged in the consultation in Stage 2.

Therefore, during Stage 1 and Stage 2, 828 participants were engaged.

This was then supplemented by a range of PEACEPLUS Partnership co-design workshops to take forward the considerations from these Stage 1 and Stage 2 co-design workshops.

These included two detailed sifting processes which included the removal of all ineligible concepts in line with the ineligible activities as socialised by SEUPB. It also

identified where there was repeated demand and need within each of the three themes which helped identify strong need and demand for specific project concepts.

The second sift identified where the concept was the responsibility of another government department or where it was the responsibility of or being delivered by Council or other funders already. It also considered the potential of the concepts to help achieve the PEACEPLUS participant targets and most importantly how each concept could be combined into an activity project that could help build peace across the Ards and North Down area and contribute to the outputs and results of the programme.

Under Theme 1 the capital project concepts that passed the initial sifting process were then invited to submit an Expression of Interest (EOIs). EOI forms were requested by 23 organisations and were received from 15 organisations. Through this process a range of considerations were examined including the readiness and deliverability of the project concept and the likely revenue trail for Council, the project's contribution to the outputs and results of the programme, needs and demand and strategic alignment, cross community and cross border co-operation, sustainability, equality and accessibility, risks and mitigations and costs. Of these 15 EOIs received, 11 passed the next stage in the assessment process using the SEUPB PEACEPLUS selection criteria.

However, SEUPB then advised all PEACEPLUS Partnerships that EOIs were not detailed enough and as such in December 2023, the PEACEPLUS Partnership issued a more detailed Enhanced Application Form to the 11 potential projects. From this process, 6 projects passed the next assessment stage, undertaken by a scoring panel (comprising members from within the PEACEPLUS Partnership). One project subsequently withdrew from the process which left 5 potential capital projects. Following engagement with SEUPB, the council has decided to submit its Action Plan to include these five projects while simultaneously undertaking Strategic Outline cases (SOCs) on all five projects to determine the costs of each project and those that best fit the PEACEPLUS Criteria.

Under Themes 2 and 3, additional sense check engagement with key local stakeholders was undertaken by the PEACEPLUS secretariat and the PEACEPLUS Partnership to develop and finalise the activity projects under these two themes. These were agreed by the PEACE PLUS Partnership for inclusion in the Action Plan.

The co-design process was extensive, inclusive and community led and presented an opportunity to create a programme which builds on projects from PEACE IV, Good Relations & PCSP work and aligns with the Big Plan with peace building outcomes. Readiness and deliverability which included local capacity to animate were also a large part of considerations. Ensuring cross community and cross border collaboration in the approach with alignment to equality and accessibility formed part of the criteria on which to co-design for sustainable peace building outcomes. All project ideas were sense checked, presented, discussed and shared through the co-design process to ensure a robust process and buy in for the local community action plan.

Stage 3 summary

This stage involved the collation of all needs-based information into the creation and approval of the final Ards and North Down PEACEPLUS Action Plan. This included the development of all activity projects in line with the co-design process in partnership with the PEACEPLUS Partnership as the central co-design group and fully taking into account the views from the robust and detailed co-design process. Budgets, target participants and activities were agreed and the Action Plan prepared by the secretariat and the external support team for final approval by the PEACEPLUS Partnership and the Council submission. This was an iterative process in which the Partnership were fully engaged throughout. This process has ensured ownership by the PEACEPLUS Partnership who in turn will champion the delivery of the Action Plan across the Borough and ensure meaningful and purposeful cross community and cross border engagement and long-term sustainable relationship building across the entire Council area.

The plan contains (up to) 5 x capital project proposals under Theme 1 – Community Regeneration and Transformation (currently subject to a Strategic Outline Case process being undertaken by Council to verify costs and other elements and to be completed by August 2024), 7 x activity projects under Theme 2 - Thriving and Peaceful Communities and 4 x activity projects under Theme 3 - Celebrating Cultures and Diversity. *(Note, the number of capital projects within the Action Plan will reduce once the SOCs are complete).*

The Ards and North Down PEACEPLUS Action Plan has a **value of (£4,940,724 (£5,681,833))** across three themes and will engage with over **5,700 people from different community backgrounds** who will be engaged jointly in the implementation of the Local Community Action plan for Ards and North Down across a two to three-year period, project dependent. This will include cross community and cross-border **purposeful and meaningful engagement** with a diverse range of people from within and out-with the Ards and North Down area. This will deliver **sustained cross community engagement with a transformative peace and reconciliation impact**, addressing the specific unique needs and challenges of the Ards and North Down area. Our co-designed projects will make a **significant and lasting contribution to peace and reconciliation** at the local level. Participation within these needs-based activities will result in **increased mutual understanding** and the level of **attitudinal and behavioural change required to create a more cohesive, peaceful and prosperous society**.

Summary of the need

Good relations / peace and reconciliation issues

The main good relations / peace and reconciliation issues emanating from the co-design stakeholder engagement process and from the e-survey across the Borough included the following:

- **Disengaged youth** - drug, alcohol, not enough to do, anti-social behaviour, vandalism lack of facilities, negative post covid effects, vulnerable to

paramilitaries, low aspirations, poor educational attainment, negative online influences/social media, poor influencers.

- **Lack of understanding and respect for others of different cultural backgrounds, religious beliefs, political views or ethnic backgrounds** - polarised communities, turf wars, lack of engagement, some people feel unwelcome, generations of segregation, some newcomers misunderstood, language issues, racial/hate crime increasing.
- **Negative impact of poverty and deprivation** - high deprivation in some areas, unemployment, poor transport links, lack of affordable social housing, isolation, debt, lack of confidence, lack of skills.
- **Sectarianism/ silent or overt** - generational mindsets, lack of education about others in some communities, little tolerance in some communities
- **Lack of Political leadership** - Brexit, Irish Sea Border, NI Protocol, lack of representation, lack of example to young people or society, lack of tolerance, them and us attitude.
- **Lack of hope, ambition and personal aspiration within our community** – in some places generations living off benefits, cost of living crisis, lack of education and training in some areas
- **Paramilitarism/ Organised crime gangs** - paramilitaries prey on people's vulnerabilities in some parts of the borough, coercive control, cost of living crisis-affects most vulnerable people who are put under even greater pressure/ or are being exploited.
- **Flags, murals, symbols** – for some unwelcoming, perceived risk of violence in some areas.

Needs under the PEACEPLUS thematic areas

Stakeholders outlined that peace and good relations issues could be addressed through the following PEACEPLUS thematic areas. A summary of the needs / emerging concepts under Stage 1 were:

Theme 1: Local Community Regeneration and Transformation

Priorities, in rank order, included:

- Building / community facility improvements
- Local community shared spaces
- Re-imaging of public spaces
- Town and Village investment
- Large capital schemes

Concept ideas/ Investment concepts in facilities included:

- Greenway/Park -cycle/walk ways
- Community gardens/allotments
- Blue ways - all water sports/ facilities
- Skate/scooter/bike and urban sports
- Playgrounds & older children and young people outdoor facilities/MUGA
- Sport pitches and facilities
- Shared space/youth hub/facilities

- Shared spaces/community hub/facilities
- Environmental projects
- Tourism and signposting
- Town/Village regeneration/ Coastal village programmes
- Reimagining existing buildings

Theme 2: Thriving and Peaceful Communities

Priorities, in rank order, included:

- Youth initiatives
- Education and training initiatives
- Health and well being programmes
- Community events and festivals
- Leadership programmes

Concept ideas/ Initiatives which could impact on the most deprived and hardest to reach people included:

- Youth initiatives
- Community Capacity Building
- Leadership Programmes
- Intergenerational Programmes
- Cross Community/Cross Border- diversionary - sport, arts, music, heritage, culture etc
- Education and Training
- Gender- Women/Men programmes all ages
- Older people projects
- LGBTQ+ projects
- Environmental projects
- Conflict resolution projects
- Minority Integration projects
- Language projects

Theme 3: Celebrating Cultures and Diversity

Priorities, in rank order, included:

- History and heritage programmes
- Integration of minority communities and newcomers
- Multi-cultural awareness, respect and diversity initiatives
- Cultural heritage
- Hard to engage community work

Concept ideas/ Initiatives which could change hearts and minds included:

- History and Heritage programmes
- Church, Faith, and belief initiatives
- Multi-Cultural awareness, respect and diversity programmes

- Programmes for those most affected by the conflict e.g., former members of the security forces and ex-prisoners.
- Programmes that support those most marginalised within the community

Summary of the agreed Action Plan and results we will achieve

The activity projects and their SMART objectives which have been co-designed as part of this Action Plan are outlined below.

Under **Theme 1 Community Regeneration and Transformation** – a selected number of capital projects, from a prioritised list of 5 as outlined below (*following the conclusion of a Strategic Outline Case (SOC) process to be concluded by July 2024 by Council*), will be delivered.

These five projects have been identified following an extensive co-design process, and following a PEACEPLUS Partnership scoring process, and are included in the PEACEPLUS Action Plan in ranked order. It is anticipated that not all projects can be funded. Strategic Outline Cases are being developed on each of the 5 projects which will help to determine the final agreed capital projects for inclusion in this Action Plan. Council has agreed that these capital costs cannot exceed the budget of £1,555,205 so as not to place an additional burden on the ratepayer.

These capital Theme 1 projects will be complemented by **an animation programme for each one offering meaningful and purposeful cross community engagement opportunities for a minimum of 2,140 (2,500 to take account of attrition) participants** from different communities and from across Ards and North Down Council area engaged jointly in the implementation of these local PEACEPLUS Action Plan projects. These projects will not only change the physical appearance of a community but also how it functions, with each project offering a host of new opportunities for cross community engagement and each being jointly implemented by people from different communities. They will include engagement by different communities making a significant and lasting contribution to peace and reconciliation at a local level. Participation in these projects will result in increased mutual understanding and the level of attitudinal and behavioural change required to create a more cohesive, peaceful, and prosperous society across Ards and North Down.

The **budget allocation for Theme 1 is £1,555,205**. The need for meaningful and purposeful engagement under Theme 1 and the significant number of participants required to be engaged were important considerations in the co-design of all projects. The animation elements for each of the capital projects include a diverse range of activities that will enable meaningful and sustained engagement over the period of the action plan. It will be the role of the lead partner of each activity to facilitate and promote engagement across activities for those engaging within the projects.

The joint development and management of these projects will transform perceptions of the spaces in which they are located as shared facilities, where people from all

different backgrounds (PUL, CRN and BAME) feel welcome and a sense of collective ownership and pride (**attitudinal change**). Each project will enable the engagement of local people, and those from across the Borough, to utilise these shared spaces on a sustained, cross-community basis (**behavioural change**).

Theme 1 Community Regeneration and Transformation

- To deliver **up to 5** capital projects from the list of 5 potential capital projects included in the Action Plan. The five *potential* capital projects are:

Programme element	#	Name of Project	Indicative Cost of Project (pre-SOC)	Possible No. Participants (pre SOC)	Animation Budget (pre- SBC)
Potential Capital Project 1 - CRT1	CRT1	Borough Wide Shared Space Swimming Infrastructure	£85,000	500+	TBC
Potential Capital Project 2 - CRT2	CRT2	Hollywood Shared Pitch Project	£1,102,750	1,500	TBC
Potential Capital Project 3 - CRT3	CRT3	Donaghadee Pump Park Shared Space	£195,000	880	TBC
Potential Capital Project 4 - CRT4	CRT4	Portaferry Parklands Shared Space	£600,000	1410	TBC
Potential Capital Project 5 - CRT5	CRT5	Bangor Cycle Park Shared Space	£948,750	2440	TBC
Total Animation Budget as part of TPC =	CRT1 to 5		£1,555,205 (Available total capital budget inclusive of contingency)		£265,856 (Available budget through Theme 2 - TPC)

CRT1: Borough Wide Shared Space Swimming Infrastructure:

- To create **at least seven local community shared spaces** across Ards and North Down's coastline **over a two year period** through the creation / expansion of at least 7 shared open swimming spaces to include the installation of changing huts, refuelling stations and showers where required at designated bathing water sites at Bangor (Ballyholme), Groomsport, Millisle, Cloughey, Ballywalter, Crawfordsburn, Helen's Bay and potential candidate sites at Brompton (Bangor) and Donaghadee, **jointly driven, led and implemented by cross community local community open water swimming groups and local community groups in each area** (with support from Council) and engaging **over c.500+**

participants from all genders, ages and religious and racial backgrounds in its animation activities with at least **16 hours of meaningful and purposeful engagement** and with a **proposed capital budget of c.£85,000** (to be verified through SOC).

- **The capital infrastructure** investment will help to create durable, shared, cross community assets, which will increase links between local coastal communities through informal sport and will provide a shared recreation resource contributing to better health and wellbeing that can be used by locals from all communities and domestic and cross border visitors in areas which has not previously benefitted from Peace Programmes. It will include the networking of cross border coastal open water swimming groups and provide opportunities the development of meaningful and purposeful relationships across the Borough and beyond.
- **The animation element** will include the delivery of a sustainable cross community and cross border informal recreation programme using the natural assets of Ards and North Down's coastline to engage target groups such as women and older people in partnership with open water swimming groups (**behavioural change**). This will include at least five cross community activities including water safety events, water skills events, school and uniformed organisation events, volunteer groups events including for a range of S75 groups including those with a disability and a finale event.

CRT 2: Hollywood Shared Pitch Project:

- To transform a prominent but disused (25 years) open green space into a shared sports facility, developed and managed by a cross community partnership comprising of Hollywood RFCC and St Paul's GAC engaging **with c.1500 participants** with at least **16 hours of meaningful and purposeful engagement** and through a **proposed capital budget of c.£1,102,750** (to be verified through SOC). The site (100m x 57m and 5m run off) is currently overgrown and unsightly, it is situated adjacent to Kerr Park, Hollywood RFCC's grass rugby pitch and St Pauls GAC grass Gaelic pitch.
 - This will result in: An **iconic, highly visible shared space**, located in a prominent position in Hollywood; An **exemplar cross-community partnership** involving two traditionally single identity sports clubs in Hollywood, resulting in HRFC and SPGAC jointly investing in and managing a shared facility for all-community usage; A **sustainable, legacy peace and reconciliation project**, which will meet an identified need for additional recreational facilities within Ards and Down for use by the entire community; and A shared facility **led by cross community partners who, combined, have a reach of 6,000 citizens, more than 50% of the Hollywood population**.
 - The scope of **the capital works** will include site clearance and drainage, followed by the installation of a flood lit, all weather surface training pitch, complete retractable goal posts, ball stops, dug outs, shelters and spectator and security fencing. This project will result in the establishment of a symbolic cross community sports partnership (Rugby and Gaelic) and the

development of a branded safe, shared pitch facility for use by the community. Facility need was confirmed by extensive research and consultation conducted by the Hollywood Sports Forum. Membership included senior representatives of all Hollywood sports clubs and ANDBC representatives. The recommendation was, as a priority, to meet the increasing local need “an all-weather shared pitch should be developed and a cross-community partnership formed to manage this initiative”. Facility need was confirmed by extensive research and consultation conducted by the Hollywood Sports Forum.

- The **animation element** to widen participation from within and beyond Hollywood area will include at least six cross community activities including Coaching & Sports Development Programmes; A Game of Three Halves; Sports Social Events Programmes; PSNI GAA Team Training; Cross-community school usage; and Summer Schemes/ other Holiday Schemes.
- The joint development and management of a linked pitch will transform perceptions of the entire site, as a shared sports facility, where people from all different backgrounds (PUL, CRN and BAME) feel welcome and a sense of collective ownership and pride (**attitudinal change**). This development will enable 1,500+ local people to utilise this shared facility on a sustained, cross-community basis (**behavioural change**).

CRT 3: Donaghadee Pump Park Shared Space:

- To transform an underutilised area within Donaghadee **over a two-year period** into a **shared pump track** with a focus on the needs of older young people with the aim of addressing anti-social behaviour and the creation of a greater sense of community ownership of this shared space for all of the community, programmed and managed by a cross community older young people’s group **through a proposed capital budget of c. £195,000** (*to be verified through SOC*) and engaging **at least c.880 young people** from different community backgrounds through its animation activities with at least **16 hours of meaningful and purposeful engagement**. It will also help to create common ground for all communities to come together in celebration of their community, area, and heritage.
 - The proposed project was identified as part of an extensive consultation process resulting with the creation of the Donaghadee Commons Masterplan in 2023. The Masterplan and the Council’s Play Strategy 2021-2032 highlighted the need for older children provision in Donaghadee and identified The Commons area as a potential location for such a facility. Through the Common’s Masterplan consultation, a skate park/pump track was identified as the preferred facility type. The Donaghadee Pump Park facility will provide a catalyst for an improved healthy lifestyle for the community meeting the needs in particular of older young people where there is a current under provision. By working **in partnership with older young people** from the area it will empower these young people to help regenerate this underutilised area.
 - The project will create a sense of community pride and improve respect, and understanding in the needs of older young people (**attitudinal change**). As a free activity it is anticipated that it will appeal to people of all backgrounds

and ages and encourage people from all community backgrounds to engage and use it (**behavioural change**).

- The indicative **capital elements** of the Donaghadee Pump Park include: 2m wide track forming a continuous circuit; Bespoke lighting; 3m wide surrounding safety area; Sound/element barrier; and Landscape planting.
- The **animation activities** will include at least 6 local competitions/demonstrations; a minimum of 1 cross border competition within 24 months; a programme of activity whereby expert facilitators will deliver group lessons. a cross-community primary school engagement programme, through selected schools from various communities to participate in a shared educational programme within 24 months and an opening event inviting the public to attend and participate in taster sessions, watch live demonstrations, and engage in complimentary activities that promote peace and inclusion. Users will encompass a broad range of: (i) cultural backgrounds; (ii) ages: (iii) genders. They will include: (i) Primary school aged children; (ii) young people aged 11 – 18 years: (iii) Members of the wider community.

CRT 4: Portaferry Parklands Shared Space

- **To transform a disused and run down space in Portaferry** into a social, cultural and heritage hub - a shared public inclusive community park - providing a shared public space drawing on the rich history and heritage of the area that communities of all community backgrounds can enjoy with linkage to the village centre and existing village offerings and which will enhance blue/green connections programmed and managed by the local cross community collective community group **which includes 12 local groups through a proposed capital budget of c. £600,000 (to be verified through SOC)** and engaging **at least c.1,410 participants** from different community backgrounds through its animation activities with at least **16 hours of meaningful and purposeful engagement**.
 - The Park will attract all sections of the local community providing opportunities to improve their mental and physical wellbeing. The improvements and development to the area will be lasting, help address deprivation, and facilitate cross community interaction through walkways, art installations, biodiversity / sensory gardens, meeting, and resting places. These will have a transformative impact on a run-down area.
 - The Portaferry Shared Community Park will be a neutral space which encourages the whole community, irrespective of religious belief, race, community background and age to enjoy new interests and develop new friendships. The Park will help to develop meaningful cross-border and cross-community relations through a range of targeted programmes addressing the rise in ASB in the area and building relations locally. Currently, anti-social behaviour is common in the area and is restricting the local community and visitors alike spending more time there. Having a developed and well-managed space will reduce this anti-social behaviour and encourage people to take pride in the area and enjoy the benefits it will offer.
 - **Capital Works** will include some elements from the following list dependent upon budget and verification through the strategic Outline Case (SOC):

- Shared community meeting spaces – these will provide areas for exercise, participating in activities and socialising
- Biodiversity area – this will include a community planting area, a sensory garden, and an area for schools to participate in the teaching of biodiversity aspects of the curriculum
- Art installations – these will be installed throughout the site and will focus on the heritage of the area
- Natural play areas throughout the shared community park
- Culture and peace activities and community heritage programmes that will celebrate Portaferry's rich history and maritime heritage with all communities
 - Reinstating the Walled Garden (£130k)
 - Childrens Zone/Biodiversity Area (£25k)
 - Teenager Arena/Skate Park (£200k)
 - Reinstating Caravan Park (£100k)
 - Refurbish Amenity Block & Extension (£400k)
 - Events Area/Open Theatre (£50k)
 - Security- CCTV/LED Lighting (£60k)
 - Informational Signage/Signposting (15k)
 - Gatelodge Renovation (£250k)
- **Animation activities** will be programmed and managed by the local cross community collective community group which includes 10 x local groups which will deliver at least 4 cross community animation activities each year. Proposed animation activities include: a biodiversity educational programme for schools; a community heritage engagement programme; culture and peace activity trail; a creative arts competition (This will lead to the design and completion of the art installations at the site); Rope making skills training; Boat building skills training; 3 x large outdoor markets; and a music concert / community festival. This will result in the development of meaningful, purposeful, and lasting cross community activities that will seek to change opinions and improve relations (**attitudinal change**). The Park will create a shared space used by a wide variety of people from across the Peninsula and beyond (**behavioural change**) and have a transformative effect on Portaferry and the Ards Peninsula.

CRT5: Bangor Cycle Park Shared Space:

- To create a cycle park consisting of 4 x separate cycling facilities (pump track, BMX racing track, Accessible Learn to ride area and cross-country mountain bike trails), each appealing to a different demographic within the community with a fifth component being a community café and workshop that brings all users together in a shared space. This scheme will transform an underused, soon to be vacant, unfit for purpose space into a shared space that provides cycling opportunities for everyone regardless of age or ability through a proposed capital budget of **c.£948,750** (*to be verified through SOC*) and engaging **c2,400 participants** from different community backgrounds through a common shared interest in cycling through its animation activities with at least **16 hours of meaningful and purposeful engagement**. This project will contribute significantly to the Peace & Reconciliation goals across a range of communities.

- **The capital works** include: a pump track and BMX track built with no extensive excavations or foundations required. The Inclusive and Learn-to-Ride Areas will use existing tarmac spaces. The XC trail utilises an old disused walking route around the perimeter of the site. Repurposed containers from Project24 will provide storage and meeting spaces. Soft landscaping/seating finish-off aesthetics and create a break-out/biodiversity space for neuro-divergent participants when required. The old spectator stand will house a community café/workshop space. The project repurposes an old landfill site not usable for anything else in the longer-term, **creating lasting improvements in the local area and transforming this area of Bangor.**
- **Animation activities** will include meaningful contact in a relaxed and friendly setting through cycling. Engagement through sport is proven to be an effective tool for behaviour and attitude change. Animation activities include: Cycling Activity Days, engaging local schools from all communities; Level 2 coaching programmes on the learn to ride area; BMX coaching programmes on the BMX track; Intro to cycling coaching programmes on the XC trail; Womens Intro to cycling coaching programme; Cycling programmes for those with disabilities; Bike maintenance workshops and Cross-Border BMX Races.
- The joint development and management of the cycle park will transform perceptions of the entire site, as a shared sports facility, where people from all different backgrounds (PUL, CRN and BAME) feel welcome and a sense of collective ownership and pride (**attitudinal change**). This development will enable 2,400+ local people to utilise this shared facility on a sustained, cross-community basis (**behavioural change**).

Under **Theme 2 Thriving and Peaceful Communities**, 7 x activity projects will be delivered offering meaningful and purposeful cross community engagement opportunities for 2,210 participants plus 2,140 for the capital animation projects from across Ards and North Down including some cross border participants. The budget allocation for Theme 2 is **£1,546,560**.

The need for meaningful and purposeful engagement under Theme 2 was an important consideration in the co-design of all activities. All projects include a diverse range of activities that will enable meaningful and sustained engagement over the period of the action plan. It will be the role of the delivery agent of each activity to facilitate and promote engagement across activities for those engaging with the activity projects.

TPC A: Resilience, Inclusion & Empowerment Programmes

- **TPC 1a: Women's Resilience, Inclusion & Empowerment:** To deliver a Women's Resilience, Inclusion & Empowerment Programme which will engage with 8-10 groups of women involving c.250 + participants across 8-10 areas of the borough per annum but particularly in areas of disadvantage, and include those from new communities with a view to increasing confidence, building resilience and self-esteem among women to engage in peace building and community regeneration activities on a cross community basis with a budget of £100,339 over

a 2 year period with c.20 hours of meaningful and purposeful engagement. The joint development and management of the project will transform perceptions of others from a different community background (**attitudinal change**) resulting in participants engaging in shared activities on a sustained, cross-community basis (**behavioural change**).

- **TPC 1b: Community Resilience, Inclusion & Empowerment:** To deliver a Community Resilience, Inclusion & Empowerment Programme which will engage with 8-10 groups involving c.250 + participants across 8-10 areas of the borough per annum but particularly in areas of disadvantage and including those from new communities with a view to building greater citizenship and cohesion across the borough, creating networking opportunities within shared spaces; rebuilding volunteerism across the Borough post Covid; building skills and resilience across community groups on a cross community basis that addresses legacy issues with a budget of £100,339 over a 2 year period with c.20 hours of Meaningful and purposeful engagement. The joint development and management of the project will transform perceptions of others from a different community background (**attitudinal change**) resulting in participants engaging in shared activities on a sustained, cross-community basis (**behavioural change**).

TPC B: Conflict Resolution – Sports and Art Programme

- **TPC 2: Engagement and Leadership through Sports & Arts** - To deliver a multi sports and arts and personal development programme which works with young people at risk of paramilitary influence and who could benefit from engagement in new activities both within and outside their local area with 100 participants across 8 cohorts of young people with c.24 hours of meaningful and purposeful engagement over 2 years and a budget of £160,384. The joint development and management of the project will transform perceptions of others from a different community background (**attitudinal change**) resulting in participants engaging in shared activities on a sustained, cross-community basis (**behavioural change**).

TPC C: Minority Groups/Cross Community/Border

- **TPC 3: Shared Education Trips Programme:** To deliver a Shared Education Local and Overseas Trips Programme to 120 young people aged 16-25 from across a range of Borough based youth organisations over a 2-year period with the aim of increasing awareness and understanding of the impact of hatred, prejudice and discrimination on people and through this build a cohort of more informed cross community youth leaders with a budget of £123,687 with c.26 hours to 72 hrs for those on overseas trip of meaningful and purposeful engagement. The joint development and management of the project will transform perceptions of others from a different community background (**attitudinal change**) resulting in participants engaging in shared activities on a sustained, cross-community basis (**behavioural change**).

TPC D: Culture and Heritage

- TPC 4a: Tour, Talk, Taste and Living History - Strand 1:** To deliver a Tour, Talk, Taste and Living History activity project to 100 participants across 6 historic sites that help chart the evolution of Ards and North Down area helping to break down barriers and build understanding and awareness of the past and how it has influenced the area today with a budget £92,823 with c.26 hours of meaningful and purposeful engagement. The joint development and management of the project will transform perceptions of others from a different community background (**attitudinal change**) resulting in participants engaging in shared activities on a sustained, cross-community basis (**behavioural change**).
- TPC 4b: Bringing Life to our Historical Heritage - Strand 2:** To bring life to 2-3 Historical Heritage sites across the borough using cutting edge augmented reality technology and drone technology through a co-produced project engaging with 140 young and older people helping to break down barriers and build understanding and awareness of the past and how it has influenced the area today with a budget of £112,585 with c.22 hours of meaningful and purposeful engagement. The joint development and management of the project will transform perceptions of others from a different community background (**attitudinal change**) resulting in participants engaging in shared activities on a sustained, cross-community basis (**behavioural change**).
- TPC 4c: Cross Community Musical Traditions Programme - Strand 3:** To deliver a Cross Community Musical Traditions Programme engaging over 100 people in the creation and showcasing of a new music and dance creation with the aim of breaking down myths and misperceptions about musical traditions across the Borough and building new relationships across different music and dance genres with a budget of £106,997 with c.28 hours of meaningful and purposeful engagement. The joint development and management of the project will transform perceptions of others from a different community background (**attitudinal change**) resulting in participants engaging in shared activities on a sustained, cross-community basis (**behavioural change**).

TPC E: Youth Programme – Urban Sports

- TPC 5a: Urban Sports Programme –** To deliver an Urban Sports Scheme with 800 young people from different traditions and abilities including youth clubs, young farmers, scouts groups, local housing estates aged 11 to 14 years interested in Scooters, BMX, Parkour or Skateboarding with a budget of £152,369 with c18 hours of meaningful and purposeful engagement in order to develop skills, social engagement and build positive relations with other young people. The joint development and management of the project will transform perceptions of others from a different community background (**attitudinal change**) resulting in participants engaging in shared activities on a sustained, cross-community basis (**behavioural change**).
- TPC 5b: Disability Sports Programme -** To deliver a disability sports project which will engage with 30 young people from local special schools i.e., Killard House School, Clifton School and disability groups, sporting organisations, adult

centres and clubs to ensure that everyone can benefit from the health, social and education benefits of sport and active recreation in across community project with a budget of £47,790 with c.15 hours of meaningful and purposeful engagement. The joint development and management of the project will transform perceptions of others from a different community background (**attitudinal change**) resulting in participants engaging in shared activities on a sustained, cross-community basis (**behavioural change**).

TPC F: Education & Training

- **TPC 6: Education Programme for older and younger people** - To deliver a series of 12 x Cross community cohort themes, in groups of 10 people each, over 6 sessions with a budget of £111,816. This will create opportunities for older people, young people and those from ethnic communities across the Borough to engage in a mutual exchange programme of old and new skills e.g.; IT, physical activity, crafts, sign language etc with c26 hours of meaningful and purposeful engagement. The joint development and management of the project will transform perceptions of others from a different community background (**attitudinal change**) resulting in participants engaging in shared activities on a sustained, cross-community basis (**behavioural change**).
- **TPC 7: Your Place, Reimagining Our Space, Allotments/Men's Sheds** –to develop a network of all existing community gardens, community allotments, grown your own initiatives and men's sheds and hen's sheds across the Borough engaging 200 participants with a view to increasing cross community learning opportunities across the sector including advice and guidance on design, operational aspects and particularly running costs with a budget of £172,575 with c24 hours of meaningful and purposeful engagement. The joint development and management of the project will transform perceptions of others from a different community background (**attitudinal change**) resulting in participants engaging in shared activities on a sustained, cross-community basis (**behavioural change**)
- **TPC 8: Capital Animation Projects** – To deliver up to c.5 animation projects to 2,140 people (2,500 to take account of attrition) with a budget of £264,855.

Under Thematic Strand 3: Celebrating Cultures and Diversity, 4 activity projects will be delivered offering meaningful and purposeful cross community engagement opportunities for 1,350 participants from across Ards and North Down including some cross border participants. The budget allocation for Theme 2 is **£786,247**.

The need for meaningful and purposeful engagement under Theme 3 was an important consideration in the co-design of all activities. All projects include a diverse range of activities that will enable meaningful and sustained engagement over the period of the action plan. It will be the role of the lead partner of each activity to facilitate and promote engagement across activities for those engaging with the programme.

CCD A: Church and Faith Groups

- **CCD 1: Church, Faith & Belief Initiative** - To build trust, awareness and understanding between different faith and beliefs and none across the Ards

and North Down Council area through the celebration of different faiths and beliefs over a two-year period through engagement with at least 50 participants with c. 36hrs in meaningful and purposeful contact time with a budget of £67,042. The joint development and management of the project will transform perceptions of others from a different community background (**attitudinal change**) resulting in participants engaging in shared activities on a sustained, cross-community basis (**behavioural change**).

CCD B: History/Ulster Scots and Irish Heritage

- **CCD 2a: Genealogy – Who do you think you are?** To deliver an Accredited Course to looking at the role of the Ulster Scots community in shaping Ards and North Down and a Capacity Building programme for heritage groups and venues. Genealogy tutorials and workshops on Good Relations and Diversity will also be delivered to 50 participants with a budget of £62,707 with c.24 hours of meaningful and purposeful engagement. The joint development and management of the project will transform perceptions of others from a different community background (**attitudinal change**) resulting in participants engaging in shared activities on a sustained, cross-community basis (**behavioural change**).
- **CCD 2b: Exploring the Role of Women through the years in Peace Building** - To explore the history and leadership role of women through the years in peacebuilding in Ards and North Down and further afield. There will be a range of speaker events to hear the challenges women face when dealing with conflict situations engaging 50 participants with a budget of £47,063 with c.16 hours of meaningful and purposeful engagement. The joint development and management of the project will transform perceptions of others from a different community background (**attitudinal change**) resulting in participants engaging in shared activities on a sustained, cross-community basis (**behavioural change**).
- **CCD 2c: Ulster Scots & Irish Language** – to develop and roll out accredited courses exploring Ulster Scots and Irish Language in Ards and North Down. Activities will be linked to celebration events and the programme will also include workshops on Good Relations and Diversity, engaging 100 participants and a budget of £117,624 with c.16 hours of meaningful and purposeful engagement. The joint development and management of the project will transform perceptions of others from a different community background (**attitudinal change**) resulting in participants engaging in shared activities on a sustained, cross-community basis (**behavioural change**).
- **CCD 2d: History Tours & Stories of the Borough** - to deliver a programme of Ulster-Scots and WWII living history days and visits to historical sites within the Ards and North Down area. These days will be linked to the 23 heritage cluster groups in the ANDBC area. The programme will also include workshops on Good Relations and Diversity, engaging with 100 participants with a budget of £76,238 with c.28 hours of meaningful and purposeful engagement. The joint development and management of the project will transform perceptions of others from a different community background

(**attitudinal change**) resulting in participants engaging in shared activities on a sustained, cross-community basis (**behavioural change**).

CCD C: Multi-Cultural Celebration Activities

- **CCD 3a: Cultural Drama Production and CCD 3b: Cultural Celebrations/Mini Mela – Objective** - To deliver a multi-cultural activity project with 700 participants from across the Borough through a Cultural Expressions Drama Project with 200 active participants and 200 engaged in the production and accompanying dialogue workshop with c.22 hours of meaningful and purposeful engagement and a Cultural Celebrations Mini Mela each year for two years with 300 participants with c.16 hours of meaningful and purposeful engagement which aims to dispel myths about and build increased respect for people from different ethnic minority backgrounds through the medium of drama, dance and music over an 18-month period and a budget of £252,882. The joint development and management of the project will transform perceptions of others from a different community background (**attitudinal change**) resulting in participants engaging in shared activities on a sustained, cross-community basis (**behavioural change**).

CCD D: Newcomer/Inclusion

- **CCD 4a: Welcome Place and Small Word Café Activity Project** - To deliver a **Welcoming Place Activity Project** to 200 participants from across the Borough but primarily in areas with the greater concentration of ethnic minority and newcomer communities and secondly to deliver a **Small Word Café Activity Project** to 100 participants from across the Ards and North Down area over a 2-year period and a **collective budget of £162,691** with between c.7 and c.22 hours of meaningful and purposeful engagement (project element dependent). Together these aim to welcome and help orientate newcomers into the areas given the significant number of new communities into the area over the last 10 years. The joint development and management of the project will transform perceptions of others from a different community background (**attitudinal change**) resulting in participants engaging in shared activities on a sustained, cross-community basis (**behavioural change**).

Beneficiaries of all projects will include women, men, disability groups, ethnic minorities including, ex-politically motivated prisoners and their families, isolated people living alone, disabled people and their carers, minority faith and belief groups and none, LGBTQIA+ groups and those from disadvantaged backgrounds including those living in local estates and more isolated rural areas.

Summary of the changes we expect to see and actions that contribute to results and outputs

The Ards and North Down Partnership has developed a series of activity projects under each of the three themes based on the Call Document guidance.

- Under **Theme 1, Community Regeneration and Transformation** contains up to 5 projects (subject to strategic Outline cases to be completed by July 2024) with

a total maximum investment of £1,555,205 and engaging with 2,140 (2,500 to accommodate attrition) participants through meaningful and purposeful engagement. The 5 capital projects and their complementary animation activity projects (as outlined under Theme 2) empower local people to regenerate and transform their communities on a cross-community basis as well as engaging a wide range of PEACEPLUS target groups.

The priority shared space projects are:

- Open Water Swimming infrastructure
- Holywood Shared Pitch Rugby/ GAA
- Donaghadee Pump track shared space
- Portaferry Parklands shared space
- Bangor Cycle Park shared space

This investment will result in up to 5 capital projects that will empower local people to regenerate and transform their communities on a cross-community basis. These projects will not only change the physical appearance of a community but also how it functions, with each project offering a host of new opportunities for engagement. Designed with and by local people they reflect the sense of belonging in each area and open up a myriad of new opportunities for local communities from all community backgrounds and none and for PEACEPLUS Target Groups. Each project is located in areas where there are pockets of deprivation which brings new hope to local communities. The animation activities will help to reduce tensions and build relations across the different communities in Ards and North Down. The joint development and management of the projects will transform perceptions of others from a different community background (**attitudinal change**) resulting in participants engaging in shared activities on a sustained, cross-community basis (**behavioural change**). These projects will lead to increased and sustained cross-community interaction and as such will make a tangible and lasting contribution to peacebuilding across Ards and North Down through the range of capital build projects proposed and activities planned.

In summary, the 5 capital projects and their complementary activity provide an opportunity to redress poverty, inequalities and rural and urban disadvantage through strategic community regeneration and transformation, which will lead to long-lasting improvements for the communities which live within these areas.

When recommending the 5 projects to the Council, the PEACEPLUS Partnership considered the importance of projects that could have an impact across the entire area and which ideally would be iconic in nature, thus shining a light on the importance of a PEACE legacy for the area. It also considered those communities who are most marginalised and vulnerable across Ards and North Down and for whom a peace dividend was less than visible to date. The PEACEPLUS Partnership and Council considered how strategic physical regeneration in specific projects could change how people feel about the local area and how others would use these spaces. Given the demographic nature of the council area, the Partnership was keen to invest in projects that would be open and accessible to all communities.

The selected projects are rooted in the needs and opportunities specific to the target communities in which they will be developed and have been co-designed with these communities' creating pathways for increased levels of cross-community integration and the transformation of each area.

- Under **Theme 2, Thriving and Peaceful Communities the 7 x activity projects** and their associated strands build and sustain relationships between people from different communities, across a wide range of sectors including women, community, sports and arts, cultural heritage, youth, sports and disability sports, and health and well-being through biodiversity.

These co-designed projects build on both the human and physical assets of the areas taking advantage of the strong community infrastructure and the incredible and diverse natural environment. It recognises that in some areas single identity work is still really important to undertake in building the confidence of these communities to take part in meaningful cross community work. Brexit and the Protocol has resulted in some tensions locally which must be recognised and addressed as a core part of the resultant activity projects under this theme. They will build capacity and confidence within many single identity communities and target groups and will result in an increased number of coordinated, community led responses to challenges in areas which experience high levels of economic and social disadvantage.

The activity projects will be delivered across all areas of the Borough to make sure that all areas benefit from engagement with other communities and therefore benefit from peace and reconciliation outcomes. These projects will lead to increased involvement in peace and reconciliation activity, enhanced capacity to engage in hard issues that sometimes divide communities as well as increased and sustained cross-community interaction and as such will make a tangible and lasting contribution to peacebuilding across Ards and North Down.

- Under **Theme 3, Celebrating Cultures and Diversity the 4 x activity projects** and their associated strands reflect the changing diversity of the Ards and North Down area with a significant percentage increase in the BAME community living in the area between census 2011 and census 2021 and the resultant imperative to ensure the needs of these groups are strongly encompassed within the PEACEPLUS Action Plan. It also recognises the strong Ulster Scots traditions locally, the Irish cultural activities and the wide range of new community cultural traditions across the area. The activity projects aim to celebrate these and widen understanding and participation within these thus contributing to a more cohesive and integrated community.

The beneficiaries of the activity projects are those who are often the most marginalised and indeed most misunderstood across the Ards and North Down area. These include cultural groups from all parts of the area and across all religions, faith and beliefs and none including ethnic minority communities. These projects will lead to greater inclusion and respect for members of marginalised communities, increased opportunities for community engagement across different faiths, cultures and ethnic backgrounds, contributing to a sense

of a more cohesive area and contributing to the vision of the Big Plan “Ards and North Down is a vibrant, connected, healthy, safe and prosperous place to be” and its ambitions “ have empowered, resilient individuals and communities, to reduce inequalities; to promote good relations and sustainability; and to improve the accessibility of all public services“. Activities will facilitate increased and sustained cross-community interaction and as such will make a tangible and lasting contribution to peacebuilding in Ards and North Down.

How we will present the impact

We will design a robust monitoring and evaluation process taking account of advice from the overall 1.1 programme evaluator and any guidance from SEUPB in terms of the relevant forms etc. This will involve undertaking pre and post engagement surveys with all participants on the AND PEACEPLUS Action Plan in line with any guidance forthcoming from SEUPB and as part of a wider formative evaluation / logical model methodology. We will supplement this with impact evaluations again taking guidance from SEUPB as outlined in the programme call document. Each project delivery agent will be expected to gather ongoing data to demonstrate the difference that is being made by the intervention. Training and support will be given on this through the AND PEACE Secretariat staff team. This will supplement the requirements from the SEUPB’S external Impact Evaluator. We also intend to undertake a Post Project Evaluation on the entire programme. All projects will be required to undertake a post project Evaluation report and once again will be guided in its preparation by the team.

We will also host opening and closing events for each project which will increase people’s awareness of what we are undertaking locally and the impact it is having on building more peaceful communities.

We will publicise the final closing event for the programme overall and for each individual activity project and will prepare regular updates through a PEACEPLUS newsletter which will be posted on the council web site. This will, ensure that the programme is open and transparent to all engaged. Regular case studies of projects will also be posted to demonstrate progress of the projects over the 2-3-year programme period.

Each of our projects will be driven by a Steering Group which comprise partnership members and other relevant stakeholders including a PEACEPLUS Secretariat staff member and Partnership member. This will assist with co-operation and engagement across the activity projects under each theme.

The Halfway Point in the planned project delivery

At a halfway point in the delivery of the Action Plan, Ards and North Down PEACEPLUS Partnership will undertake a review of the plan delivery, its outputs and results and spend profile, all of which will be communicated with SEUPB. We understand that the results of this exercise may determine if a break clause is to be enacted.

We will agree an appropriate timeline for initiating this halfway point activity review with SEUPB once we receive the Letter of Offer, based on the planned timeline of the constituent parts of our Action Plan. We recognise that sometimes this timeline may change due to delays in the procurement process so flexibility will be required. Through our monitoring and evaluation activities, we will aim to be cognisant of any issues as projects progress given that we are establishing steering groups that will meet quarterly for each project. A member of the PEACEPLUS Partnership or Secretariat team will attend these meetings to keep abreast of all issues in the delivery of all projects. We will also host regular overarching thematic based workshops with members of the Partnership and will plan accordingly in case any elements need to be adjusted. Any changes required will be socialised and approved by SEUPB in advance. We will work with SEUPB to monitor and adjust any outputs and results across any of the activity project elements.

Result Indicators for the Ards and North Down Action Plan

The Ards and North Down PEACEPLUS Action Plan must demonstrate how it contributes to the overarching PEACEPLUS purpose of **supporting reconciliation, understanding and building a cohesive society**.

The **Objective of Thematic Investment Area 1.1** is:

“The PEACEPLUS Action Plans will enable diverse partnerships, led by the local authorities, to establish and invest in key actions, which will make a significant and lasting contribution to peace and reconciliation at the local Programme area level.”

This objective will enable and empower PEACEPLUS partnerships to self-determine and deliver priority projects on a cross-community basis. These will result in improved, shared and inclusive local services, facilities and spaces; and make a significant and lasting contribution to peace and reconciliation.

It will **result** in the development of PEACEPLUS Action Plans which benefit the Programme area as follows:

- The creation of sustainable, inclusive and cross-community partnerships, which will make a significant contribution to community planning processes and peace building in the Programme area;
- Community ownership of the PEACEPLUS Action Plans and ongoing engagement throughout their delivery;
- The management of significant and sustained cross-community collaboration at the local level to deliver established development priorities; and
- The inclusion of all local areas across the Programme area, including those who may not previously have participated within PEACE Programme activities.

This objective, and the Output and Result Indicators of this Thematic Investment Area as outlined above have assisted Ards and North Down PEACEPLUS Partnership to inform the design and development of the Action Plan’s constituent activity projects under each theme. All Activity Projects in the AND Action Plan include activity project specific objectives which have been designed to aid the

achievement of the Theme Specific Objective and which demonstrate a direct link between the objective and the outputs and results of the measure.

The Ards and North Down PEACEPLUS Partnership has identified the following output and result indicators to help measure the effectiveness of its Action Plan delivery. These are summarised in the table below and are linked to the Output and Results indicators as outlined in the Call Document (pg. 16).

Indicator ID Code	Indicator	Measurement Unit	Target 2024/2029	How	When	Who	Data Reporting
Output Indicator PSO 1.1	Co-designed PEACEPLUS 1.1 Action Plan Implemented	PEACEPLUS Action Plan	1 (2024)	Approval of plan by PPP & SEUPB	Qtrly	ANDBC as lead partner	<ul style="list-style-type: none"> • Reports to all PPP Meetings • Quarterly progress reports to SEUPB
	<ul style="list-style-type: none"> • Co-designed Theme 1 Activity Projects delivered 	Theme 1 Community Regeneration and Transformation Activity Project Plan and deliver 5 capital projects	Up to 5 2029	Implementation of up to 5 capital projects with associated animation activities	Qtrly	ANDBC as lead partner	<ul style="list-style-type: none"> • Reports to all PPP Meetings • Quarterly progress reports to SEUPB
	<ul style="list-style-type: none"> • Co-designed Theme 2 Activity Projects delivered 	Theme 2 Thriving and Peaceful Communities Activity Project Plan and deliver 7 x activity projects	7 (2029)	Implementation of 7 x Theme 2 activity projects by competent delivery agents procured to deliver the projects over required timeframe	Qtrly	Procured Delivery Agents	<ul style="list-style-type: none"> • Quarterly reports from procured delivery agents to all PPP Meetings • Quarterly progress reports to SEUPB
	<ul style="list-style-type: none"> • Co-designed Theme 3 Activity Projects delivered 	Theme 3 Celebrating Cultures and Diversity Activity Project Plan and deliver 4 x activity projects	4 (2029)	Implementation of 4 x Theme 3 activity projects by competent delivery agents procured to deliver the projects over required timeframe	Qtrly	Procured Delivery Agents	<ul style="list-style-type: none"> • Quarterly reports from procured delivery agents to all PPP Meetings • Quarterly progress reports to SEUPB

Indicator ID Code	Indicator	Measurement Unit	Target 2029	How	When	Who	Data Reporting
Result Indicator PSR 1.1	People from different communities engaged jointly in the implementation of local PEACEPLUS action plans	People (#) (engaged in Meaningful and Purposeful Engagement)	5,700	Registration of all participants to include equality data on gender, race, religion, comm background age, sexual orientation, disability	At start of all activity projects	Lead partner & procured delivery agents	Monthly reports to PPP Qtrly reports to SEUPB
	Engagement in meaningful and purposeful Engagement (M&PE)	Min and Max Hours engaged by each in M&PE (#)	4 hrs min 26 hrs max	Log of hours pp through registrations at all activities	Throughout all activity projects	Lead partner & procured delivery agents	Monthly reports to PPP Qtrly reports to SEUPB
	Change in attitude and behaviours towards others	% who have a more positive attitude towards someone from a different religious or racial background	80%	Before and after surveys with all participants	Throughout all activity projects	Lead partner & procured delivery agents	Monthly reports to PPP Qtrly reports to SEUPB
		% who are more likely to socialise with someone from a different religious or racial background	80%	Before and after surveys with all participants	Throughout all activity projects	Lead partner & procured delivery agents	Monthly reports to PPP Qtrly reports to SEUPB
		% who are more likely now to travel across the border	60%	Before and after surveys with all participants	Throughout all activity projects	Lead partner & procured delivery agents	Monthly reports to PPP Qtrly reports to SEUPB
	Increased level of cohesion, sharing, social inclusion and integration	% who feel their area feels like a more cohesive or integrated place	70%			Lead partner & procured delivery agents	Monthly reports to PPP Qtrly reports to SEUPB
		% who feel more respected and understood as a result of engagement in the programme	70%	Before and after surveys with all participants	Throughout all activity projects	Lead partner & procured delivery agents	Monthly reports to PPP Qtrly reports to SEUPB
		% who feel their place feels like a more shared	70%	Before and after surveys	Throughout all activity projects	Lead partner & procured	Monthly reports to PPP

Indicator ID Code	Indicator	Measurement Unit	Target 2029	How	When	Who	Data Reporting
		place as a result of the PEACEPLUS funding		with all participants		delivery agents	Qtrly reports to SEUPB
	Transformational effect of peacebuilding	% who feel they have a greater understanding and awareness of others and the value of reaching out	70%	Before and after surveys with all participants	Throughout all activity projects	Lead partner & procured delivery agents	Monthly reports to PPP Qtrly reports to SEUPB
		% who feel this place is a better place in which to live as a result of their engagement in the project	70%	Before and after surveys with all participants	Throughout all activity projects	Lead partner & procured delivery agents	Monthly reports to PPP Qtrly reports to SEUPB

Resources needed to implement the Action Plan

The total budget requirement for the ANDBC PEACE PLUS Action Plan is £4,940,724/ €5,681,833. The detail is outlined in the table below.

Budget per Project Element Ards and North Dwon PEACEPLUS Action Plan	Total £	Total €
Thematic Strand 1: Local Community Regeneration and Transformation – proposed 5 projects pre-Strategic Outline Case (SOC) Process	Note the total budget for the 5 Capital projects equate to more than the available budget. Final projects will be selected post SOC process.	
CRT1: Borough Wide Shared Space Swimming Infrastructure	£85,000	€97,750
CRT2: Hollywood Shared Pitch Project	£1,102,750	€1,268,163
CRT3: Donaghadee Pump Park Shared Space	£195,000	€224,250
CRT4: Portaferry Parklands Shared Space	£600,000	€690,000
CTR5: Bangor Cycle Park Shared Space	£948,750	€1,091,063
Total Theme 1	£1,555,205	€1,788,486
Thematic Strand 2: Thriving and Peaceful Communities		
TPC 1a: Womens Resilience, Inclusion & Empowerment	£100,339	€115,390
TPC 1b: Community Resilience, Inclusion & Empowerment	£100,339	€115,390
TPC 2: Engagement and Leadership through Sports & Arts	£160,384	€184,442
TPC 3: Education Shared Trips	£123,687	€142,240
TPC 4a: Tour, Talk, Taste and Living History	£92,823	€106,746
TPC 4b: Bringing Life to our Historical Heritage	£112,585	€129,473
TPC 4c: Cross Community Musical Traditions Programme	£106,997	€123,047
TPC 5a: Urban Sports Programme	£152,369	€175,224
TPC 5b: Disability Sports Programme	£47,790	€54,959
TPC 6: Education Programme for older and younger people	£111,816	€128,588
TPC 7: Your Place, Reimagining Our Space, Allotments/Men's Sheds	£172,575	€198,461
TPC 8: Capital Animation Projects	£264,856	€304,583
Total Theme 2	£1,546,560	€1,778,544
Thematic Strand 3: Celebrating Cultures and Diversity		

Budget per Project Element Ards and North Dwon PEACEPLUS Action Plan	Total £	Total €
CCD 1: Church, Faith & Belief Initiative	£67,042	€77,098
CCD 2a: Genealogy - Who do you think you are?	£62,707	€72,113
CCD 2b: Exploring the Role of Women through the years in Peace Building	£47,063	€54,122
CCD 2c: Ulster Scots & Irish Language	£117,624	€135,268
CCD 2d: History Tours & Stories of the Borough	£76,238	€87,674
CCD 3a: Cultural Drama Production	£165,562	€190,396
CCD 3b: Cultural Celebrations/Mini Mela	£87,320	€100,418
CCD 4a: Welcome Place	£162,691	€187,095
CCD 4b: Small World Café		
Total Theme 3	£786,247	€904,184
Admin and Management etc.	£1,052,712	€1,210,619
Other Staff Thematic	0	0
Total	4,940,724	5,681,833

Unclassified

253

ITEM 18**Ards and North Down Borough Council**

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Community and Wellbeing Committee
Date of Meeting	17 April 2024
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Leisure Services
Date of Report	28 March 2024
File Reference	CW15
Legislation	Recreation and Youth Services Order (1986)
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Sportsplex Update Response to Notice of Motion
Attachments	Appendix 1 Bangor Sportsplex condition assessment report 2016 Appendix 2 Sportlabs Athletics track condition report 2019 Appendix 3 Sportlabs 3G Synthetic pitch inspection report 2023

In December 2023 Council agreed to the following Notice of Motion:

This Council recognises the importance of Bangor Sportsplex for athletics, football and community leisure facilities in the Borough and notes with concern the deteriorating conditions of the site rendering several pitches unusable, and therefore tasks council officers with producing a report regarding the future of Bangor Sportsplex, including addressing maintenance and structural issues and exploring options for the long-term provision of track and field athletics facilities in the Borough.

Not Applicable

254

The sports facilities at Bangor Sportsplex consist of an eight lane athletics track with an associated infield for jumps and throws, a 3g soccer pitch upgraded from a previous sand carpet pitch and two grass pitches. It previously also had an astroturf hockey pitch, which had to be closed due to subsidence. There is also a building providing changing rooms, meeting rooms and a small gym at the site along with carparking for the users of the facility.

The facilities at Bangor Sportsplex opened in phases between 1997 and 2001. The athletics track was finally opened at the site, which is a former landfill site following “dynamic compaction”, to stabilise the ground prior to construction.

In 2001 localised settlement occurred to one of the synthetic pitches and investigations concluded the settlement was due to “underground conditions”. By 2003 settlement had begun to occur on the athletics track and has continued throughout the life of the facility with Council regularly undertaking remedial and sometimes costly repair work.

The Athletics Facility

A visual survey of the athletics facility was undertaken by Aecom in 2016 (Appendix 1) and this identified that significant areas of the facility had subsided. A topological survey was also undertaken by “Geodynamics” and it concluded that significant areas of the facility fell outside acceptable sports standards parameters for “horizontal level”

A performance test carried out by Labosport in October 2016 found that the track did not meet the IAAF requirements for athletics tracks as it fell below the threshold for force reduction, track thickness and surface regularity. Aecom proposed three options ranging from do minimal to a reconstruction of the entire athletics facility and the two synthetic pitches. This option was costed at over £3 million in 2016 and that did not include the cost of demolition and excavation. Given the passage of time since then, this cost would have significantly increased many fold. Aecom also concluded this would be a very lengthy and expensive process as it would be reliant on confidence that full settlement had occurred before rebuilding structures on the site, something they did not suggest was likely.

In 2019 Council commissioned Sportlabs consult to prepare an update report on the current condition of the athletics facility (Appendix 2).

In addition to significant maintenance issues, they noted a “wider concern regarding localised subsidence in the area”. They identified extreme variations in levels in the infield and visible undulations over the full track width at the start of the back straight” They proposed an interim solution of resurfacing at these and other similar areas, totalling 300m², whilst Council determined the long-term future of the facility. They also identified the need for a new hammer cage and the moving of the pole

Not Applicable

255

vault area to align with new regulations regarding restoring the facility to a level to host International level events.

They proposed two options to bring the athletic facility up to an acceptable standard;

Option 1; A significant resurface of the entire track area, new hammer cage, replacement of long jump boards, deep cleaning of existing runways and remarking of facility at a cost of approx. £427,000

Option 2; An interim solution of patchwork and line markings in those areas, some deep cleaning and a replacement hammer cage (cost not included) which was estimated to be a cost of approximately £54, 000. It was determined to proceed with option 2 whilst Council determined the long-term viability of athletic facility provision within this site or the wider Borough. In November 2019 Council agreed to refurbish the athletic facility to bring them up to the standard to obtain UKA Trackmark (unit 1 and 2) accreditation for UK athletic facilities. A budget of £80,000 was approved and NCLT/Serco were appointed to deliver this project on Councils behalf. This process encountered significant issues as detailed in the report to Council in February 2022 but ultimately, the facility did achieve accreditation for the athletics' facility in 2022. This accreditation was subject to restrictions placed on the hammer cage which did not meet the minimum accreditation standards and has subsequently been closed for use. This accreditation expires on 23rd August 2025.

In January 2022 a report to Community and Wellbeing provided an update on the interim works that were carried out to bring the track up to an acceptable standard. The report also again highlighted this solution was not guaranteed, due to potential further subsidence at the site, and a long-term strategy for the site and potential alternatives would need developed.

Leisure Officers subsequently submitted requests for funding to take forward this work in both the 2023/24 and 2024/25 rate setting process but were unsuccessful in securing the necessary funds. It would be our intention to resubmit our request for funding to explore the future of the site and a potential alternative site(s) for those activities which can no longer be delivered at this historically problematic site.

There are currently 135 athletic facility members utilising the facility on a regular basis. In addition, the facility is primarily booked during the months of March to June with between 30 and 40hrs a month. The rest of the year there are limited bookings per month ranging from three hours a month in August to eleven hrs a month in January. These bookings are mainly by schools, school associations and other sports clubs. The IFA also has conducted referee testing at the facility in the past few years. North Down AC members mostly make up the majority of the 135 memberships which entitles them to utilise the facilities at all times of the year during "casual use".

Not Applicable

256

The 3G Pitch

In addition to the overview above an inspection of the 3G synthetic pitch by Sportslabs consult was undertaken in May 2023 (appendix 3). They concluded that the surface would not be able to meet the characteristics of BS EN 15330 for performance or any FIFA certification. Whilst a decision on the long-term future of the site is required the visual inspection identified significant remedial work on the fencing, carpet, kickboards and enhancing the floodlights to an LED equivalent. They deemed that the surface had appeared to have reached the end of its serviceable life and even regular maintenance would not prove sufficient to maintain a suitable playing environment. They also raised their concerns that this pitch may encounter similar issues to the adjacent pitch which had closed many years earlier due to subsidence from the existing landfill these facilities were originally constructed on. A recent visual inspection reaffirmed the above findings but noted additional wear and some further issues with surface undulations.

RECOMMENDATION

It is recommended that Council notes the content of this report and as part of the budget setting process for 2025/2026, and subject to any relevant outcomes of the forthcoming leisure strategy, considers supporting a business case that will be submitted for funding to appoint a consultant to develop options and recommendations for future provision of appropriate facilities at Sportsplex, or at alternative sites within the Borough for those activities that can no longer be delivered there.



Bangor Sportsplex

Condition Assessment Report

Prepared by:
Michael McConnell
Associate Civil Engineer

Checked by:
Pat Turley
Associate Civil Engineer

Approved by:
Ronan Clancy
Technical Director

Bangor Sportsplex

Rev No	Comments	Checked by	Approved by	Date
1	Draft	PT	RC	11/11/16

Beechill House, Beechill Road, Belfast, BT8 7RP

Telephone: 028 9070 5111 Website: <http://www.aecom.com>

Job No. 60515319 Condition Assessment Report Date Created: November 2016

AECOM Infrastructure & Environment UK Limited ("AECOM") has prepared this Report for the sole use of **Ards & North Down Borough Council** in accordance with the Agreement under which our services were performed. No other warranty, expressed or implied, is made as to the professional advice included in this Report or any other services provided by AECOM. This Report is confidential and may not be disclosed by the Client or relied upon by any other party without the prior and express written agreement of AECOM.

The conclusions and recommendations contained in this Report are based upon information provided by others and upon the assumption that all relevant information has been provided by those parties from whom it has been requested and that such information is accurate. Information obtained by AECOM has not been independently verified by AECOM, unless otherwise stated in the Report.

The methodology adopted and the sources of information used by AECOM in providing its services are outlined in this Report. The work described in this Report was undertaken between **August and October 2016** and is based on the conditions encountered and the information available during the said period of time. The scope of this Report and the services are accordingly factually limited by these circumstances.

Where assessments of works or costs identified in this Report are made, such assessments are based upon the information available at the time and where appropriate are subject to further investigations or information which may become available.

AECOM disclaim any undertaking or obligation to advise any person of any change in any matter affecting the Report, which may come or be brought to AECOM' attention after the date of the Report.

Certain statements made in the Report that are not historical facts may constitute estimates, projections or other forward-looking statements and even though they are based on reasonable assumptions as of the date of the Report, such forward-looking statements by their nature involve risks and uncertainties that could cause actual results to differ materially from the results predicted. AECOM specifically does not guarantee or warrant any estimate or projections contained in this Report.

Unless otherwise stated in this Report, the assessments made assume that the sites and facilities will continue to be used for their current purpose without significant changes.

Where field investigations are carried out, these have been restricted to a level of detail required to meet the stated objectives of the services. The results of any measurements taken may vary spatially or with time and further confirmatory measurements should be made after any significant delay in issuing this Report.

Costs may vary outside the ranges quoted. Whilst cost estimates are provided for individual issues in this Report these are based upon information at the time which can be incomplete. Cost estimates for such issues may therefore vary from those provided. Where costs are supplied, these estimates should be considered in aggregate only. No reliance should be made in relation to any division of aggregate costs, including in relation to any issue, site or other subdivision.

No allowance has been made for changes in prices or exchange rates or changes in any other conditions which may result in price fluctuations in the future. Where assessments of works or costs necessary to achieve compliance have been made, these are based upon measures which, in AECOM' experience, could normally be negotiated with the relevant authorities under present legislation and enforcement practice, assuming a pro-active and reasonable approach by site management.

Forecast cost estimates do not include such costs associated with any negotiations, appeals or other non-technical actions associated with the agreement on measures to meet the requirements of the authorities, nor are potential business loss and interruption costs considered that may be incurred as part of any technical measures.

Copyright

© This Report is the copyright of AECOM Infrastructure & Environment UK Limited. Any unauthorised reproduction or usage by any person other than the addressee is strictly prohibited.

Table of Contents

Table of Contents	4
1 Introduction.....	5
2 History and Background.....	6
3 Visual Survey	7
4 Topographical Survey.....	26
5 Performance Testing.....	27
6 Recommendations	28
7 Cost Estimates.....	29
8 Track Certification	31
8.1 UK Athletics Track Certification.....	31
8.2 IAAF Track Certification	32
9 Maintenance.....	33

Appendix A – Athletics track surface data sheet and maintenance recommendations

Appendix B – Topographical Survey

Appendix C – Performance Testing Report

Appendix D – UKA Track Certificate

Appendix E – IAAF Certification Procedure

1 Introduction

Ards and North Down Borough Council appointed AECOM infrastructure & Environment UK Limited in August 2016 to undertake surveys, inspections and performance testing of the athletics track at Bangor Sportsplex to determine its current condition and make recommendations and cost estimates for any remedial works identified.

The site under consideration is bounded by the Old Belfast Road, residential properties along Lynne Crescent, and Sinclair Road, agricultural land and Clifton Special School. The site is access of the Old Belfast Road then through the Sportsplex car park. The range of facilities available on the site includes:

- Three full size grass football pitches (currently only two being used)
- Two Sand Dressed Synthetic Pitches, with terraced viewing gallery (currently only one being used)
- 8 lane (400m) athletics track, with terraced viewing gallery
- Studio for additional work out space or classes
- Male/female changing, located on the ground floor
- Gym
- Free weights area
- Car Parking for up to 162 cars



2 History and Background

Bangor Sportsplex was opened to the public in 1997 in its first phase with two floodlit sand based synthetic pitches. The second phase of two grass soccer pitches was opened in 1998 and the Sports Complex was completed in 2001 with the addition of an International standard Athletics Track incorporating a third grass soccer pitch in the track infield. The synthetic pitches and athletics track each have their own covered spectators stand.

The athletics track was developed by North Down Borough Council on the site of a former landfill site at Bangor Sportsplex off the Old Belfast Road, Bangor. The site was subject to dynamic compaction to stabilise the ground prior to construction taking place. In addition a watercourse known as Carnalea stream was culverted which crosses the site from west to east at the north end of the athletics track between the grass pitches and the remainder of the site.

The eight lane athletics track had a make-up consisting of;

- Geotextile
- 300mm deep Roadbase
- 60mm deep bitumen macadam basecourse
- 25mm deep hot rolled asphalt wearing course
- 13mm to 25mm deep impervious multi-layer synthetic polyurethane surface. The track, long/triple jump run way, javelin runway and D area were originally specified as 13mm deep, the javelin launch area 25mm deep, and high jump approach 20mm deep.

The project was designed by Consulting Engineers Kirk McClure Morton and the successful tenderer in 1995 was Cecil A Haffey & Son Ltd. The original completion date was programmed for March 1997 but due to difficulties in completing the athletics track surfacing the actual completion was in April 2001 and Track Certification obtained from UK Athletics. The track surface is a Polytan M non-porous system, and a data sheet for surfacing system along with Polytan's general cleaning maintenance advice is included in Appendix A of this report.

In late 2001 localised settlements occurred to one the two synthetic pitches which were developed as part of the overall contract and are located east of the athletics track. Investigation works were undertaken which concluded that the settlements were due to underground anomalies.

In early 2003 a small area of settlement on the home straight finish was detected 20m long, 3 lanes wide and approximately 50mm deep.

In 2005 a second small area of settlement was detected on the athletics track at the 1,500m marker post, in addition some settlement was noted in the infield area.

A Performance Testing Report produced by Sports Labs indicates that repairs had been undertaken to the athletic track prior to October 2010, as both existing and new areas of the track were tested.

3 Visual Survey

A visual survey was undertaken by AECOM on the 20th October 2016. The athletics track operators pointed out the following areas of concern:

- Localised dip which ponds on the outside three lanes of the home straight.
- Localised settlements of the infield which prevent it from being used as a football pitch.
- Poor repairs to site investigation holes in high jump area.
- Poor drainage from the steeplechase jump.

The visual survey examined the following elements:

- Spectator fence
- Track kerbs
- Track drainage channels and manholes
- Track surfacing
- Long Jump/Triple jump facility
- Hammer and Discus throwing cage
- High jump area
- Javelin throwing runway
- Steeplechase water jump area
- Shot putt area
- Track infield

Note that the floodlighting was not inspected as this was outside of our scope of works.

Spectator Fence

The existing spectator fence is a 1.1m high galvanised metal construction with vertical bars and a rectangular box section spectator rail. The fence located between 1.02m and 1.04m from the edge of the athletics track at the bends and the back straight.

The fence is generally in good condition however the following items were noted:

- Pedestrian and vehicular access gates on the back straight have a protruding latch bar which is a potential hazard. See Photo 1.
- At the southern end of the track there are two areas of localised damage to the vertical bars in the fence. See Photos 2 and 3.



Photo 1 – Protruding latch at gate



Photo 2 – Localised damage to fence at south west end of track



Photo 3 - Localised damage to fence at southern end of track

Track Kerbs

Between the synthetic surface and the surrounding bitmac there is a precast concrete kerb. At the interface between the bitmac and the kerb significant weed growth was noted all around the track. See Photo 4.

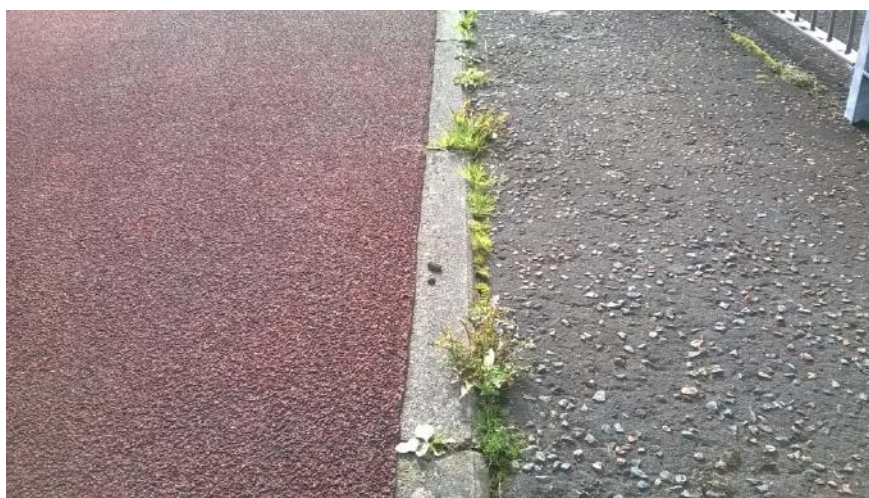


Photo 4 – Typical weed growth at kerb/bitmac interface

Track drainage channels and manholes

The athletic track surface is impervious and inclines towards the inside kerb which has either a slot drain or a channel drain covered with a plastic cover. The following observations were made in relation to the drainage:

- No manholes for the main drain runs were located.
- The channel drain covers are not all seated correctly which could lead to a trip hazard.
- The interface of the channel drain and the bitmac or grass surface has significant weed growth. See Photo 5.
- The channel drain has significant quantities of debris settled in the invert. See Photo 6.
- A channel drain located behind the spectator fence on the home straight has heavy deposits and significant weed growth. See Photo 7.



Photo 5 – typical weed growth at drainage channel

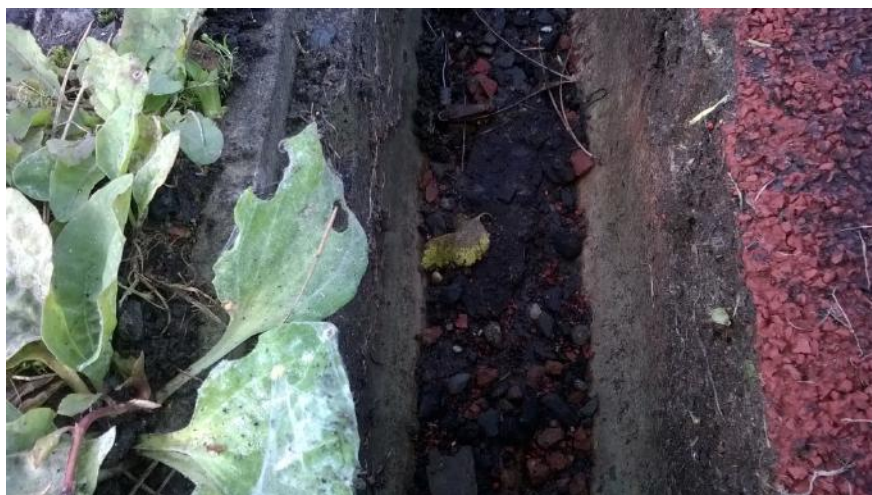


Photo 6 – Debris in invert of drainage channel

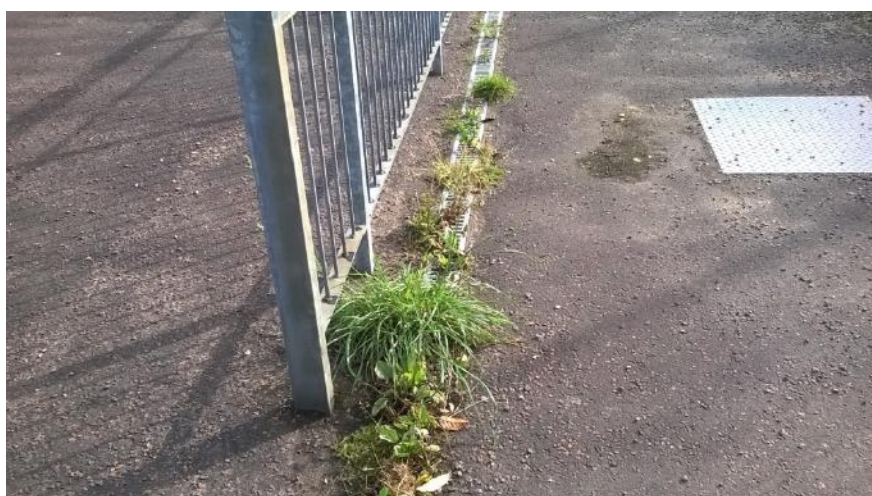


Photo 7 – Weed growth at spectator drainage channel along the home straight

Track surfacing

From our inspection of athletics track surfacing the following observations were made:

- There is a localised dip of approximately 15mm at the start of the back straight which allows rainwater to gather. The adjacent kerbline and spectator fence also show evidence of this depression. See Photos 8, 9 and 10.
- There is a localised dip approximately 10m from the finish line. See Photos 11, 12 and 13.
- There is a localised dip approximately at the start of the home straight. See Photo 14.
- The lines on the track are faded.
- The track surface is dirty and requires cleaning.



Photo 8 – Depression and ponding at start of back straight.



Photo 9 - Depression and ponding at start of back straight.



Photo 10 – Depression in spectator fencing at start of back straight.



Photo11 – Depression at finish line



Photo 12 – Depression at finish line



Photo 13 – Depression at finish line



Photo 14 – Depression at start of home straight

Long Jump/Triple jump facility

The following observations were made at the Long Jump/Triple Jump facility:

- The interface of the kerb and the bitmac or grass surface has significant weed growth. See Photo 15.
- The pole vault pit covers surfacing is starting to peel off. See Photo 16.
- The triple jump board covers surfacing is starting to peel off. See Photo 17.
- The north end long jump pit surround has significant debris and weed growth. See Photo 18.
- The north end long jump pit safety surround have been damaged in a number of locations resulting in trip hazards. See Photo 19, 20 and 21.
- The north end long jump has a piece of kerbing that has broken off and is missing. See Photo 22
- The runway surface is dirty and requires cleaning.



Photo 15 – Weed growth at Long Jump runway.



Photo 16 – Pole vault pit cover



Photo 17 – Triple Jump board cover



Photo 18 – Weed growth at northern Long Jump pit



Photo19 – Depressions in safety matting



Photo 20 - Depressions in safety matting



Photo 21 - Depressions in safety matting



Photo 22 – Long Jump pit north end missing kerb.

Hammer and Discus throwing cage

The following observations were made at the Hammer/discus throwing cage:

- There is localised settlement in the surrounding bitmac surfacing. See Photo 23.
- The interface of the pavers and the bitmac has significant weed growth. See Photo 24.
- The throwing cage metalwork is showing signs of corrosion with paint flaking off. See Photo 25.
- The interface of the concrete throwing circles and the bitmac has significant weed growth. See Photo 26.



Photo 23 – Settlement in bitmac



Photo 24 – Weed growth at throwing cage.



Photo 25 – Corrosion of steel members at throwing cage.



Photo 26 – Throwing circle

High jump area

The following observations were made on the high jump area:

- The track surface is dirty and requires cleaning.
- There are 5No exploratory holes at the east end of the area which have been poorly reinstated and have weed growth and/or are missing the surfacing. See Photos 27, 28, 29, and 30.
- There are 10No exploratory holes at the west end of the area which have been poorly reinstated and have settled. See Photos 31, 32 and 33.



Photo 27 – Exploratory hole



Photo 28 – Exploratory hole



Photo 29 – Exploratory hole



Photo 30 – Exploratory hole



Photo 31 – Exploratory hole



Photo 32 – Exploratory hole

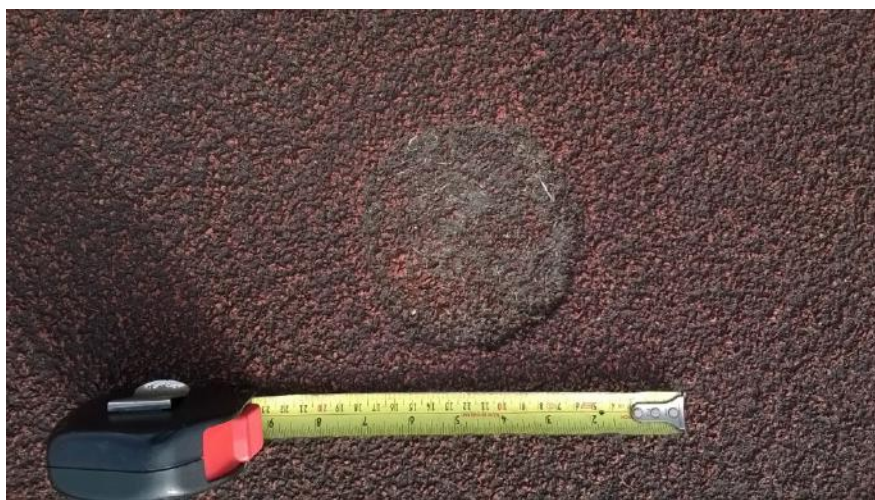


Photo 33 – Exploratory hole

Javelin throwing runway

The javelin throwing runway at the southern has a small depression resulting in rainwater standing. See Photo 34.



Photo 34 - Depression at Javelin runway.

Steeplechase water jump area

The steeplechase water jump has brackets fixing the barrier to the concrete surround however there are parts of the bracket with protrude into the well area which could pose a health and safety risk. See Photo 35.



Photo 35 – Steeplechase water jump protruding brackets

Shot Putt Area

The following observations were made on the high jump area:

- The pavers that access the throwing circle have significant weed growth.
- The stop board is broken with a both being exposed which is a health and safety risk.
- The gravel throwing area has significant weed growth.
- The throwing area in the grass has significant weed growth.



Photo 36 – Weed growth in pavers



Photo 37 – Damaged throwing board.



Photo 38 – Weed growth in shale



Photo 39 – Weed growth at throwing circle

Track infield

The track infield which is grassed has numerous areas of settlement especially the southern end towards the high jump area. See Photos 41 to 45.



Photo 40 – Settlement in track infield



Photo 41 - Settlement in track infield



Photo 42 - Settlement in track infield



Photo 43 - Settlement in track infield



Photo 44 – Settlement in track infield



Photo 45 - Settlement in track infield

4 Topographical Survey

As part of the assessment works a topographical survey was undertaken by Geodynamics. The survey covered the athletics track, the synthetic pitches and the natural grass pitches.

The Sports and Play Construction Association Code of Practise for the Construction and Maintenance of Athletics Tracks states that the inside kerb line on a standard track must be laid at the same horizontal level throughout the circuit. The inclination in the running direction shall not exceed 0.1% (1 in 1000) downwards and the lateral inclination (cross-fall) shall not exceed 1.0% (1 in 100) inwards (towards the field).

The results of the survey show the following:

- The inside kerb line of the track is laid at a level of approximately 58.3m AOD, however there are three locations where settlement has occurred and the track is at 58.289, 58.261 and 58.231 which results in localised inclination in the running direction of 1 in 150 to 1 in 700, which exceed the recommended guidelines of 1 in 1000.
- The track lateral inclination varies from 1 in 107 to flat. These lateral inclinations are within the recommended guidelines of no more than 1 in 100.
- The track infield has a slight dome configuration number of depressions located towards the south east end. These depressions are up to approximately 200mm deep.

A copy of the survey is included in Appendix B of this report.

5 Performance Testing

As part of the assessment works performance testing to BS EN 14877:2013 was undertaken by an accredited testing company Labosport UK Ltd on the 20th October 2016. The performance tests were undertaken in accordance with Table 4 of the standard which tests the following properties:

- Shock absorption
- Vertical Deformation
- Slip resistance
- Surface Regularity



Photo 46 – Testing

The testing shows that the track does not currently meet the IAAF requirements for athletics tracks as it is below the threshold for force reduction, track thickness and surface regularity.

A copy of the performance testing report is included in Appendix C of this report.

6 Recommendations

From our site inspection, the topographical survey and the performance testing we would find that the track and infield are currently in poor condition with areas of localised settlement and the performance of the synthetic polyurethane surface not complying with EN14877:2013 and at present could not be certified under the IAAF or the UKA Certification schemes discussed in Section 8.0 of this report.

In order to rehabilitate the facility there are three options have been considered:

Option 1 – Minimum works

Option 2 – Minimum works plus track overlay

Option 3 – Reconstruct the track with a reinforced foundation

Options 1 and 2 will both still contain the risk of further settlements occurring which would result in the track and infield not being to the required standard. Option 3 which requires ground stabilisation by bringing large amounts of granular material onto the site surcharging to induce any settlements in the underlying material before the complete reconstruction of the track and infield. This surcharging has been estimated to take the form of an area of 50m by 50m by 3m high of granular material which would be moved around the site after an area had settled however the time period for the settlement to take place would be variable depending on the nature of the underlying material and therefore is likely to be a lengthy and an expensive process.

Option 1 - Minimum Works Required

1. Deep clean of the athletics track, long jump, high jump and javelin run up areas.
2. Re – paint lines.
3. Cultivate/relevel the infield, secondary drainage, sand dressing and re-seed.
4. Cut out and relevel the depression at the start of the back straight and at the javelin launch area.
5. Cut out and repair the investigation holes in the high jump area.
6. Clean all drainage channels and re set covers.
7. Remove the latch protrusions from the gates on the back straight.
8. Weed removal at all locations.
9. Replace shot putt throwing board.
10. Replace the long jump safety matting.

Option 2 – Minimum Works plus track overlay

1. As above plus overlay of the polymeric surface.

Option 3 – Reconstruct

1. Excavate the existing track, bitmac and granular sub base.
2. Carry out surcharging of the site by importing granular detail
3. Reinforce the formation with geogrid and geotextile, re-level kerbs and reconstruct track and jump areas.
4. Reconstruct bitmac areas
5. Cultivate/relevel the infield, secondary drainage, sand dressing and re-seed.
6. Replace throwing cage.
7. Replace spectator fencing.

7 Cost Estimates

Based upon the three options discussed in section 6.0 of this report cost estimates have been developed using budget quotations for manufacturers and contractors and locally tendered rates. These estimates exclude VAT and professional fees and assume that the existing floodlights will be retained.

Option 1

<i>DESCRIPTION</i>	<i>AMOUNT</i>
Deep clean of the athletics track, long jump, high jump and javelin run up areas.	£4,250.00
Cultivate/relevel the infield, secondary drainage, sand dressing and re-seed.	£48,950.00
Cut out and relevel the depression at the start of the home straight, back straight and at the javelin launch area.	£27,000.00
Cut out and repair the investigation holes in the high jump area.	£900.00
Clean all drainage channels and re set covers.	£2,000.00
Remove the latch protrusions from the gates on the back straight.	£500.00
Weed removal at all locations.	£2,000.00
Re paint lines	£10,000.00
Shot putt board	£500.00
Steeplechase fence brackets	£500.00
Long jump pit sand traps	£5,000.00
Sub Total	£101,600.00
Preliminaries (10%)	£10,160.00
Risk & Contingency (20%)	£20,320.00
Total Cost Estimate	£132,080.00

Option 2

<i>DESCRIPTION</i>	<i>AMOUNT</i>
As Option 1	£101,600.00
Overtopping	£656,000.00
Sub Total	£757,600.00
Preliminaries (10%)	£75,760.00
Risk & Contingency (20%)	£151,520.00
Total Cost Estimate	£984,880.00

Option 3

<i>DESCRIPTION</i>	<i>AMOUNT</i>
Excavation	£105,000.00
Disposal	£84,000.00
Ground stabilisation	£510,000.00
Geogrid and geotextile	£68,880.00
Sub- base	£220,000.00
Kerbs	£20,000.00
Bitmac	£19,500.00
New track	£820,000.00
White lines	£10,000.00
Clean all drainage channels and re set covers	£2,000.00
Cultivate/relevel the infield, secondary drainage, sand dressing and re-seed.	£48,950.00
New throwing cage	£20,000.00
Spectator Fence	£25,000.00
Drainage channels	£30,000.00
Long jump sand traps	£10,000.00
Drainage pipes	£5,000.00
Throwing circles, water jump	£15,000.00
Sub Total	£2,013,330.00
Preliminaries (10%)	£201,333.00
Risk & Contingency (30%)	£603,999.00
Total Cost Estimate	£2,818,662.00

If the Council are considering ground stabilisation of the athletics track and the infield they may also wish to consider carrying out ground statbilisation over the area of the two adjacent synthetic pitches for an additional £120,000.00 excluding the cost of the demolition and excavation of the existing facility.

8 Track Certification

8.1 UK Athletics Track Certification

The athletics track at Bangor Sportsplex has had a Class A Certificate from United Kingdom Athletics (UKA) which recently expired on the 30th April 2016. A copy of this certificate is included in Appendix D of this report.

The UK Athletics Track Certification Status for Bangor Sportsplex indicates that the track certification has expired and can only host Level 1 and Level 2 events.

From the 1st January 2016 UK Athletics will introduce a new system of athletics facility certification called the UKA Athletics Facility Competition Certificate.

The Athletics Facility Competition Certificate has been introduced to ensure that facilities hosting events and competitions where records and qualifying standards are likely to be set are compliant with the requirements of the UK Athletics rulebook.

Only facilities that intend hosting competitions at permit levels 3, 4 and 5 will require a new UKA Athletics Facility Competition Certificate.

Level 1	Local Open Meetings and Leagues; Trophy Meetings
Level 2	Area and County Leagues; County Championships; BMC Academy and Regional
Level 3	Event Specific Festivals; BMC Elite and Grand Prix; Celtic Cup; Area Championships; BUCS Championships; BAL Divisions 1, 2, 3 and 4; UKWAL Divisions 1 and 2
Level 4	HC Championships; CAU Championships; BIG; Age Group Championships; GB Matches; UK Challenge Final; LEAP; Loughborough Match; BAL Premier Division; UKWAL Premier Division
Level 5	Olympics, World, European and British Championships; TV Events

There will be two types of certificate that will be issued:

1. Full: A venue that has a valid measurement and levels survey for the full range of outdoor track and field events.
2. Part: A venue that has a valid measurement and levels survey for some, but not all, outdoor track and field events. Note: Any areas of non-compliance will be noted on the certificate.

Certificates issued under the new scheme will normally be valid for an undetermined period of time. In the event of track resurface/remark UKA should be informed and new measurement and levels survey must be provided. Note: this must be conducted by a recognised track surveyor.

Certificates may be withdrawn, revoked or suspended by UKA if there is reasonable doubt as to the accuracy of any survey or if the facility is altered in any way which materially affects the survey.

Certificates issued under the scheme apply only to the technical suitability of the facility to host track and field competition.

All removable competition equipment such as hurdles, steeplechase barriers, landing mats, stop boards, throwing cages should be inspected before any competition and they do not form part of the UKA Athletics Facility Competition Certificate.

UK Athletics already holds a large archive of facility measurement and levels survey reports. These have been checked for both validity and compliance with the UK Athletics rulebook and, in January, any facility with a valid survey will automatically be issued with a new Athletics Facility Competition Certificate.

Any facilities for which we do not hold a valid survey will be contacted in January and advised of the steps that they need to take. Essentially facilities will fall into one of two categories:

1. Facilities used for training and area/local leagues and medal meetings: Facilities that do not intend hosting competitions at permit level 3 and above will not require an Athletics Facility Competition Certificate so there is no requirement to commission a full measurement and levels survey.
2. Facilities used for National/International Leagues and Championships: Facilities that intend hosting competitions at permit level 3 and above will need to have either a valid IAAF Certificate (Class 1 or 2), or a UK Athletics Facility Competition Certificate that demonstrates compliance in the events that have been submitted on the event permit application form. For example a Level 3 Hammer Festival would need a certificate that confirms that the venue has a fully compliant Hammer Throwing facility (i.e. cage, circle and infield).

Any facility that intends hosting competitions at permit level 3 or above that does not have a survey or has an invalid valid survey. E.g. a survey dated pre 2000, a survey that has not been signed by a recognised track surveyor, or a survey that predates resurfacing work or significant venue modification; will need to appoint a recognised track surveyor to conduct a full measurement and levels survey. Once this has been completed the survey should be sent to UK Athletics where it can be checked for compliance, after which time either a full or part certificate will be issued

8.2 IAAF Track Certification

As of the 3rd of August 2016 the only IAAF Certified Athletics Facility in Northern Ireland is the Mary Peters Track which holds a Class 2 Certificate. As part of our investigation works into the condition of the existing athletics track at Bangor Sportsplex we have undertaken performance testing by Labosport who is an accredited IAAF testing laboratory.

Obtaining an IAAF Certification for a Class1 Facility is would cost \$10,000.00 and a Class 2 facility is \$1,500.00. The Certification would be valid for four years and enable the track owner to use the IAAF logo.

A copy of the IAAF Certification Procedures is included in Appendix E of this report.

9 Maintenance

From discussions with the athletics track operators Northern Community Leisure Trust (NCLT) it is evident that no formal maintenance plan is in place for the athletics track. Several deep cleans of the track surface have been undertaken in recent years with the last clean was carried out by Sports Ground Specialists from Ballymoney in early 2015. We would recommend that the following maintenance be undertaken to keep the track surface clean, safe for use and so the facility looks attractive and well-kept at all times:

- Sweeping of leaves and other detritus from the surface.
- Washing the surface to remove contaminants such as grime, algae, moss, sand etc.
- Applying a prophylactic treatment of moss killer and or algacide.
- Periodically removing weed growth from the perimeter kerb lines without the use of burners or open flame.

For the athletics track we would recommend the following maintenance schedule.

<i>ACTION</i>	<i>FREQUENCY</i>
Use of sweeper to remove surface detritus	As required but at least every two weeks
Use of lance on high pressure washer to clear sand, mud, etc. from runways	As required, after use
Use of high pressure scrubber for deep clean of track and runways	At least every two years
Re-texturing of heavily worn areas	As they occur
Centre area grass cutting (cuttings to be boxed)	As required
Relining	As required
Cleaning of drains	At least once a year or more often if required
Repainting of lines	As required

At all tracks both pedestrians and maintenance machinery require access to the grass infield. Protection should be provided to the track surface by means of roll out matting for pedestrian access to prevent contamination from dirty footwear or plywood sheeting to grass cutting machinery.

The inside lane of an athletic track along with the start areas, horizontal and vertical jump runways gets the most wear compared to the outside lanes of the track. To extend the useful life of the track consideration should be given using these high wear areas as little as possible during training.

This can be achieved by:

- Coning off the inside lanes so that their use is restricted to competitions.
- Spreading training use over both straights so that sprints and hurdles are evenly spread between the home and back straights.
- Moving the high jump bed to different parts of the fan.
- Using roll out run ups for the horizontal jumps.
- Covering the take-off area in the pole vault with suitable rubber for training.

Appendices



Appendix A – Athletics track surface data sheet and maintenance recommendations



CLEANING AND MAINTENANCE OF POLYTAN SYNTHETIC SURFACES USAGE AND CLEANING INSTRUCTIONS

CONTENTS

1.	Introduction	1
2.	Objective and purpose	1
3.	Polytan synthetic surfaces	1
4.	General information	2
4.1	Rules and regulations	2
4.2	RAL-Quality marks	2
5.	Usage	2
5.1	General	2
5.2	Installation	3
5.3	Sporting use	3
5.3.1	General notes regarding sporting use	3
5.3.2	Sports shoes	3
5.3.3	Cycling and roller sports	4
5.3.4	Temporary colour markings	4
5.3.5	Standing water	4
5.4	Non-sport related activities	4
5.4.1	Non-sport related loading	4
5.4.2	Vehicles	4
5.4.3	Temporary structures	4
5.4.4	Gatherings of large numbers of people	4
6.	Cleaning activities	5
6.1	General cleaning information	5
6.2	Distinguishing between cleaning activities	5
6.3	Cleaning activities	5
6.3.1	General	5
6.3.2	Inspection	6
6.3.3	Basic cleaning	7
6.3.4	Intensive cleaning	7
6.3.5	Repair	8
7.	Winter use – cleaning ice and snow	9
8.	Cleaning equipment	9
	Appendix	10
	1 Overview of inspection and cleaning activities	10
	2 Inspection activities checklist	11
	3 Polytan service	12
	4 Index	13

1. INTRODUCTION

By choosing Polytan, you will receive high-quality, professionally installed sports surfaces that are precisely matched to your needs. In addition, you will have the security of always having a competent partner at your side.

As a full-range supplier, we not only offer accessories, such as the goals, long jump bars or basketball hoops required to complete your venue, we also have specialised machines that we have developed ourselves for efficiently cleaning, servicing and repairing our synthetic surfaces. To ensure a consistently high quality of use and retain the highest possible value of your Polytan sports surface, we can advise you in the choice of the most appropriate cleaning products for your Polytan synthetic surface.

2. OBJECTIVE AND PURPOSE

Our objective in producing this Service Leaflet is to provide you with some important cleaning and maintenance guidelines so that the performance of your high-quality Polytan synthetic surfaces is maintained over time.

3. POLYTAN SYNTHETIC SURFACES

Polytan synthetic surfaces are designed to retain their full functionality, even after many years of intensive use. However, over a long period of time, dirt, dust, pollen, environmental and weather influences, such as rain, snow or strong sunlight take their toll on even the thickest surface. It is for these reasons, not to mention to satisfy the sporting and protective requirements^{1,2}, that you should ensure that your Polytan synthetic surfaces are exposed to uniform wear and professionally cleaned at regular intervals.

This Service Leaflet is primarily designed for the products listed below:

▪ Polytan PUR



▪ Polytan PUR Gold



▪ Polytan PUR E



▪ Polytan M



▪ Polytan M E



▪ Polytan WS



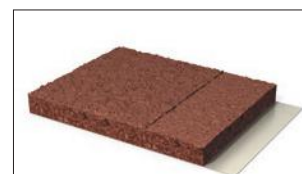
▪ Polytan WSS



▪ Polytan SL



▪ Polytan SES



¹Sporting functions are characteristics of the synthetic surface that facilitate the best possible use of the various methods employed in the individual sport disciplines while at the same time avoiding undue risks in the loading of the musculoskeletal system and excessive energy consumption (fatigue).

²Protective functions are characteristics of the synthetic surface that relieve the musculoskeletal system of athletes when running, jumping or participating in ball games and reduce the risk of injury if they fall over.

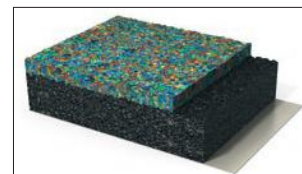
- Polytan S



- Polytan SE



- Polytan FS



- Polytan Re-Topping-Systems



Descriptions of the individual products can be found on our homepage www.polytan.com

4. GENERAL INFORMATION

4.1 RULES AND REGULATIONS

General regulations and laws must be noted and complied with. These include the accident prevention regulations.³

4.2 RAL QUALITY MARKS

Services provided by Polytan, such as cleaning and retopping, are subject to the requirements of the RAL 943 quality assurance system and are certified by the use of the RAL Quality Marks 943/2 and 943/4.⁴

„[...] The RAL quality assurance system ensures that the RAL Quality Marks (Gütezeichen) represent particularly high-quality products and services. The Quality Assurance and Test Specifications cover the characteristics that are important for the utilisation of a product or service carrying the Quality Mark (Gütezeichen). RAL defines these specifications by involving the institutions affected by the Quality Mark (Gütezeichen), such as business and consumer organisations, authorities and testing institutions. Manufacturers and service providers, as well as independent testers regularly monitor that the regulations are being observed. [...]“⁵

Polytan is a professional service partner whose RAL certification provides the reassurance that it will consistently supply high-quality products and services that reflect the latest state-of-the-art.

5. USAGE

5.1 GENERAL

Proper use of Polytan synthetic surfaces is essential if they are to satisfy the sporting and protective requirements placed upon them.

³This list is not intended to be complete.

⁴For further information, visit <http://ral-ggk.eu/>

⁵For the RAL Quality Marks, visit: <http://www.ral-guetezeichen.de/fragen-verbraucher.html?&L=1> [issue: 19.06.2015].

5.2 INSTALLATION

To ensure the long-term capability of a Polytan synthetic surface, it must be left to harden sufficiently after installation before it is used. Depending on weather conditions, this hardening time can take between one and two weeks. No sporting activities should be carried out during this time. No non-sport related activities are permitted.

5.3 SPORTING USE

5.3.1 General notes regarding sporting use

As a basic principle, the only sporting activities that should be carried out on the synthetic surfaces are those for which it was designed. This will allow the surfaces to retain their sporting and protective functions over the long term.

Certain parts of the track, such as the inside lane or start and take-off areas, are used more frequently and will consequently wear more quickly. We therefore recommend that these be avoided when training to ensure more even wear over the entire surface.

5.3.2 Sports shoes

When carrying out sporting activities, the correct type of sports shoe for the sport or surface in question must be used. We recommend the use of pyramid or compression spikes, as they tend to compress the surface rather than penetrate it. The surface thus provides the athlete with more energy and does not wear out so rapidly. When training, we generally recommend shoes that have spikes no longer than 6 mm. For competitions, spikes up to 12 mm in length can be used, but only on type E surfaces as shown in the following table as per EN 14877.

SURFACE TYPE ACCORDING TO EN 14877	SYNTHETIC	SURFACE SHOE TYPE
Type E	Polytan PUR	trainers or spiked shoes with spikes up to 6 mm in length ⁶
Type D	Polytan PUR Gold	trainers or spiked shoes with spikes up to 6 mm in length ⁶
Type E	Polytan PUR E	trainers or spiked shoes with spikes up to 6 mm in length ⁶
Type D	Polytan M	trainers or spiked shoes with spikes up to 6 mm in length ⁶
Type D	Polytan M E	trainers or spiked shoes with spikes up to 6 mm in length ⁶
Type A	Polytan WS	trainers or spiked shoes with spikes up to 6 mm in length ⁶
Type A	Polytan WSS	trainers or spiked shoes with spikes up to 6 mm in length ⁶
Type A	Polytan SL	trainers or spiked shoes with spikes up to 6 mm in length ⁶
Type A	Polytan SES	trainers or spiked shoes with spikes up to 6 mm in length ⁶
Type B	Polytan S	sports shoes with flat soles
Type C	Polytan SE	sports shoes with flat soles
Type B	Polytan FS	shoes with flat soles
–	Polytan GYM BS	sports shoes with flat, light-coloured and abrasion-resistant soles (gym shoes)

⁶ Longer spikes will cause the surface to wear more quickly. For competition purposes, spikes up to 12 mm in length can be used, but only in the long jump, high jump, pole vaulting and javelin throwing areas.

5.3.3 Cycling and roller sports

Cycling and roller sports (incl. wheelchair sports) can cause discolouration of the surface as a result of abrasion of the tyres caused by hard braking or skidding. This type of discolouration can be removed by intensive cleaning by Polytan or one of its accredited service partners.

Roller sports involving the use of sticks (Nordic Skating) may only be carried out if the ends of the sticks are fitted with blunt rubber studs. Sticks with metal or plastic tips are not permitted.

5.3.4 Temporary colour markings

Temporary or provisional colour markings may only be used if they can be easily removed, do not damage the synthetic surface and comply with environmental protection requirements. Paints and other liquid colourings should not be used. Adhesive tape may only be used if it is easy to remove and leaves no residues.

5.3.5 Standing water

If, following heavy rain, there is any standing water on the sports areas that prevents sporting activities from being carried out, the surfaces can be cleared during events using sponge rollers or suction devices.

5.4 NON-SPORT RELATED ACTIVITIES

5.4.1 Non-sport related loading

Non-sport related loading should basically be avoided, as it brings with it a much higher risk of damaging the surface. If, however, a non-sport related activity is being planned, this should be discussed in advance with a member of the Polytan team.

5.4.2 Vehicles

Vehicles are only permitted to drive onto Polytan synthetic surfaces in exceptional circumstances. There are a number of ways in which vehicles can damage the surface, e.g. sudden starting, spinning of the wheels or by excessive point loading. Oil leaks can also cause marks on the surface and are extremely difficult and time-consuming to remove.

Polytan synthetic surfaces should only be driven on by vehicles fitted with wide/low-pressure tyres that do not have sharp or pointed profiles. The maximum weight of the vehicle must not exceed 5 tonnes and it should have an average wheel loading of no more than 2 tonnes.⁷

If a heavier vehicle has to be used for some reason, then load distributing elements such as planking, webbing, etc., must be used. The pressure and point loading must still be kept as low as possible (under 500 kg/m²). Polytan is unable to accept liability for such heavy loads.⁷

5.4.3 Temporary structures

In situations where temporary structures, such as grandstands, concert stages, etc., are to be erected on Polytan synthetic surfaces, load distributing elements such as planking, webbing, etc., must be used. The pressure and point loading must still be kept as low as possible (under 500 kg/m²). Polytan is unable to accept liability for such heavy loads.⁸

5.4.4 Gatherings of large numbers of people

During gatherings of large numbers of people (e.g. concerts) in which visitors will be standing or sitting on the synthetic surfaces, the surfaces should be covered entirely by a watertight planking system, for example, to prevent damage from rubbish, chewing gum or a variety of liquids.

⁷ Vehicles must never drive onto Polytan FS surfaces, as these surfaces possess safety-relevant features that might be compromised by the high loading.

⁸ Temporary structures must never be erected on Polytan FS surfaces, as these surfaces possess safety-relevant features that might be compromised by the high loading.

6. CLEANING ACTIVITIES

6.1 GENERAL CLEANING INFORMATION

The following must always be observed when carrying out cleaning activities.

Do not use any chemical additives when wet cleaning. When using cleaning materials, always follow the manufacturer's instructions and ensure that you comply with the national and local safety and environmental legislation.

Minor damage, e.g. cracks, should be repaired immediately using the Polytan repair kit. Any markings must be renewed in good time according to how intensive the use is.



Professional cleaning by specialist companies

6.2 DISTINGUISHING BETWEEN CLEANING ACTIVITIES

We make a distinction between four types of cleaning activity:

- Inspection
- Basic cleaning
- Intensive cleaning
- Repair

6.3 CLEANING ACTIVITIES

6.3.1 General

It is important to retain the sporting and protective features of Polytan synthetic surfaces through regular cleaning. This is especially relevant for their surface properties and water permeability.

How often these inspection and cleaning activities are carried out will depend in particular on air contamination levels (e.g. proximity to industrial sites), the state of adjacent areas (e.g. long-jump pits, areas of vegetation) and how frequently the facilities are used (see Appendix, page 10).

Should any oil, fuel or chemical fluid spill onto the synthetic surfaces, the fluid must be bound by covering the affected area(s) immediately with sand or sawdust. This will help minimise the damage to the surface. Cigarettes, fireworks or open fires of any kind are not permitted in the vicinity of synthetic surfaces.

6.3.2 Inspection

Polytan synthetic surfaces must be inspected at regular intervals. Doing so will prevent damage and contamination and enable minor defects to be detected promptly. The surface should be checked every week for items of rubbish and vegetation (blossom, leaves, etc., depending on the time of year) as well as any loose material from sandpits or sports areas (e.g. rubber granulate). If necessary, these loose items should be removed without delay. The synthetic surface should be carefully inspected for damage at least once a quarter (see Appendix, page 10). It must also be inspected for damage immediately following any non-sporting event.

Check all drainage channels and gutters every month to see whether they need to be cleaned. A quarterly inspection will suffice in the case of enclosed drainage channels. An overview of the inspection activities can be found in the Appendix on pages 10 and 11.



Bad example: Very dirty synthetic surface



Good example: Cleaned synthetic surface

Besides the synthetic surface, the sporting equipment should also be inspected once a quarter, especially to ensure it is stable. Damaged equipment can also damage the surface. Damaged sporting equipment must be repaired or replaced without delay.

Sporting equipment includes the following:⁹

- Ball retaining/catching devices
- Basketball hoops
- Ground sockets
- Drainage covers
- Football and handball goals
- Light-athletics facilities (e.g. take-off boards)

⁹This list is not intended to be complete.

6.3.3 Basic cleaning

Basic cleaning is normally carried out using a dry cleaning method. If any loose items, such as rubbish or vegetation (blossom, leaves, etc.) are found on the synthetic surfaces during the weekly inspection, they should be removed without delay using a sweeper or a suction sweeper. The sweepers must be fitted with synthetic brushes. Metal brushes will damage the surface so must not be used. A leaf blower is another practical way of cleaning away loose items. Brush sweepers must be employed as “skimmers”, with only a small amount of pressure being applied to the rotating brushes.

Any weeds that start growing in the kerb joints must be removed without delay. Do not use any chemicals or open flame (e.g. gas burners) for this purpose.

Chewing gum can usually be removed by spraying it with an icing spray.



Basic cleaning can be carried out using a sweeper

6.3.4 Intensive cleaning

Wet cleaning should be carried out every 2-3 years, depending on how dirty the surface gets. This will remove all dirt, abraded matter, moss and algae from the surface.¹⁰

If the synthetic surface is in the shade or is bordered by vegetation, then it will tend to be affected by moss sooner. In such situations intensive cleaning should be carried out every year.



Bad example: Moss-covered synthetic surface



Good example: Clean surface

In the case of water-permeable surfaces that have not been cleaned for some time, there is a risk that plants may start growing following intensive cleaning. Seeds penetrate deeper and deeper into the surface as the years go by, and not even an intensive cleaning session will be able to completely clean such heavily contaminated surfaces. This is why it is essential to clean synthetic surfaces at regular intervals.

¹⁰Water-permeable surfaces such as Polytan WS, WSS, S, SE, SL or SES tend to exhibit moss or algae growth sooner than non-permeable surfaces (e.g. Polytan PUR or M) so, depending on their location, should be cleaned more frequently.

In addition to the surface, the drainage system (drainage channels) should also be cleaned at regular intervals. Open channels are to be cleaned every month, enclosed ones every quarter (see Appendix, page 10). The following points must be taken into account:

- Cleaning of the inlet units, traps and outlets
- Cleaning of the point inlets and their traps
- Cleaning of the channels
- Inspecting the infeed point in the draining canal
- Inspecting the channels and covers for damage



Intensive cleaning by a specialist company

6.3.5 Repair

Polytan synthetic surfaces are extremely robust. However, even the most robust surfaces will suffer over time and require complete or partial refurbishment or repair. A refurbishment that is carried out in good time will keep the synthetic surface in good shape and avoid having to replace it completely. Polytan offers a retopping service for such cases.¹¹

Large-scale repairs should always be carried out by Polytan or one of our partner companies. Minor damage (e.g. small cracks up to 8 mm in size) can be repaired by trained personnel using a Polytan repair kit. However, we would always recommend that the repair is carried out by a specialist.

Running track and playing field markings should also be renewed if they have faded due to weathering or become worn as a result of intensive use. Relining should also only be carried out by Polytan or one of its partner companies.



Clearly apparent cracks



Repaired synthetic surface

¹¹Your Polytan contact will be able to provide you with detailed information on the subject of retopping.

7. WINTER USE – CLEARING ICE AND SNOW

If you want to use Polytan surfaces in the winter, ensure that only blunt attachments are used when clearing away ice and snow. The attachments must have rubber or soft plastic edges. The vehicles themselves must not have snow chains or spikes fitted, as these can damage the synthetic surface. Never spread salt or any other chemical antifreeze on the surfaces, as they will attack and damage the synthetic surfaces.

8. CLEANING EQUIPMENT

Polytan synthetic surfaces must only be cleaned using the appropriate cleaning equipment. We offer training programmes and special cleaning equipment and quickly carry out expert repairs when needed. We will also be happy to arrange a maintenance and service agreement with you.

APPENDIX

1 OVERVIEW OF INSPECTION AND CLEANING ACTIVITIES

CLEANING	ACTIVITIES	RESPONSIBLE PERSONNEL	FREQUENCY					
			Weekly	Monthly	Quarterly	Annually	Every 2-3 years	As required
Inspection and basic cleaning	Removal of rubbish	Responsible service personnel	■					■ After events
	Inspection Damage	Responsible service personnel			■			■ After events
	Remove loose vegetation (pollen, leaves, etc.) using leaf blower or similar	Responsible service personnel	■ According to time of year	■ According to time of year				
	Remove weeds	Responsible service personnel						■
Intensive cleaning	Cleaning of drainage system	Responsible service personnel/ Specialist company		■ Open drainage channels	■ Enclosed gutters			
	In-depth cleaning	Specialist company				■ If in shade and with vegetation nearby	■	
Repairs	Repairing of cracks up to 8 mm in size	Responsible service personnel/ Specialist company						■
	Repairing of damage	Specialist company						■
	Relining	Specialist company						■
	Retopping	Specialist company						■

2 INSPECTION ACTIVITIES CHECKLIST

The following points should be taken into account when inspecting the synthetic surface:

Weekly:

- Rubbish
- Loose vegetation (e.g. grass cuttings, pollen, leaves)
- Loose material from adjacent areas (e.g. sand, gravel, mulch)
- Surface abrasion (e.g. loose granulate)
- Animal faeces
- Dead animals (e.g. earthworms)

Monthly:

- Drainage of open drainage channels

Quarterly:

- Detached surfaces
- Worn topping
- Worn marking
- Algae, moss growth
- Surface damage (e.g. detached, blistering, open joints, cracks)
- Drainage functionality
- Adjacent grassy areas and plant beds in good condition (e.g. not overgrown, root damage)
- Plant growth
- Cleaning omissions
- Damage to sporting equipment

3 POLYTAN SERVICE

Polytan sports surfaces are designed to retain their full functionality, even after many years of intensive use. However, over a long period of time, dirt, dust, pollen, environmental factors and weather influences such as rain, snow or strong sunlight take their toll on even the thickest surface. That is why we recommend that your Polytan sports surfaces are professionally cleaned at regular intervals.

As your service partner, Polytan provides expert personnel, special equipment and guidance to help you with this task. We offer training programmes and special cleaning equipment and quickly carry out expert repairs when needed.

We will also be happy to arrange a maintenance and service agreement with you. We are also your competent partner to rectify various damages – whether it's age-related wear and tear, improper use or vandalism. Depending on the nature and extent of the damage, a team of Polytan repair specialists is on hand ready to get your sports surface looking good and functioning properly in next to no time at all.

4 INDEX

Algae	7
Chemical fluids	5
Chewing gum	4, 7
Cigarettes	5
Concert stages	4
Concerts	4
Cycling and roller sports	4
Fireworks	5
Fuel	5
Grandstands	4
Installation	3
Moss	7
Nordic skating	4
Oils	5
Open fire	5
Polytan FS	2, 3, 4
Protective functions	1
RAL Quality Mark	2
Retopping	2, 8, 10
Salt	9
Snow	1, 9
Spiked shoes	3
Sporting equipment	6, 11
Sporting functions	1
Sports shoes	3
Standing water	4
Sticks	4
Tyre abrasion	4
Vehicles	4
Weeds	7, 10
Wheelchair sports	4



WATERPROOF

Polytan M

★★★★★

THE PROFESSIONAL CHOICE AMONG SPORTS SURFACES

The Polytan M is an authentic professional sports surface for athletics stadiums, competitive running tracks and school-sports facilities recognised worldwide as the ideal competition surface. The polytan M offers exceptional acceleration performance and enhanced tread elasticity.

BENEFITS

- Excellent values when it comes to sports medicine
- The preferred surface of elite athletes the world over
- IAAF certification ensures suitability for competitions

WATERPROOF

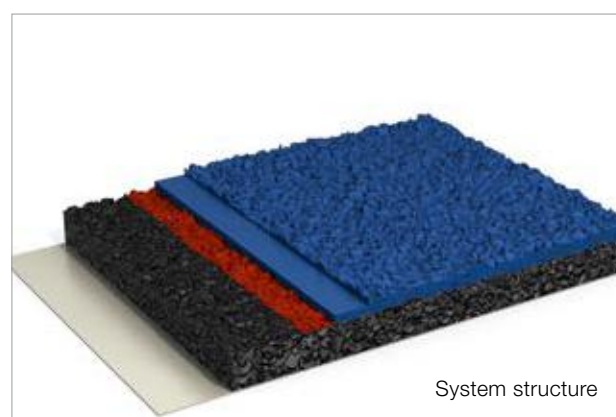
Polytan M

★★★★★



COMPETITION / STADIUM ■ TRAINING ■ MULTIPURPOSE / SCHOOL SPORTS

Fast with high damping properties and excellent values when it comes to sports medicine. These are all excellent prerequisites for performance and competitive sports in athletics facilities with running and run-up tracks. The Canadian, British and American track and field teams recently also felt the same thing: all three teams chose sports facilities with the Polytan M surface for their preparation for the 2012 Olympic games in London. The Canadian athletes trained in the Kamen Kaiserau sports centre and British athletes trained on the running track at the Loughborough University in the UK. The American athletics team got in shape in the Alexander Stadium in Birmingham.



System structure

AREAS OF USE

- Athletics stadiums
- Competitive running tracks
- School sports facilities

PROPERTIES

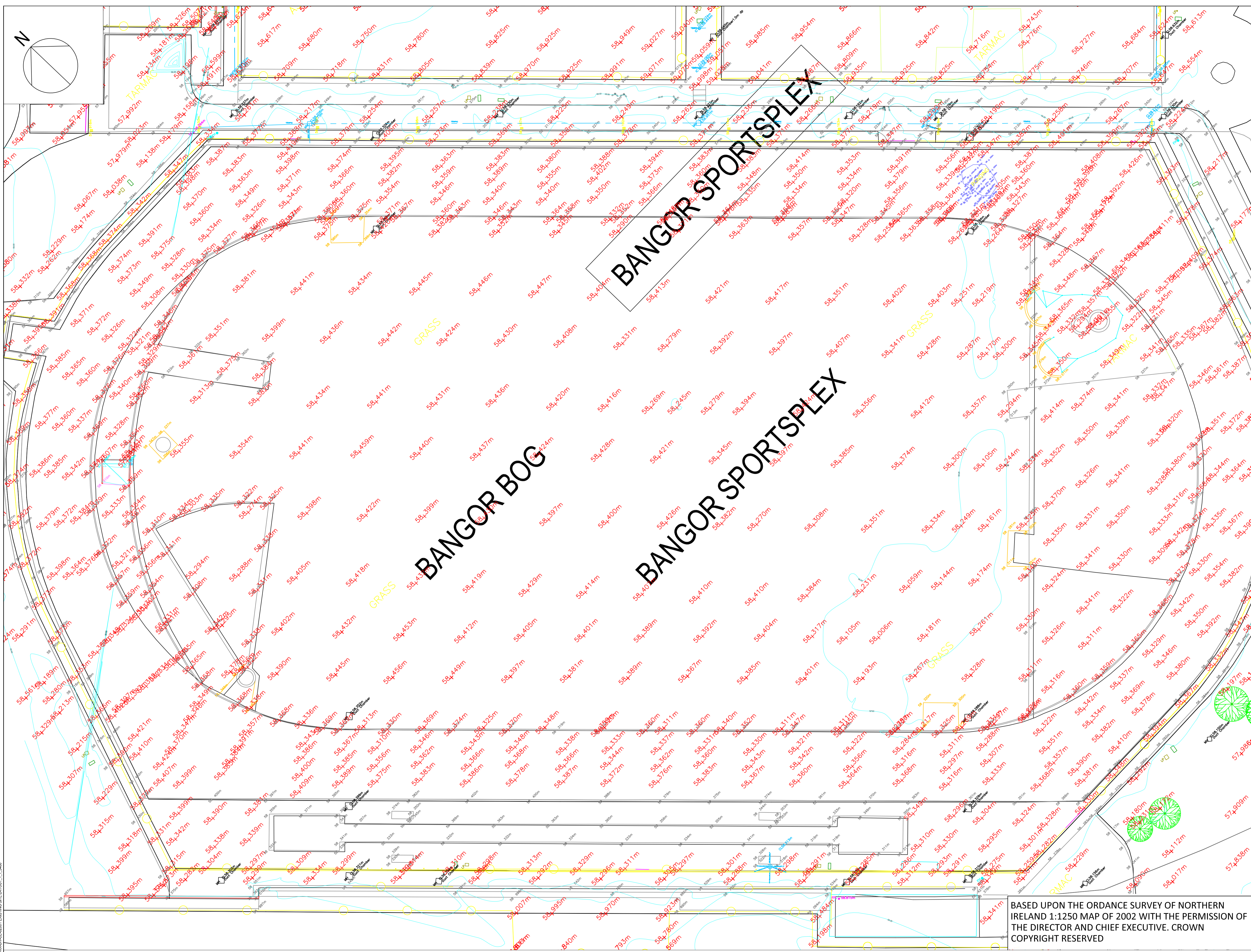
- Poured in-situ surface
- Granules with visible tips interspersed, ideally suited to spikes
- Waterproof
- Can be certified according to IAAF requirements



Cross-section



Appendix B – Topographical Survey



SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION BOX

312

IT IS ASSUMED THAT ALL WORKS ON THIS DRAWING WILL BE CARRIED OUT BY A COMPETENT CONTRACTOR WORKING, WHERE APPROPRIATE, TO AN APPROPRIATE METHOD STATEMENT.

THIS DRAWING IS TO BE USED ONLY FOR THE PURPOSE OF ISSUE THAT IT WAS ISSUED FOR AND IS SUBJECT TO AMENDMENT.

- NOTES
1. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL OTHER RELEVANT DOCUMENTATION.
 2. DO NOT SCALE FROM THIS DRAWING. USE ONLY PRINTED DIMENSIONS.
 3. ALL DIMENSIONS IN MILLIMETRES. ALL CHANGES, LEVELS AND COORDINATES ARE IN METRES UNLESS DEFINED OTHERWISE.
 4. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE PROJECT HEALTH & SAFETY FILE FOR ANY IDENTIFIED POTENTIAL RISKS.

Revision Details	By	Check	Date	Surfix

Purpose of Issue

PRELIMINARY

Client

ARDS & NORTH DOWN BOROUGH COUNCIL

Project Title

BANGOR SPORTSPLEX ATHLETICS TRACK

Drawing Title

EXISTING SITE LAYOUT LOCATION PLAN

Designed	Drawn	Checked	Approved	Date
CM	GA	CM	MMcC	15/08/2016

AECOM Internal Project No. 47075765

Scale @ A1 1:250

THIS DOCUMENT HAS BEEN PREPARED PURSUANT TO AND SUBJECT TO THE TERMS OF AECOM'S APPOINTMENT BY ITS CLIENT. AECOM ACCEPTS NO LIABILITY FOR ANY USE OF THIS DOCUMENT OTHER THAN BY ITS ORIGINAL CLIENT OR FOLLOWING AECOM'S EXPRESS AGREEMENT TO SUCH USE. AND ONLY FOR THE PURPOSES FOR WHICH IT WAS PREPARED AND PROVIDED.

AECOM Infrastructure & Environment UK Limited

Beechill House
Beechill Road, Belfast
BT8 7RP
Tel: +44 (0)28 9070 5111
Fax: +44 (0)28 9070 5551
www.aecom.com



Drawing Number	Rev
BSAT-ACM-00-XX-DR-CE-02001	P1

EXISTING SITE LAYOUT PLAN
Scale 1:500

BASED UPON THE ORDANCE SURVEY OF NORTHERN IRELAND 1:1250 MAP OF 2002 WITH THE PERMISSION OF THE DIRECTOR AND CHIEF EXECUTIVE. CROWN COPYRIGHT RESERVED

Plot Date: 14/08/2016 12:28 PM
File Name: BSAT-ACM-00-XX-DR-CE-02001-EXISTING SITE LAYOUT_1_1_3406

Appendix C – Performance Testing Report



TECHNICAL REPORT

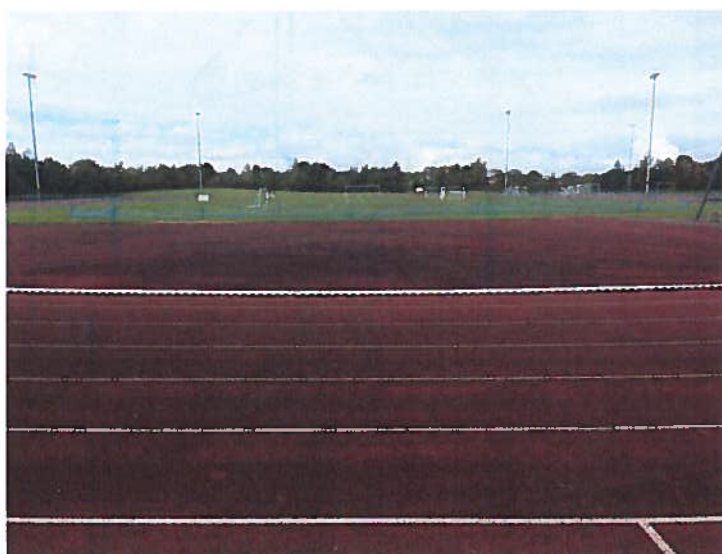
Assessment of the Synthetic Surfaced
Athletics Track installed at Bangor SportsPlex,
Bangor, Northern Ireland

Report Number **LSUK.16-0916**

Client **AECOM**

Test Engineer(s) **Josh Richards
Ben Gallimore**

Date(s) **20/10/2016 (visit)
07/11/2016 (report)**



This report contains 16 pages

It may not be used for commercial purposes, unless it is reproduced in its entirety

Labosport Limited is registered in England Number: 5185905 at Unit 3 Aerial Way, Hucknall Business Park, Hucknall, Nottingham, NG15 6DW

LABOSPORT UK

Unit 3, Aerial Way • Hucknall Business Park • Hucknall • Nottingham • NG15 6DW
info@labosport.co.uk
Tel. +44 (0) 115 968 1998

www.labosport.co.uk

TECHNICAL REPORT: ASSESSMENT OF THE SYNTHETIC SURFACED ATHLETICS TRACK AT BANGOR SPORTSPLEX, NORTHERN IRELAND



316

SITE DETAILS

TRACK LOCATION	292 Old Belfast Rd, Bangor BT19 1LU, UK
SURFACE	POLYTAN M
DATE OF INSTALLTIONS	2001

TEST CONDITIONS

DATE OF TEST	20/10/2016	
INSPECTORS	JOSH RICHARDS / BEN GALLIMORE	
SURFACE CONDITION	DRY	
TEMPERATURE	MIN	MAX
SURFACE	13.2°C	38.3°C
AIR / AMBIENT	10.2°C	11.7°C

TEST PROGRAMME

The track was tested in accordance with the following requirements selected from the IAAF Testing protocols and EN 14877 (2013):

PROPERTY	TEST METHOD
THICKNESS	IAAF 2.3 / EN 1969
FORCE REDUCTION	IAAF 2.4 / EN 14809
VERTICAL DEFORMATION	IAAF 2.5 / EN 14808
SURFACE FRICTION	IAAF 2.6 / EN 13036-4 (CEN RUBBER)
SURFACE REGULARITY	IAAF 2.2 / EN 13036-7

Report Number	LSUK.16-0916	Page 3 of 16
Date	07/11/2016	

**TECHNICAL REPORT: ASSESSMENT OF THE SYNTHETIC SURFACED
ATHLETICS TRACK AT BANGOR SPORTSPLEX, NORTHERN IRELAND**


TEST LOCATIONS

Thickness was measured at 10 m intervals around the main track circuit alternating between odd and even numbered lanes and at 5 m intervals on all field event facilities.

Force Reduction and Vertical Deformation were measured at the following 16 locations:

Position	Location	Distance / Lane
1	First Radius	40m / lane 6
2	Back Straight	130m / lane 2
3	Back Straight	160m / lane 5
4	Back Straight (least thickness)	210m / lane 7
5	Final Radius	270m / Lane 1
6	Main Straight	320m / Lane 1
7	Main Straight	350m / Lane 4
8	Main Straight	390m / outer lane
9	Main Straight (least thickness)	390m / Lane 5
10	D area 1 South	0m x 10m
11	Long / triple jump runway 1	30m
12	Long / triple jump runway 2	30m
13	Pole Vault runway	25m
14	Steeplechase lane	-15m
15	Javelin Runway 1	18m
16	Javelin Runway 2	10m

Report Number	LSUK.16-0916	Page 4 of 16
Date	07/11/2016	

**TECHNICAL REPORT: ASSESSMENT OF THE SYNTHETIC SURFACED
ATHLETICS TRACK AT BANGOR SPORTSPLEX, NORTHERN IRELAND**



318

Surface Friction testing was conducted at the following locations

Position	Location	Distance / Lane
1	Final Radius	250m / lane 4
2	Back Straight (lowest texture)	120m / lane 3
3	First Radius	5m / lane 1
4	Main Straight (lowest texture)	330m / lane 1
5	D area	11m / 25m
6	Long Jump Runway	25m

Report Number LSUK.16-0916

Date 07/11/2016

Page 5 of 16

**TECHNICAL REPORT: ASSESSMENT OF THE SYNTHETIC SURFACED
ATHLETICS TRACK AT BANGOR SPORTSPLEX, NORTHERN IRELAND**


RESULTS

Thickness results of circuit:

Metres from start	Lane Number							
	1	2	3	4	5	6	7	8
0m	23	19	18	20	18	20	19	19
10m	15	-	16	-	15	-	24	-
20m	-	23	-	21	-	24	-	24
30m	24	-	24	-	23	-	20	-
40m	-	23	-	23	-	23	-	21
50m	27	-	26	-	25	-	25	-
60m	-	22	-	22	-	21	-	22
70m	26	-	21	-	20	-	21	-
80m	-	23	-	24	-	26	-	22
90m	21	-	21	-	20	-	22	-
100m	-	22	-	21	-	24	-	22
110m	24	-	22	-	21	-	21	-
120m	-	23	-	23	-	24	-	24
130m	19	-	23	-	23	-	23	-
140m	-	24	-	24	-	22	-	24
150m	21	-	23	-	23	-	24	-
160m	-	24	-	24	-	24	-	23
170m	20	-	22	-	22	-	24	-
180m	-	23	-	23	-	23	-	21
190m	22	-	21	-	21	-	23	-
200m	-	22	-	22	-	24	-	24
210m	20	-	23	-	23	-	24	-
220m	-	23	-	24	-	24	-	24
230m	22	-	23	-	23	-	23	-
240m	-	22	-	23	-	24	-	21
250m	21	-	22	-	22	-	22	-
260m	-	23	-	24	-	22	-	22
270m	20	-	23	-	22	-	20	-
280m	-	22	-	21	-	20	-	22
290m	19	-	22	-	21	-	21	-
300m	-	22	-	22	-	22	-	22
310m	17	-	23	-	23	-	23	-
320m	-	20	-	24	-	21	-	24
330m	21	-	23	-	22	-	24	-
340m	-	21	-	21	-	25	-	23
350m	24	-	22	-	23	-	22	-
360m	-	22	-	22	-	24	-	21
370m	21	-	20	-	21	-	20	-
380m	-	24	-	23	-	23	-	23
390m	20	-	21	-	23	-	21	-
110m start	17	18	20	17	19	21	19	19

Report Number	LSUK.16-0916	Page 6 of 16
Date	07/11/2016	

TECHNICAL REPORT: ASSESSMENT OF THE SYNTHETIC SURFACED ATHLETICS TRACK AT BANGOR SPORTSPLEX, NORTHERN IRELAND



Thickness results of High Jump 'D's'

D 1 (Southern)

Station	-30m	-25m	-20m	-15m	-10m	-5m	0m	5m	10m	15m	20m	25m	30m
1m	12	13	12	15	12	12	11	12	16	-	-	-	-
6m	-	11	12	14	13	11	13	13	14	-	-	-	-
11m	-	12	13	14	11	12	13	11	13	-	-	-	-
16m	-	-	12	13	11	10	11	10	12	-	-	-	-
21m	-	-	-	-	11	11	12	11	12	-	-	-	-

Thickness results of Steeplechase

Station	-40m	-35m	-30m	-25m	-20m	-15m	-10m	-5m	-1m
In	-	-	-	-	24	25	24	25	28
	40m	35m	30m	25m	20m	15m	10m	5m	2m
Out	-	-	-	-	24	27	25	25	27

Thickness Results of Long / triple Jump Runways

Long / Triple Jump Runway

Station	1m	5m	10m	15m	20m	25m	30m	35m	40m	45m	50m	55m
Stand	18	26	21	16	12	13	12	13	12	22	25	25
Track	25	25	20	15	11	12	11	14	13	22	25	25

Thickness Results of Pole Vault Runway

Pole Vault Runway

Station	1m	5m	10m	15m	20m	25m	30m	35m	40m	45m	50m	55m
Stand	18	26	21	16	12	13	12	13	12	22	25	25
Track	25	25	20	15	11	12	11	14	13	22	25	25

Thickness Results of Javelin Runway

Station	0m	5m	10m	15m	20m	25m
North	25	25	24	22	23	-
South	12	11	13	15	14	13

**TECHNICAL REPORT: ASSESSMENT OF THE SYNTHETIC SURFACED
ATHLETICS TRACK AT BANGOR SPORTSPLEX, NORTHERN IRELAND**


321

Force Reduction / Vertical Deformation Results

Test No.	Location	Distance / Lane	Thickness (mm)	Temperature (°C)	Force Reduction (%)	Temperature (°C)	Vertical Deformation (mm)
1	First Radius	40m/Lane 6	24	18.0	23.0	16.3	0.82
2	Back Straight	130m / lane 2	22	13.2	23.2	16.9	0.80
3	Back Straight	160m / lane 5	24	14.1	25.5	17.2	0.81
4	Back Straight	210m / lane 7	19	17.8	23.3	17.8	0.93
5	Final Radius	270m / Lane 1	20	16.7	22.5	18.0	0.80
6	Main Straight	320m / Lane 1	26	17.5	24.3	17.5	0.75
7	Main Straight	350m / Lane 4	23	18.1	22.0	17.5	0.81
8	Main Straight	390m / Lane 8	16	18.0	22.1	17.8	0.68
9	Main Straight	390m / Lane 5	15	18.0	23.6	17.4	0.76
10	Southern D	0m / 10m	14	17.6	22.4	18.1	0.71
11	LTI Runway Stand	30m	12	17.1	22.2	16.2	0.73
12	LTI Runway Track	30m	11	18.1	22.0	16.7	0.61
13	PV Runway Stand	25m	13	17.2	21.9	17.1	0.71
14	Steeplechase	-15m	25	16.8	23.6	17.4	0.87
15	Jav Runway North	10m	24	17.5	22.9	17.1	0.81
16	Jav Runway South	18m	13	17.9	21.1	16.8	0.85
IAAF			variable	-	35 to 50	-	0.6 – 2.5 mm
EN 14877			≥ 10 mm	-	25 to 50	-	≤ 3 mm

Report Number	LSUK.16-0916	Page 8 of 16
Date	07/11/2016	

**TECHNICAL REPORT: ASSESSMENT OF THE SYNTHETIC SURFACED
ATHLETICS TRACK AT BANGOR SPORTSPLEX, NORTHERN IRELAND**


322

Friction IAAF 2.6 (EN 14837)

Test No.	Location	Distance / Lane	Friction TRRL
1	Final Radius	250m/lane 4	62
2	Back Straight	120m / lane 3	69
3	First Radius	5m / lane 1	67
4	Main Straight	330m / lane 1	70
5	D area	11 / 25m	78
6	Long Jump Runway	25m	69
IAAF			≥ 47 wet / dry
EN 14877 (13036-7)			55 to 110 (wet) 80 to 100 (dry)

Surface Regularity (IAAF 2.2) & Porosity (EN 12616)

Multiple areas across the track were found to have undulations > 6 m under a 4-m straight edge. The photos in Appendix A highlight the dip in the kerb line and macadam base around the perimeter of the running lanes highlighting the causing of the track to dip in these areas.

Several locations on the track were holding water (see Appendix A), this indicates the porosity of the track / its slope is not currently sufficient to remove water from the surface at a suitable rate.

Report Number	LSUK.16-0916	Page 9 of 16
Date	07/11/2016	

TECHNICAL REPORT: ASSESSMENT OF THE SYNTHETIC SURFACED ATHLETICS TRACK AT BANGOR SPORTSPLEX, NORTHERN IRELAND



CONCLUSIONS

The Athletics track installation at Bangor SportsPlex is does not currently meet with IAAF requirements for athletic tracks nor does it meet the requirements for BS EN 14877 (2013). Many of the issues identified with the synthetic athletics surface are age related and as caused by surface degradation from usage and weathering but some are more structural. Below are the key points:

- The track has hardened overtime (this is normal) and it has created a firm/hard surface which is below the requirements for forced reduction (IAAF 2.4 & EN 14809/14877).
- The track thickness was found to be inconsistent and outside IAAF requirements. Some of this is likely to be due to wearing overtime from usage. The track did meet the requirement for EN 14877 for thickness of ≥ 10 mm.
- The track still meets slip requirements (IAAF 2.6 & EN 13036-4) in both wet and dry conditions.
- The surface is uneven in several places resulting in a failure to IAAF method 2.2 and EN 14877 method EN 13036-7. These appear to be movement from the subbase and will likely require some form of structural remedial works.
- The condition of the track is uneven with many small locations of damage caused by use and degradation overtime. The track is also dirty and in need of a power wash. However, this may not be sensible to undertake in the short-term until some of the other issues have been resolved in particular the base evenness.

Significant works will be required to restore the facility to safe, usable standard in line with IAAF or EN 14877 requirements. The following options are suggested:

1. Localised repairs to the base and polymeric surface – this would no doubt improve the locations of the works but given the reminder of the track is outside IAAF and EN 14877 requirements it does not solve the issue of track certification.
2. Localised repairs to the base and full track overlay – this would provide a polymeric surface that can meet all IAAF and EN 14877 requirements however it does not resolve the issue of any sub-base weakness and hence the surface may experience future movement, hence this should be identified via a full geotechnical survey.
3. Remove the existing surface, undertaken extensive subbase works following a full geotechnical assessment and relay a new polymeric track surface.

Report Number	LSUK.16-0916	Page 10 of 16
Date	07/11/2016	

**TECHNICAL REPORT: ASSESSMENT OF THE SYNTHETIC SURFACED
ATHLETICS TRACK AT BANGOR SPORTSPLEX, NORTHERN IRELAND**

Below are some additional comments on the three suggestions.

Much of the damage to the polymeric surface is due to age and usage over the time since its installation. This can be resolved by an overlay of an old surface with a new system. This would need to be carefully managed and selected to ensure the composite performance from the new system combined with the old system below can meet IAAF or EN 14877 requirements. However, given the magnitude of base movement in at least 3 locations (see separate topographical survey) this approach may not be feasible and would need to be carefully designed and installed. The risk of this approach would be to bring the polymeric surface back into tolerance at a high cost but not provide any long-term reassurance that the base would not move further in the future. Unless significant works are undertaken to the current undulations identified in this report and a separate topographic survey the track could not be approved by the IAAF or meet the requirements of EN 14877.

Given the historic issues at the site in terms of settlement and subsidence a rigorous geotechnical survey is recommended to assist in any design specification. The location is a challenging site and past works to regulate the base and provide a stable flat surface do not appear to have worked in the long-term. Until the reasons for the past base movement are understood and a suitable design to mitigate future risk is identified spending significant money on the polymeric track surfacing is not considered sensible.

Report Number	LSUK.16-0916	Page 11 of 16
Date	07/11/2016	

TECHNICAL REPORT: ASSESSMENT OF THE SYNTHETIC SURFACED ATHLETICS TRACK AT BANGOR SPORTSPLEX, NORTHERN IRELAND



APPENDIX A: SITE PHOTOS



Overview of athletics track and facilities



Thickness of track in exposed area. Note the track is cut and is thicker than reading of probe

Report Number	LSUK.16-0916	Page 12 of 16
Date	07/11/2016	

TECHNICAL REPORT: ASSESSMENT OF THE SYNTHETIC SURFACED ATHLETICS TRACK AT BANGOR SPORTSPLEX, NORTHERN IRELAND



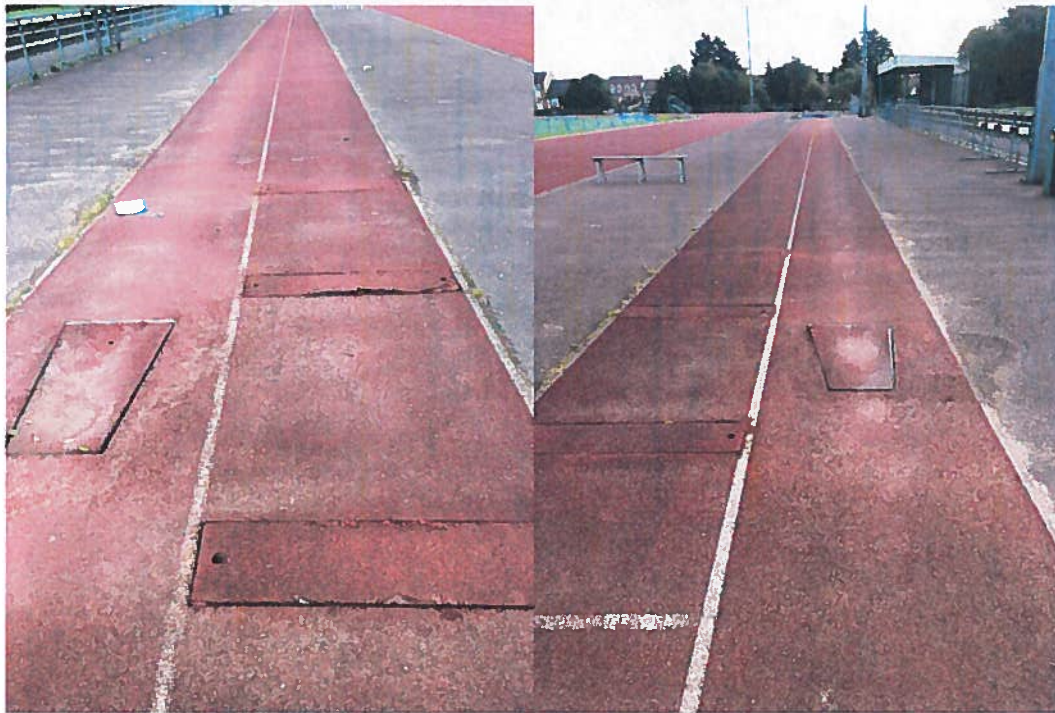
Significant undulation on S-E track bend creating an area of standing water



Areas of standing water

Report Number	LSUK.16-0916	Page 13 of 16
Date	07/11/2016	

TECHNICAL REPORT: ASSESSMENT OF THE SYNTHETIC SURFACED ATHLETICS TRACK AT BANGOR SPORTSPLEX, NORTHERN IRELAND



Visible deterioration of Long / Triple / Pole Vault run ups



Continuous undulation where track drops into inside lane kerb

Report Number	LSUK.16-0916	Page 14 of 16
Date	07/11/2016	

TECHNICAL REPORT: ASSESSMENT OF THE SYNTHETIC SURFACED ATHLETICS TRACK AT BANGOR SPORTSPLEX, NORTHERN IRELAND



Area where track surface has been cleaned



Wear of running lanes from use over time

Report Number	LSUK.16-0916	Page 15 of 16
Date	07/11/2016	

TECHNICAL REPORT: ASSESSMENT OF THE SYNTHETIC SURFACED ATHLETICS TRACK AT BANGOR SPORTSPLEX, NORTHERN IRELAND



Areas of fissures and bubbling causing point undulations across the track



Area where kerbs, macadam and track have sunken creating a major dip in the track

Report Number	LSUK.16-0916	Page 16 of 16
Date	07/11/2016	

Appendix D – UKA Track Certificate



Track Certificate

This is to certify that the Track and field facilities provided at:

Ballykillaire Athletics Track

Bangor

Meet the standards required by UK Athletics to enable them to be granted a

Class A Certificate

A handwritten signature in black ink, appearing to be 'C. ...', written over a horizontal line.

Chairman

Valid from: 12th May 2011

Valid until: 30th April 2016

For further information please contact:

UKA: Athletics House, Central Boulevard, Blythe Valley Park,
Solihull, West Midlands, B90 8AJ

Details of current certification can be found on:- www.runtrackdir.com

Appendix E – IAAF Certification Procedure



IAAF Certification System

Procedures

CONTENTS

INTRODUCTION.....	3
CHAPTER 1 – CERTIFICATION OF SYNTHETIC TRACK AND RUNWAY SURFACING PRODUCTS (“SYNTHETIC SURFACE PRODUCTS”)	5
CHAPTER 2 – CERTIFICATION OF TRACK AND FIELD FACILITIES.....	10
CHAPTER 3 – CERTIFICATION OF COMPETITION IMPLEMENTS AND EQUIPMENT.....	13
 APPENDICES (in separate documents):	
APPENDIX 1	
SYNTHETIC SURFACE PRODUCT CERTIFICATION APPLICATION (FORM TSP1)	
 APPENDIX 2	
SYNTHETIC SURFACE PRODUCT CERTIFICATION RENEWAL APPLICATION (FORM TSP2)	
 APPENDIX 3	
ATHLETICS FACILITY CERTIFICATION APPLICATION (FORM TR)	
 APPENDIX 4	
IMPLEMENTS & EQUIPMENT CERTIFICATION APPLICATION (FORM IET1)	
 APPENDIX 5	
IMPLEMENTS & EQUIPMENT CERTIFICATION RENEWAL APPLICATION (FORM IET2)	
 APPENDIX 6	
HAMMER HANDLE PRODUCT TEST DATA SHEET (FORM HH_DATA)	

INTRODUCTION

The IAAF Certification System has been developed in response to the need for better quality products in top level competitions and the rapid developments in athletics equipment. It also recognises the growing trend towards international standardisation of product specifications, as well as the need to prevent unauthorised usage of the IAAF name. The IAAF has a world-wide responsibility to guarantee validity and accuracy of performances and to support any initiative to improve athletics goods. Not only will the Certification System serve and protect athletics manufacturers around the world but the innovation will also give vital support to IAAF's mission in helping and protecting athletes at the top levels of the sport world-wide. This will encourage a higher standard of improving technique through the use of better quality equipment and implements in international competitions.

Designations such as "IAAF Approved", "Authorised by IAAF" or "IAAF Official Equipment" have been used to advertise products which may or may not have been submitted for testing by IAAF. Despite ongoing checks at competitions, many products still appear on the market which do not meet the precise requirements laid down by the International Association of Athletics Federations.

The IAAF has introduced a certification programme based upon the goal that all facilities, implements and equipment marketed for use in athletics competitions conform to IAAF specifications which includes:

- the specific definition of testing requirements;
- tighter controls on the use of the designation "IAAF Certified" or "Officially Authorised by IAAF" for athletics products, as well as in promotions and advertising;
- limiting the duration of agreements for the use of such IAAF designations.

Following the decisions taken by the IAAF Council in November 1996 and the amendments to the Rules 140 and 187.1, IAAF introduced compulsory testing and registering of competition implements, equipment, synthetic surface products and athletics facilities eligible for use in IAAF competitions.

The system is administered by the IAAF Competitions Department in co-operation with the IAAF Technical Committee. The IAAF Technical Committee shall decide on all test and tests procedures and, in co-operation with the IAAF Office, continuously monitor compliance with IAAF Competition Rules and Regulations of certified products.

Certificates issued for products affected by changes to IAAF Competition Rules will only continue to be acceptable until the date when the changes come into effect.

Where Rule changes affecting products occur, products still qualifying after those changes will automatically, without charge, be issued with a supplementary certificate to cover the period of validity of the certificate remaining.

Where products are affected by Rule changes, it will be necessary to make a new application for modified, altered or changed product.

For the purpose of this system, the Rules and Regulations of the IAAF shall be those contained in the current edition of the IAAF Competition Rules, IAAF Track and Field Facilities Manual and the IAAF Advertising Rules and Regulations.

In accordance with IAAF Rules, all matters of doubt will be a matter for decision by the IAAF Council.

In the case of a refusal to grant certification or withdrawal or suspension of a current certificate, the applicant shall be entitled to appeal to the IAAF Council who may appoint an examiner or panel of examiners to report to the IAAF Council on the matter. The decision of the IAAF Council shall be final.

The manufacturer or supplier holding a valid IAAF Product Certificate may use the below IAAF Certification Logo (no other IAAF logo may be used) and market an IAAF Certified Product as “Certified by IAAF - Certification Number....” The certification number must be quoted. The certified facilities and accredited laboratories may also use the respective logo shown below. (Guidelines on the use of the logo are available from IAAF.)



This document explains how the IAAF manages the Certification System.

CHAPTER 1**CERTIFICATION OF SYNTHETIC TRACK AND RUNWAY SURFACING PRODUCTS (“SYNTHETIC SURFACE PRODUCTS”)****1.1 APPROVAL OF MATERIALS AND BRANDED PRODUCTS**

- 1.1.1 IAAF may, on application by any manufacturer or supplier, and, subject to such tests and certification which IAAF at its discretion require, grant a certificate of product approval (“Product Certificate”) in the terms hereinafter described and with such conditions or time limitations as are deemed by IAAF to be appropriate.
- 1.1.2 All costs associated with the product approval including but not limited to costs of transport of samples, laboratory tests fees, cost of storage of control samples, cost of processing of applications together with a fee to be set by IAAF will be met by the manufacturer or supplier.
- 1.1.3 No Product Certificate will be valid for more than four years from the date of issue.
Certificates may be limited to shorter periods.
- 1.1.4 Manufacturers or suppliers shall inform IAAF of any proposed change of formulation or of raw materials which may affect the performance standard of any certified product and shall supply such information as is deemed necessary by IAAF to IAAF or to any test institute(s) nominated by IAAF for the purpose of ensuring that the product still conforms with IAAF Track and Runway Synthetic Surface Testing Specifications.
- 1.1.5 In the case where a supplier wishes to market the same product under any trade name or description other than that of the manufacturer to whom the original certificate belongs then a separate Product Certificate (“Private Label”) is required with the written consent of both parties. This certificate will keep the original certification number and validity.
- 1.1.6 If a manufacturer is taken over or bought by another organisation the IAAF must be advised so that the Product Certificate may be transferred and listed under the new owner.
- 1.1.7 IAAF will regularly publish an updated list of all certified synthetic surface products. This list will be available on the IAAF website and, on request, from IAAF.
- 1.1.8 All products with an expired certificate will be removed from the list without notice, thirty (30) days after the expiry date of the respective certificate.

1.2 METHOD OF APPLICATION

- 1.2.1 Each application shall be on IAAF Application Form (Appendix 1) and shall give full details of the product including materials specifications for tracks cast on site. Where it is deemed necessary for evaluation of materials, details of suppliers must be supplied. Two reference samples of 10cm x 10cm shall be enclosed with the application. For the purpose of full technical evaluation, applicants shall

IAAF Certification System – Procedures

provide, at their cost, all additional product and/or information requested by IAAF or any person or body designated by IAAF.

Applications must be accompanied by certification fees as set out in 1.6.

1.2.2 Before each application, four sample pieces of the product, each at least 0.5m x 0.5m shall be sent directly to the IAAF accredited test institute (“IAAF Accredited Laboratory”). (One sample for testing and three samples for retention by the laboratory under the direct control of the IAAF.) In the event of subsequent dispute over any matter concerning a product alleged to be covered by an IAAF Product Certificate, these samples will be reference samples.

1.2.3 Product Certificates may be renewed if applied for on the IAAF Certification Renewal Form (Appendix 2) and on payment of the appropriate fee in any case where the applicant certifies that the product is unchanged and where this is confirmed by monitoring during the four previous years. A less than one year old full laboratory test report and a list of facilities using the product in the previous four years shall be attached to the application.

1.3 APPROVAL PROCEDURE

1.3.1 The IAAF Accredited Laboratory will assess and test a control sample (see 1.2.2) reporting directly to IAAF. All tests will be conducted in the laboratory under normal laboratory conditions and at varied temperatures, and on the apparatus specified in the IAAF Track and Runway Synthetic Surface Testing Specifications. Any changes or proposed changes in procedures will be notified to all participating companies and shall only be effective ninety (90) days after the date of issue of such notification by IAAF.

An IAAF standard report form should be used by the laboratory to ensure that all relevant measurements are made and data collected.

1.3.2 In the event of any product failing to meet the required standard, the applicant will be afforded the opportunity of a hearing and of a further test. All costs will be discharged by the applicant.

1.3.3 From time to time, IAAF may require the applicant to supply samples from facilities under construction for the purpose of monitoring the continuing conformity with the approvals granted.

1.3.4 List of IAAF Accredited Laboratories for synthetic surface testing:

The following laboratories have been accredited by IAAF for the purposes of testing and certifying conformity with the IAAF Track and Runway Synthetic Surface Testing Specifications.

<p>CST- Centre for Sports Technology Unit 3, Greenwich Centre Business Park 53 Norman Road London SE10 9QF, Great Britain & N.I. Tel: +44 20 8293 6655 Rep: Graeme Tipp LRSC FIM LondonCST@aol.com</p>	<p>IST- Institut für Sportbodentechnik Hauptstrasse 34 CH-8264 Eschenz, Switzerland Tel: +41 52 740 30 05 Rep: Dipl.-Ing. Hans-Jörg Kolitzus hjkolitzus@bluewin.ch</p>
---	--

<p>IVB - Instituto de Biomecanica de Valencia Universidad Politécnica de Valencia - Edificio 9C, Camino de Vera s/n E-46022 Valencia, Spain Tel: +34 96 111 11 70 Rep: Sonia Gimeno Peña sonia.gimeno@ibv.upv.es</p>	<p>ISP - Institut für Sportstättenprüfung Südstrasse 1A D-49196 Bad Laer, Germany Tel: +49 (0) 5424 80 97 891 Rep: Dennis Frank D.Frank@ISP-Germany.com</p>
<p>Jiangsu Zhongzheng Testing Co., Ltd No. 818 Room, No.108 HeFeng Road, HuaQiao Town, KunShan City, Jiangsu 215332, China Tel: +86-512-36857685 Rep: Clark Lau, Mike Qian clark.lau@global-otc.com mike.qian@global-otc.com</p>	<p>MPA – University of Stuttgart Section 55150 “Sport surfaces, sports facilities” Pfaffenwaldring 32 (location 4g) D-70569 Stuttgart, Germany Tel: +49 711 685 62258 Rep: Dr.Ing. Karim Hariri Karim.hariri@mpa.uni-stuttgart.de</p>
<p>Kiwa ISA Sport Papendallaan 7, Postbus 721 6816 VD Arnhem, The Netherlands Tel: +31 26 483 46 37 Rep: Gert-Jan Kieft info.isa-sport@kiwa.nl</p>	<p>Österreichisches Forschungsinstitut für Chemie & Technik OFI Technologie & Innovation GmbH Arsenal Objekt 213, Franz Grill-Strasse 5, A-1030 Wien, Austria Tel: +43 1 798 1601-610 Rep: Dr.-Ing. Walter Müller walter.mueller@ofi.at</p>
<p>Labosport Technoparc Circuit des 24 Heures du Mans Chemin aux Boeufs 72100 Le Mans, France Tel: +33 2 43470840 Rep: Aurelien Le Blan contact@labosport.com</p>	<p>Sports Labs Ltd. 1 Adam Square, Brucefield Park, Livingston EH54 9DE, Great Britain & N.I. Tel: +44 0845 602 6354 Rep: Eric O'Donnell info@sportslabs.co.uk</p>
<p>Labosport Italia S.r.l. Via Monza, 80 23870 Cernusco Lombardone Lecco, Italy Tel: +39 039 896 2684 Rep: Roberto Armeni Roberto.armeni@labosport.it</p>	<p>USSL - United States Sports Surfacing Laboratory 548 Mary Esther Cutoff NW, Suite 18 - 320 Fort Walton Beach, FL 32548, USA Tel: +1 804 541 7212 Rep: Kathleen Smith ksmith@ussl-testing.com</p>
<p>Labosport UK Ltd. Unit 3, Aerial Way, Hucknall Business Park, Watnall Road, Hucknall, Nottingham England, N615 6DW United Kingdom Tel: +44 0 115 968 1968 Rep: Colin Young colin.young@labosport.co.uk</p>	

1.4 CONTROL AND MONITORING PROCEDURE

- 1.4.1 Each item approved would be allocated a unique approval number (“IAAF Certification Number”), which should be used in all materials relating to that item and to that item only.
- 1.4.2 IAAF will monitor all facilities for which compliance with the IAAF performance standards is obligatory (IAAF Rule 140) and will ensure that any Product Certificate issued for the synthetic surface used is consistent with the in-situ test results.
- 1.4.3 Any test results submitted to IAAF in support of any facility certification will be compared with Product Certificate issued to ensure continuing conformity with that product certification. If the test results indicate that the particular facility does not comply with the IAAF Track and Runway Synthetic Surface Testing Specifications, the IAAF may indicate the action to be taken to bring the facility into compliance or request the testing laboratory and/or the holder of the Product Certificate to propose remedial action.
- 1.4.4 A product meets the technical requirements for use in all international athletics competitions if installed to at least the absolute thickness nominated for the product in the Product Certificate. If a product is supplied for an outdoor facility at a lesser absolute thickness than the Product Certificate absolute thickness then the purchaser will be advised in writing by the supplier that the thickness will not meet IAAF certification requirements and the purchaser cannot claim that the facility has been surfaced with an IAAF Certified Product.
- 1.4.5 In any case where the monitoring procedures indicate that a product no longer matches the Product Certificate, description and/or the properties, the holder of the Product Certificate will be notified and will have the opportunity within thirty (30) days of the date of the notification to show reason why the certificate should not be withdraw by IAAF.
- 1.4.6 Any holder of a Product Certificate may be required to supply samples for the purpose of round robin test of IAAF Accredited Laboratories at no cost to the IAAF.

1.5 ROLE OF IAAF

- 1.5.1 The purpose of the IAAF Accreditation System is to ensure compliance with IAAF requirements for competition surfaces and thereby to safeguard the health of the athletes and to guarantee the integrity of the performances in so far as it is related to the track and runway surface. The IAAF Product Certificate is not intended as a product endorsement beyond one of suitability and acceptability for competitions under IAAF Rules.
- 1.5.2 IAAF accepts no responsibility or liability for any damage or injuries caused or alleged to have been caused in any manner whatsoever by any product for which an IAAF Product Certificate has been issued.

1.6 FEE

- 1.6.1 The cost of certification for a synthetic surface product has been set at USD 30,000 for each of the first three products of the same company, the next three products are charged at USD 25,000 and then USD 20,000 thereafter.
- 1.6.2 If a renewal is applied for by the manufacturer, a fee of USD 7,500 for the renewal of a synthetic surface Product Certificate will be charged every four years.
- 1.6.3 For the “Private Label” Product Certificate described in 1.1.5, a fee of USD 7,500 is charged.

CHAPTER 2

CERTIFICATION OF TRACK AND FIELD FACILITIES

2.1 SCOPE OF THE SCHEME

- 2.1.1 IAAF Rule 140 requires that competition facilities intended for use for competitions under IAAF Rule 1.1(a) are only held on facilities conforming to the IAAF Track and Runway Synthetic Surface Testing Specifications and which hold a current valid IAAF Class 1 Facility Certificate.
- 2.1.2 It is also recommended that when such facilities are available, competitions under IAAF Rule 1.1(b) to (j) should also be held on such facilities.
- 2.1.3 IAAF Rule 140 also imposes that all facilities intended for use for competition under Rule 1.1(b) to (j) must conform to the stringent requirements for accurate measurement contained in IAAF Rules and, more specifically, in the IAAF Track and Field Facilities Manual and must hold a current valid IAAF Class 2 Facility Certificate.
- 2.1.4 Some IAAF Member Federations have already put technical certification procedures in place which regulate and certify facilities in their own countries. Where these procedures are considered adequate, IAAF may recognise certificates issued by these Member Federations as adequate for issue of certificates but IAAF reserves the right to re-evaluate such facilities.
- 2.1.5 IAAF will regularly publish an updated list of Certified Athletics Facilities. This list will be available on the IAAF website and, on request, from IAAF.

2.2 THE CERTIFICATION

- 2.2.1 IAAF will issue three types of Certificates:

IAAF Class 1 Athletics Facility Certificate

For competition technical facilities conforming in all respects with the requirements of Rules 140.

IAAF Class 2 Athletics Facility Certificate

For competition technical facilities in which the in-situ tests for compliance with the IAAF Track and Runway Synthetic Surface Testing Specifications have not been performed but where the synthetic surface has a valid IAAF Product Certificate and where the facility conforms to the stringent requirements for accurate measurement contained in IAAF Rules.

IAAF Indoor Athletics Facility Certificate

For competition technical facilities conforming in all respects with the requirements of Rules 211.

In each certificate, reference to the synthetic surface product and measurement report will be listed.

IAAF Certification System – Procedures

- 2.2.2 Certificates are issued only for full facilities complete with all athletics event sites as indicated in the IAAF Track and Field Facilities Manual for the particular Construction Category.
- 2.2.3 For facilities which are not up to international standards, for individual event sites or for temporary facilities according to Rule 149.2, IAAF may issue a confirmation of compliance with the IAAF technical requirements so that the validity of performances could be recognised.
- 2.2.4 For the purpose of certification, the minimum kerb radius for an outdoor track oval is 33.50m and the maximum is 41.26m (8-lane track). (Double bend tracks excepted.)

2.3 APPLICATION FOR CERTIFICATION

- 2.3.1 All applications for IAAF certification of technical facilities shall be on IAAF Application Forms (Appendix 3) and shall be accompanied by the relevant reports:
- **IAAF Class 1 Athletics Facility:** Measurement Report Outdoor, in-situ Field Test Report of the surface by an IAAF Accredited Laboratory
 - **IAAF Class 2 Athletics Facility:** Measurement Report Outdoor
 - **IAAF Indoor Athletics Facility:** Measurement Report Indoor
- The synthetic surface must hold a current valid Product Certificate the IAAF number of which must be quoted in the documents submitted.
Applications must be accompanied by certification fees as set out in 2.5.
- 2.3.2 Application for all classifications may be made by an agent on behalf of the facility owner but should be signed by the facility owner as IAAF will require an undertaking that any changes, (relining etc.) will be immediately notified to IAAF.
- 2.3.3 Each Measurement Report shall be on the form approved by IAAF. The measuring apparatus used shall be stated and current, valid certificates as to its accuracy shall be provided.
- 2.3.4 The full names, addresses and qualifications of all persons signing the form shall be provided.
- 2.3.5 Where official National Standards exist, these shall be included with the application and the persons providing the certificates shall be required to provide evidence that their certificates are acceptable under those National Standards.
- 2.3.6 Certificates of conformity with the IAAF Track and Runway Synthetic Surface Testing Specifications shall only be accepted from IAAF Accredited Laboratories.
- 2.3.7 The IAAF Member Federation in the country in which the facilities are located will be supplied with a copy of the Certificate.

2.4 CERTIFICATION

- 2.4.1 Certificates issued under this scheme will normally be valid until the facility is resurfaced and/or remarked. In the event of full or partial resurfacing and/or

IAAF Certification System – Procedures

remarking, IAAF shall be notified and new testing and measuring must be undertaken.

344

2.4.2 Certificates may be withdrawn, revoked or suspended by the IAAF if

- there is reasonable doubt as to the accuracy of any application (e.g. there is evidence that some or all of the report were falsified),
- the facility is altered in any way which materially affects the accuracy of the facility, or
- the facility is severely damaged such that the earlier reports (measurement and/or in-situ field test) are open to question.

2.4.3 Certificates issued under these procedures shall apply only to the technical suitability of the track and field competition. The requirements of specific Technical Regulations, where appropriate, must be met for those competitions.**2.4.4** All removable competition equipment such as hurdles, steeplechase barriers, landing mats, stop boards, throwing cages have to be inspected before a competition and are not part of the Certification.**2.4.5** The IAAF recognises that renovation of facilities may, in appropriate circumstances, involve re-topping of the existing synthetic surface if sound with the same product or a different IAAF approved product. The advice of a testing laboratory might be necessary to determine the appropriate additional thickness of synthetic and compatibility of the products so as to still meet the IAAF Track and Runway Synthetic Surface Testing Specifications. The approval of the IAAF should not be assumed and if in doubt, the IAAF should be consulted before renovation is undertaken.

Further advice on renovating synthetic surfaces is contained at sub-sections 3.1.4 and 7.2.1.9 of the IAAF Track and Facilities Manual.

2.5 FEE**2.5.1** The cost of certification for an athletics facility has been set as follow:

- Class 1 Facility: USD 10,000
- Class 2 Facility: USD 1,500
- Indoor Facility: USD 1,500

CHAPTER 3**CERTIFICATION OF COMPETITION IMPLEMENTS AND EQUIPMENT****3.1 APPROVAL OF COMPETITION IMPLEMENTS AND EQUIPMENT**

- 3.1.1 Only certified implements may be used at all international competitions (See IAAF Rule 187.1). For identification as an IAAF certified implement, each piece must be marked with the product name and/or catalogue number and/or IAAF certification number.
- 3.1.2 IAAF may, on application by any manufacturer or supplier, and, subject to such tests and certification which IAAF at its discretion require, grant a Product Certificate for the competition implement or equipment in the terms hereinafter described and with such conditions or time limitations as are deemed by IAAF to be appropriate.
- 3.1.3 All costs associated with the approval including but not limited to costs of transport of samples, laboratory tests fees, cost of processing of applications together with a fee to be set by IAAF will be met by the manufacturer or supplier.
- 3.1.4 No Product Certificate will be valid for more than four years from the date of issue.
Certificates may be limited to shorter periods.
- 3.1.5 Manufacturers or suppliers shall inform IAAF of any proposed changes which may affect the approval of any certified product and shall supply such information as is deemed necessary by IAAF to IAAF or to any test institute(s) nominated by IAAF for the purpose of ensuring that the product still conforms with IAAF specifications. The IAAF shall also be advised of any changes in the product name or catalogue number.
- 3.1.6 In the case where the marketed product is clearly that of another manufacturer and is identified as such then the Product Certificate issued to that manufacturer could be validly used in the supplier's catalogue and marketing materials.
Where, however, the supplier wishes to market the product under any name or description other than that of the manufacturer to whom an approval has been given then a separate and distinct approval is necessary.
- 3.1.7 If a manufacturer is taken over or bought by another organisation the IAAF must be advised so that the Product Certificate may be transferred and listed under the new owner.
- 3.1.8 Competition implements and equipment will be subject to periodic testing by Federation, Area and IAAF Technical Delegates to verify weights, accuracy, etc. Implements and equipment supplied should be checked for compliance with the IAAF technical rules before being accepted from the supplier. It is for the purchaser to determine the item's fitness for the purpose based on his knowledge of the local conditions and use.
- 3.1.9 IAAF will regularly publish an updated list of all certified competition implements and equipment. This list will be available on the IAAF website and, on request, from IAAF.

- 3.1.10 All products with an expired certificate will be removed from the list without notice, thirty (30) days after the expiry date of the respective certificate.

3.2 METHOD OF APPLICATION

- 3.2.1 Each application shall be on IAAF Application Forms (Appendix 4) and shall give full details of the product including materials and technical drawings. Applications must be accompanied by certification fees as set out in 3.6.
- 3.2.2 Each application for implement approval shall be accompanied by two samples of the implement. Hammer handles are not certified separately but need a separate approval. A minimum of four samples shall be sent for testing to the IAAF accredited test institute accompanied by a product data sheet (Appendix 6).
Each application for competition equipment approval shall be accompanied by detailed technical description and full technical scale drawings. Hammer Throw cages require an in-situ inspection by an IAAF nominated inspector whose reasonable expenses will be paid for by the applicant for certification. IAAF may, at its discretion, require samples of certain pieces of equipment as well.
In the event of subsequent dispute over any matter concerning implement alleged to be covered by an IAAF Product Certificate, these samples and/or drawings will be reference material.
- 3.2.3 Product Certificates may be renewed if applied for on the IAAF Certification Renewal Application Form (Appendix 5) and on payment of the appropriate fee in any case where the applicant certifies that the product is unchanged and where this is confirmed by monitoring during the four previous years.

3.3 APPROVAL PROCEDURE

- 3.3.1 IAAF will assess and test products according to the IAAF Rules and Regulations in force.
- 3.3.2 IAAF could, at the applicant's cost, arrange inspection of equipment and/or implements at the manufacturer's premises bearing in mind, of course, that reference samples of implements must be transported to IAAF.
- 3.3.3 In the event of any product failing to meet the required standard, the applicant will be afforded the opportunity of a hearing and of a further test. All costs will be discharged by the applicant.
- 3.3.4 From time to time IAAF may require the applicant to supply additional samples for the purpose of monitoring the continuing conformity with the approvals granted.

3.4 CONTROL AND MONITORING PROCEDURE

- 3.4.1 Each item approved would be allocated a unique approval number ("IAAF Certification Number"), which should be used in all materials relating to that item and to that item only.
- 3.4.2 In any case where the monitoring procedures indicate that a Product Certificate is no longer appropriate to the product, the holder of the Product Certificate will

IAAF Certification System – Procedures

be notified and will have the opportunity within thirty (30) days of the date of the notification to show reason why the certificate should not be withdraw by IAAF.

347

3.4.3 Any holder of a Product Certificate may be required to supply samples for the purpose of verifying continuing conformity with IAAF regulations.

3.5 ROLE OF IAAF

3.5.1 The purpose of the IAAF Certification System is to ensure compliance with IAAF requirements for implements and competition equipment and thereby to guarantee the integrity of the performances. The IAAF Product Certificate is not intended as an implement endorsement beyond one of suitability and acceptability for competitions under IAAF Rules.

3.5.2 IAAF accepts no responsibility or liability for any damage or injuries caused or alleged to have been caused in any manner whatsoever by any implement / equipment for which an IAAF Product Certificate has been issued.

3.6 FEES

3.6.1 The cost of certification for competition implements and equipment has been set as follow:

- Implements:

	1st certification	Renewal
Implements per type	USD 700	USD 350

- Equipment:

	1st certification	Renewal
Landing area	USD 2,800	USD 1,400
Throwing cage	USD 1,400	USD 700
Uprights	USD 1,400	USD 700
Hurdles	USD 1,400	USD 700
Steeple barriers	USD 700	USD 350
Starting block	USD 700	USD 350
Fixed equipment	USD 350	USD 175
Cross-bar	USD 140	USD 70
Other Equipment	USD 70	USD 35

3.6.2 Fixed equipment consists of the take-off board, Pole Vault box, Shot Put stop board, throwing circle and track inside kerb.

3.6.3 The certification fee covers one model of implement or equipment only. Different weights, sizes, material or names of implements / equipment are considered as different types therefore will require another certificate. Different colours of the same implement / equipment will obviously be identical and no fee will be charged. The IAAF shall be advised of colour changes to any approved implement / equipment.



UK ATHLETICS FACILITY COMPETITION CERTIFICATION

List of Certified Athletics Facilities as at 1st June 2016

Track Name	Region	Certification	Town	County	Postcode	Email contact
IAAF Certified - Venues able to host events at all permit levels in all events						
ALEXANDER STADIUM (not including external throws area)	WEST MIDLANDS	IAAF	Birmingham	West Midlands	B42 2BE	Matthew.b.brown@birmingham.gov.uk
CRYSTAL PALACE NATIONAL SPORTS CENTRE	LONDON	IAAF	Crystal Palace	Greater London	SE19 2BB	
GRANGEMOUTH SPORTS STADIUM	SCOTLAND	IAAF	Grangemouth	Stirlingshire	FK2 9DX	brian.pennycook@falkirkcommunitytrust.org
MIDDLESBROUGH SPORTS VILLAGE	NORTH EAST	IAAF	Middlesbrough	North Yorkshire	TS4 3AE	Annie_Bullock@middlesbrough.gov.uk
OLYMPIC STADIUM	LONDON	IAAF	Stratford	Greater London	E20 2ST	
FULL UKA Certification for competition - Able to host events at all permit levels in all events						
ABERDEEN SPORTS VILLAGE - OUTDOOR	SCOTLAND	FULL	Aberdeen	Aberdeenshire	AB24 5RU	n.burns@aberdeensportsvillage.com
ALDERSHOT MILITARY STADIUM	SOUTH EAST	FULL	Aldershot	Hampshire		mike.barnett@aspiredefence.co.uk
ALLIANZ PARK (Formally Barnet Copthall Stadium)	LONDON	FULL	Hendon	Middlesex	NW4 1RL	BeckyHall@saracens.net
ASHDOWN LEISURE CENTRE	SOUTH WEST	FULL	Poole	Dorset	BH17 8PY	ashdowninfo@everyoneactive.com
ASHFIELD SCHOOL ATHLETICS TRACK	EAST MIDLANDS	FULL	Sutton in Ashfield	Nottinghamshire	NG17 8HP	Hayley.baill@ashfield.notts.srb.uk
AYRSHIRE ATHLETICS ARENA	SCOTLAND	FULL	Kilmarnock	Ayrshire	KA1 1DD	angie.bennett@east-ayrshire.gov.uk
BEDFORD INTERNATIONAL ATHLETICS STADIUM	EAST	FULL	Bedford	Bedfordshire	MK41 9SB	Steph.Clarke@fusion-lifestyle.com
BILL WHISTLECROFT STADIUM (YEOVIL ATHLETICS ARENA)	SOUTH WEST	FULL	Yeovil	Somerset	BA21 4AW	
BLACKBRIDGE ATHLETICS TRACK	SOUTH WEST	FULL	Gloucester	Gloucestershire	GL4 0BJ	RPurc16751@aol.com
BRAINTREE LEISURE CENTRE	EAST	FULL	Braintree	Essex	CM7 9HB	robert.andrews@fusion-lifestyle.com
BRUNEL UNIVERSITY	LONDON	FULL	Uxbridge	Middlesex	UB8 3PH	paul.goosey@brunel.ac.uk
CAMBRIDGE UNIVERSITY ATHLETICS TRACK	EAST	FULL	Cambridge	Cambridgeshire	CB3 0EQ	Simon.Cornish@sport.cam.ac.uk
CANTERBURY HIGH SCHOOL	SOUTH EAST	FULL	Canterbury	Kent	CT2 8QA	Darren.curley@lifestylefitness.co.uk
CARDIFF INTERNATIONAL SPORTS STADIUM	WALES	FULL	Cardiff	Cardiff	CF11 8AZ	ancollins@cardiff.gov.uk
CARMARTHEN LEISURE CENTRE TRACK	WALES	FULL	Carmarthen	Carmarthenshire	SA31 3NQ	iclevet@carmarthenshire.gov.uk
CENTRAL PARK ATHLETICS ARENA	SOUTH EAST	FULL	Dartford	Kent	DA1 1JU	Tony.dhac@hotmail.co.uk
CHELMSFORD SPORT & ATHLETICS CENTRE	EAST	FULL	Chelmsford	Essex	CM1 2EH	David.griffin@chelmsford.gov.uk
CHURCHILL	NORTH EAST	FULL	Whitley Bay	Tyne and Wear	NE26 3NS	
CLEAVLEY ATHLETICS TRACK	NORTH WEST	FULL	Salford	Greater Manchester	M27 5DA	dawn.williams@scifl.co.uk
COLWYN LEISURE CENTRE TRACK (EIRIAS PARC)	WALES	FULL	Colwyn Bay	Conwy	LL29 7SP	Molly.Tidswell@conwy.gov.uk
COSTELLO STADIUM	YORKSHIRE	FULL	Hull	North Humberside	HU4 6XQ	stuart.carmichael@hullcc.gov.uk
COVENTRY ATHLETIC TRACK - UNIVERSITY OF WARWICK	WEST MIDLANDS	FULL	Coventry	Warwickshire	CV4 7AL	timothy.kaye@warwick.ac.uk
CUMBERLAND ARENA ATHLETICS TRACK	NORTH WEST	FULL	Crewe	Cheshire	CW1 2PZ	Stuart.Smith@cheshireeast.gov.uk
DELL ATHLETICS STADIUM	WEST MIDLANDS	FULL	Dudley	West Midlands	DY5 4NE	Megan.Dowen@dudley.gov.uk
DOROTHY HYMAN SPORTS CENTRE	YORKSHIRE	FULL	Cudworth	South Yorkshire	S72 8LH	pete@bpl.org.uk
DOWN GRANGE ATHLETIC TRACK	SOUTH EAST	FULL	Basingstoke	Hampshire	RG24 0PL	Stephanie.Dent@basingstoke.gov.uk
EASTBOURNE ATHLETICS TRACK	SOUTH EAST	FULL	Eastbourne	Sussex	BN21 2UF	ted.monteith@eastbourne.gov.uk
EDGE HILL UNIVERSITY - NEW TRACK	NORTH WEST	FULL	Edge Hill	Lancashire	L39 4QP	hallma@edgehill.ac.uk
EMBANKMENT ATHLETICS TRACK	EAST	FULL	Peterborough	Cambridgeshire	PE1 5BW	jamie.fenton@vivacity-peterborough.com
ERITH STADIUM	LONDON	FULL	Erith	Greater London	DA8 3AT	erith@parkwood-leisure.co.uk
EXETER ARENA	SOUTH WEST	FULL	Exeter	Devon	EX14 8NT	jeremy.wright@parkwood-leisure.co.uk
F B FIELDS (JERSEY)	SOUTH EAST	FULL	Jersey (CI)	Channel Islands	JE4 8OJ	b.harvey@gov.je
FOOTES LANE (GARENNE STAND)	SOUTH EAST	FULL	Guernsey (CI)	Guernsey	GY1 2UL	samantha.herridge@cultureleisure.gov.gg
GEORGE DUNCAN ATHLETICS ARENA	SCOTLAND	FULL	Perth	Perthshire	PH1 5GD	
GUILDFORD SPECTRUM ATHLETIC TRACK	SOUTH EAST	FULL	Guildford	Surrey	GU1 1UP	jen.hayfield@freedom-leisure.co.uk
HARVEY HADDEN ATHLETIC STADIUM	EAST MIDLANDS	FULL	Nottingham	Nottinghamshire	NG2 3NG	eddie.curry@nottinghamcity.gov.uk
HERRINGTHORPE STADIUM	YORKSHIRE	FULL	Rotherham	South Yorkshire	S65 2HR	chris.siddall@rotherham.gov.uk
HILLINGDON ATHLETICS CENTRE	LONDON	FULL	Uxbridge	Middlesex	UB8 1ES	
JIM PETERS STADIUM	LONDON	FULL	Dagenham	Greater London	RM8 2JR	matthew.robinson@lbbd.gov.uk
JOHN WRIGHT STADIUM	SCOTLAND	FULL	Glasgow	Lanarkshire	G74 3EU	willy.mowbray@southlanarkshireleisure.co.uk
JULIE ROSE STADIUM	SOUTH EAST	FULL	Ashford	Surrey	TN24 9QP	pete.terossignol@ashfordleisuretrust.co.uk
KEEPMOAT STADIUM	YORKSHIRE	FULL	Doncaster	South Yorkshire	DN4 5JW	kev.16@hotmail.co.uk
KEN MARRIOTT CENTRE	WEST MIDLANDS	FULL	Rugby	Warwickshire	CV22 5LJ	Richard.Meacham@GLL.ORG
KINGS PARK ATHLETIC TRACK	SOUTH WEST	FULL	Bournemouth	Hampshire	BH7 6JD	Chris.mcmillan@bournemouth.gov.uk
KINGSWAY PARK ATHLETICS ARENA	NORTH WEST	FULL	Rochdale	Greater Manchester	OL16 4XA	pred.roberts@hink4life.org
KIP KEINO ATHLETICS STADIUM	SOUTH WEST	FULL	Bristol	Bristol	BS34 8LP	Nigel.hornsby@filton.ac.uk
LADYWELL ARENA	LONDON	FULL	Catford	Greater London	SE6 4QX	David.McLaren@lewisham.gov.uk
LEE VALLEY - OUTDOOR	LONDON	FULL	Edmonton	Greater London	N9 0AR	mibond@leevalleypark.org.uk
LEIGH SPORTS VILLAGE	NORTH WEST	FULL	Leigh	Greater Manchester	WN7 4GX	leighharriers@btconnect.com
LEWES COMMUNITY ATHLETICS TRACK	SOUTH EAST	FULL	Lewes	E. Sussex	BN7 2XG	info@wavelleisure.co.uk
LINFORD CHRISTIE STADIUM	LONDON	FULL	Wormwood Scrubs	Greater London	W12 0DF	
LITHERLAND ATHLETICS TRACK	NORTH WEST	FULL	Sefton	Merseyside	L21 7LA	promotions@sefton.gov.uk
MACCLESFIELD ATHLETICS TRACK	NORTH WEST	FULL	Macclesfield	Cheshire	SK10 4AF	micr@everybody.org.uk
MANCHESTER REGIONAL ARENA TRACK	NORTH WEST	FULL	Manchester	Greater Manchester	M11 3FF	a.murphy@eastlandstrust.org
MARK HALL SPORTS CENTRE	EAST	FULL	Harlow	Essex	CM17 9LR	a.smith@mha.attrust.org.uk
MARY PETERS TRACK	NORTHERN IRE	FULL	Belfast	County Antrim	BT9 5PR	info@athleticsni.org
MEADOWBANK STADIUM	SCOTLAND	FULL	Edinburgh		EH7 6AE	info.msc@edinburghleisure.co.uk
MEDWAY PARK	SOUTH EAST	FULL	Medway	Kent	ME7 1HF	medwaypark@medway.gov.uk
MILE END STADIUM	LONDON	FULL	Mile End	Greater London	E3 4HL	Nick.clayden@gll.org
MILLENIUM ARENA BATTERSEA PARK	LONDON	FULL	Battersea	Greater London	SW11 4NJ	grendell@wandsworth.gov.uk
MILLFIELD SCHOOL ATHLETICS TRACK	SOUTH WEST	FULL	Street	Somerset	BA16 0YD	AMR@millfieldschool.com
MOORWAYS ATHLETICS STADIUM	EAST MIDLANDS	FULL	Derby	Derbyshire	DE24 9HY	Wayne.sills@derby.gov.uk
MORPETH ATHLETICS TRACK	NORTH EAST	FULL	Cramlington	Northumberland	NE23 3SZ	mike.bateman@btconnect.com
MOUNT STADIUM (SPINKHILL)	EAST MIDLANDS	FULL	Barbrough	Derbyshire	S21 3YL	sparkenhill@aol.com
MUNROW CENTRE (UNIVERSITY OF BIRMINGHAM)	WEST MIDLANDS	FULL	Birmingham	West Midlands	B15 2TT	s.a.harris@bham.ac.uk
NATIONAL SPORTS CENTRE (IOM)	NORTH WEST	FULL	Douglas	Isle of Man	IM2 1RB	Andrew.Howland@gov.im
NEWPORT STADIUM	WALES	FULL	Newport	Gwent	NP19 4PR	neil.sargeant@newportlve.co.uk
NORMAN PARK ATHLETIC TRACK	LONDON	FULL	Bromley	Greater London	BR2 9EJ	normanpark@btconnect.com
NORTH OXFORDSHIRE ACADEMY	SOUTH EAST	FULL	Banbury	Oxfordshire	OX15 8AA	liam.didcock@cherwell-dc.gov.uk
NUNNERY WOOD SPORTS COMPLEX	WEST MIDLANDS	FULL	Worcester	Worcestershire	WR5 2NL	anthony.nicklin@freedom-leisure.co.uk
PALMER PARK ATHLETIC TRACK	SOUTH EAST	FULL	Reading	Berkshire	RG1 7AE	Chloe.Shand@reading.gov.uk
PARLIAMENT HILL FIELDS TRACK	LONDON	FULL	Hampstead	Greater London	NW5 1QR	tom.krikke@cityoflondon.gov.uk
PAULA RADCLIFFE ATHLETICS STADIUM	EAST MIDLANDS	FULL	Loughborough	Leicestershire	LE11 3TU	
PEMBERTON ATHLETICS TRACK (PARC Y SCARLETS)	WALES	FULL	Llanelli	Carmarthenshire	SA14 9UZ	Rstrading@carmarthenshire.gov.uk
PRINCE OF WALES STADIUM	SOUTH WEST	FULL	Cheltenham	Gloucestershire	GL40 4RN	leisure@cheltenhamtrust.org.uk
PRINCESS ROYAL SPORTS ARENA (DABSI)	EAST MIDLANDS	FULL	Boston	Lincolnshire	PE21 8QR	PRSA@life.co.uk
QUEENS PARK ATHLETICS STADIUM	SCOTLAND	FULL	Inverness	Inverness-shire	IV3 5SS	
QUEENSWAY INTERNATIONAL STADIUM	WALES	FULL	Wrexham	Wrexham	LL13 8UH	mark.glasson@wrexham.gov.uk
RIDLINS WOOD ATHLETICS TRACK	EAST	FULL	Stevenage	Hertfordshire	SG2 9PG	gary.boyall@hotmail.co.uk
ROCKINGHAM TRIANGLE SPORTS STADIUM	EAST MIDLANDS	FULL	Corby	Northamptonshire	NN17 2AE	
ROWLEY PARK STADIUM	WEST MIDLANDS	FULL	Stafford	Staffordshire	T16 3AQ	smcdonald@staffordbc.gov.uk
SANDY SPORTS CENTRE	EAST	FULL	Sandy	Bedfordshire	SG19 1BL	stuart.galloway@ntworld.com
SCOTSTOUN STADIUM	SCOTLAND	FULL	Glasgow	Lanarkshire	G14 9HD	mark.mcelwaine@glasgowlve.org.uk
SEEDHILL ATHLETIC CENTRE	NORTH WEST	FULL	Nelson	Lancashire	BB9 7TY	Ashley.Alderson@panicleisuretrust.co.uk
SHOBNALL ATHLETICS TRACK	WEST MIDLANDS	FULL	Burton upon Trent	Staffordshire	DE14 2BB	tim.phillips@eaststaffsbcc.gov.uk
SOUTH KESTEVEN SPORTS STADIUM	EAST MIDLANDS	FULL	Grantham	Lincolnshire	NG31 7XQ	bmgrantham@leisureconnection.co.uk
SOUTHAMPTON SPORTS CENTRE (BASSETT OUTDOOR)	SOUTH EAST	FULL	Southampton	Hampshire	SO16 7AY	

SOUTHEND LEISURE & TENNIS CENTRE ATHLETICS TRACK	EAST	FULL	Southend on Sea	Essex	SS2 4FA	David.Taylor@legacyleisure.org.uk
SPRING HALL MANSION ATHLETICS TRACK	YORKSHIRE	FULL	Halifax	West Yorkshire	HX1 1VN	mike.murray@calderdale.gov.uk
ST COLMAN'S SPORTS COMPLEX	NORTHERN IRE	FULL	Newry	County Down	BT35 6PP	sinead.leonard@newryandmourne.gov.uk
ST MARY'S UNIVERSITY COLLEGE	LONDON	FULL	Twickenham	Middlesex	TW1 4SX	layanettid@smuc.ac.uk
STANNEY OAKS ATHLETICS TRACK	NORTH WEST	FULL	Ellesmere Port	Cheshire	CH65 9HH	kerry.graham@brideleisure.org
STOKE MANDEVILLE STADIUM	SOUTH EAST	FULL	Stoke Mandeville	Buckinghamshire	HP21 9PP	enquiries@stokemandevillestadium.co.uk
STOWE SCHOOL	SOUTH EAST	FULL	Stowe	Buckinghamshire	MK18 5EH	enquiries@stowe.co.uk
SUTTON VALENCE	SOUTH EAST	FULL	Maidstone	Kent	ME17 3HL	averyi@svs.org.uk
SWANSEA UNIVERSITY ATHLETICS TRACK	WALES	FULL	Swansea	West Glamorgan	SA2 8QG	G.M.Diment@swansea.ac.uk
Tavistock Community College athletics track	SOUTH WEST	FULL	Tavistock	Devon	PL19 8DD	sportscentre@tavistockcollege.devon.sch.uk
TERENCE MACMILLAN STADIUM	LONDON	FULL	Plaistow	Greater London	E13 8SD	mark.bell@activenewham.org.uk
THE OVAL STADIUM	NORTH WEST	FULL	Wirral	Merseyside	CH63 7LF	michael.fowler@wirral.gov.uk
THE PINGLES STADIUM	WEST MIDLANDS	FULL	Nuneaton	Warwickshire	CV11 4LX	
THORNES PARK ATHLETICS STADIUM	YORKSHIRE	FULL	Wakefield	West Yorkshire	WF2 8TY	thornes@wakefield.gov.uk
TIDWORTH OVAL	SOUTH WEST	FULL	Tidworth	Wiltshire	SPN 7QN	Stuart.mclean@aspiredefence.co.uk
TONBRIDGE SCHOOL ATHLETICS TRACK	SOUTH EAST	FULL	Tonbridge	Kent	TN9 1JP	gra@tonbridge-school.org
TREBORTH ATHLETICS TRACK	WALES	FULL	Bangor	Gwynedd	LL57 2TH	r.bennett@bangor.ac.uk
UNIVERSITY OF BATH ATHLETICS TRACK	SOUTH WEST	FULL	Bath	Somerset	BA2 7AY	adsip@bath.ac.uk
UNIVERSITY OF YORK	YORKSHIRE	FULL	York	North Yorkshire	YO10 5NA	
WADE DEACON HIGH SCHOOL	NORTH WEST	FULL	Widnes	Merseyside	WA8 7TD	school@wadedeacon.co.uk
WAVERTREE ATHLETIC TRACK	NORTH WEST	FULL	Wavertree	Merseyside	L15 4LE	arwelwilliams@aol.com
WELLESLEY RECREATION GROUND	EAST	FULL	Great Yarmouth	Norfolk	NR30 1EF	Paul.houghton@ncsgrp.co.uk
WEST SUFFOLK ATHLETICS ARENA	EAST	FULL	Bury St Edmonds	Suffolk	IP33 3TT	info@acleisure.com
WHITEHALL ATHLETICS ARENA	SOUTH WEST	FULL	Bristol	Gloucestershire	BSS 9AZ	
PART UKA Certification for competition - Able to host events at all permit levels but only in some events						
BANNISTER SPORTS CENTRE	LONDON	PART	Harrow	Greater London	HA3 6SW	jauragriffiths@everyoneactive.com
BARROW IN FURNACE ACADEMY	NORTH WEST	PART	Barrow-in-Furness	Cumbria	LA13 9BB	hrobinson@furnessacademyco.onmicrosoft.com
BROADBRIDGE HEATH LEISURE CENTRE	SOUTH EAST	PART	Horsham	Sussex	RH12 3YS	emmamccormick@pfpleisure.org
COUNTY ATHLETICS TRACK (SIR THOMAS PICTON SCHOOL)	WALES	PART	Haverfordwest	Pembrokeshire	SA61 2NX	sian.fair@pembrokeshire.gov.uk
DAVID WEIR LEISURE CENTRE (formerly Sutton Arena)	LONDON	PART	Carshalton	Greater London	SM5 1SL	Spenserpession@everyoneactive.com
DEANGATE RIDGE SPORTS COMPLEX	SOUTH EAST	PART	Rochester	Kent	ME3 8RZ	dr.golfcourse@medway.gov.uk
GATESHEAD INTERNATIONAL GOSLING STADIUM	NORTH EAST	PART	Gateshead	Tyne and Wear	NE10 0EF	bobgallagher@gateshead.gov.uk
IFLEY ROAD ATHLETICS TRACK (OIU)	SOUTH EAST	PART	Oxford	Oxfordshire	OX4 1EQ	shaun.fleming@sport.ox.ac.uk
JOHN CHARLES CENTRE FOR SPORT	YORKSHIRE	PART	Leeds	West Yorkshire	LS11 5DJ	Paul.Mitchell@leeds.gov.uk
JOHN CUMMING STADIUM	SCOTLAND	PART	Carlisle	Lanarkshire	ML8 4EA	vicki.kennedy@southlanarkshireleisure.co.uk
K2 CRAWLEY TRACK	SOUTH EAST	PART	Crawley	West Sussex	RH11 9BQ	
KING GEORGE V STADIUM	YORKSHIRE	PART	Grimsby	South Humberside	DN32 9RU	carl.jones@lincsinspire.com
MAIDEN CASTLE	NORTH EAST	PART	Durham	County Durham	DH1 3SE	
MARKET STREET ATHLETICS TRACK	NORTH WEST	PART	Bury	Greater Manchester	BL9 0AJ	jl.jdsimpson@btinternet.com
MARLOWE ACADEMY	SOUTH EAST	PART	Ramsgate	Kent	CT12 6NB	Jan.Hogben@FolkestoneAcademy.com
MEADOWMILL ATHLETICS TRACK	SCOTLAND	PART	Haddington	East Lothian	EH41 3HA	
MOUNTBATTEN CENTRE	SOUTH EAST	PART	Portsmouth	Hampshire	PO2 9QA	Anthony.Richards@parkwood-communityleisure.co.uk
NORTHWOOD STADIUM	WEST MIDLANDS	PART	Stoke on Trent	Staffordshire	ST1 6PA	carl.adams@stoke.gov.uk
OXFORD HORSFATH ATHLETICS STADIUM	SOUTH EAST	PART	Oxford	Oxfordshire	OX2 4RR	pbackman@oxford.gov.uk
PADDINGTON RECREATION GROUND	LONDON	PART	Paddington	Greater London	W9 1PD	john.jennison@gll.org
QUIBELL PARK STADIUM	YORKSHIRE	PART	Scunthorpe	North Lincolnshire	DN17 1ST	Jenny.Purshouse@northlincs.gov.uk
ROYAL MILITARY ACADEMY SANDHURST	SOUTH EAST	PART	Sandhurst	Berkshire	GU15 4PQ	allen.green190@mod.uk
RUTLAND RECREATION GROUND	EAST MIDLANDS	PART	Ilkeston	Derbyshire	DE7 5GH	rutlandsp@erewash.gov.uk
SAFFRON LANE STADIUM	EAST MIDLANDS	PART	Leicester	Leics	LE2 7NQ	saffronlaneathleticsstadium@leicester.gov.uk
STANTONBURY STADIUM	SOUTH EAST	PART	Milton Keynes	Buckinghamshire	MK14 6BN	Mick.Bromilow@open.ac.uk
STOCKWOOD PARK STADIUM	EAST	PART	Luton	Bedfordshire	LU1 4BH	catrina.lewis@activeluton.co.uk
STRATFORD ON AVON ATHLETICS TRACK	WEST MIDLANDS	PART	Stratford upon Avon	Warwickshire	CV37 9DH	staff@stratfordschool.co.uk
THURROCK ATHLETIC STADIUM	EAST	PART	Thurrock	Essex	RM16 2JU	
TILSLEY PARK ATHLETICS TRACK	SOUTH EAST	PART	Abingdon	Oxfordshire	OX14 1DE	martin.mckenna@abingdon.org.uk
UCLAN SPORTS ARENA - PRESTON	NORTH WEST	PART	Preston	Lancashire	PR2 1SG	rbell@uclan.ac.uk
UNIVERSITY ACADEMY KEIGHLEY (UAK)	YORKSHIRE	PART	Keighley	West Yorkshire	BD20 6EB	thevenue@uak.org.uk
WALSALL CAMPUS ATHLETIC TRACK	WEST MIDLANDS	PART	Walsall	West Midlands	WS3	neil.whitehouse@wlv.ac.uk
WOODCOTE HIGH SCHOOL	LONDON	PART	Coulsdon	Surrey	CR5 2EH	s.paddock@woodcote.croydon.sch.uk
SURVEY OUT OF DATE / NOT VALID - Only able to host events up to Permit Level 2						
ALEXANDER STADIUM - external throws	WEST MIDLANDS	Not valid	Birmingham	West Midlands	B42 2BE	Matthew.b.brown@birmingham.gov.uk
BALLYKILLARE SPORTS COMPLEX	NORTHERN IRE	Not valid	Bangor	Gwynedd	BT19 1LU	eva.burter@ballykillare.gov.uk
BARDEN LANE ATHLETICS TRACK	NORTH WEST	Not valid	Burnley	Lancashire	BB10 1JQ	neilljames@burnley.gov.uk
BECKETT PARK ATHLETICS CENTRE	YORKSHIRE	Not valid	Leeds	West Yorkshire	LS6 3DP	hulick@leedsnet.ac.uk
BERRY HILL PARK ATHLETIC TRACK	EAST MIDLANDS	Not valid	Mansfield	Nottinghamshire	NG18 4JU	
BINGHAM ATHLETICS TRACK	EAST MIDLANDS	Not valid	Bingham	Nottinghamshire	NG13 8BL	dave.criddall@parkwood-communityleisure.co.uk
BOGGART HOLE CLOUGH	NORTH WEST	Not valid	Manchester	Greater Manchester	M9 7DF	l.preston@manchester.gov.uk
BRACKNELL SPORTS & LEISURE CENTRE ATHLETICS STADIUM	SOUTH EAST	Not valid	Bracknell	Berkshire	RG12 9SE	revel@bracknellforest.gov.uk
BRAUNTON NORTH DEVON TRACK	SOUTH WEST	Not valid	Braunton	Devon	EX33 2BU	Chris@bma.com
BRICKFIELDS ATHLETIC TRACK	SOUTH WEST	Not valid	Plymouth	Devon	PL1 4NE	
CAIRD PARK	SCOTLAND	Not valid	Dundee	Angus	DD1 3RB	
CHESTER LE STREET	NORTH EAST	Not valid	Chester le Street	Durham	DH3 3SJ	caroline.kirk@leeds.gov.uk
CLICKMIN CENTRE	SCOTLAND	Not valid	Shetland	Shetland	ZE1 0PJ	muirce.hughes@sc.gov.uk
COATBRIDGE OUTDOOR SPORTS CENTRE	SCOTLAND	Not valid	Coatbridge	Lanarkshire	ML6 0AH	
COLCHESTER STATION ATHLETICS TRACK	EAST	Not valid	Colchester	Essex	CO2 7SU	francis.britt@adesso.com
COUNTY GROUND TRACK - SWINDON	SOUTH WEST	Not valid	Swindon	Wiltshire	SN1 2EE	td@swindon.gov.uk
CROOKHAM COMMON	SOUTH EAST	Not valid	Thatcham	Berkshire	RG19 8ET	
CUMBRIA SPORTS ACADEMY	NORTH WEST	Not valid	Whitehaven	Cumbria	CA28 8SD	lezz@whitehaven.gov.uk
CWMBRAN STADIUM	WALES	Not valid	Cwmbran	Monmouthshire	NP44 3YS	John.DeMold@torfaenleisuretrust.co.uk
CWRT HERBERT ATHLETICS TRACK	WALES	Not valid	Neath	Glamorgan	SA10 7BE	mike.berry@celticforce.org
DACORUM ATHLETICS TRACK	EAST	Not valid	Hemel Hempstead	Hertfordshire	HP2 4JS	dayley.bishop@sportspace.co.uk
DAM PARK	SCOTLAND	Not valid	Ayr	Ayrshire	KA8 8BH	
DAVID KESWICK ATHLETIC CENTRE	SCOTLAND	Not valid	Marchmont	Dumfries	DG1 1PX	james.cox@scotland.gov.uk
DEESIDE STADIUM	WALES	Not valid	Deeside	Flintshire	CH5 4BR	beathe@deeside.ac.uk
FAIRWAY ATHLETICS CENTRE	SOUTH EAST	Not valid	Sandown IOW	Hampshire	PO36 9JH	leatrice.edmonston@iow.gov.uk
GATESHEAD THROWS AREA	NORTH EAST	Not valid	Gateshead	Tyne and Wear	NE10 0EF	bobgallagher@gateshead.gov.uk
GLOUCESTER PARK ATHLETICS STADIUM	EAST	Not valid	Basildon	Essex	SS14 3GR	chrisandlan@glm-ltd.co.uk
HEREFORD LEISURE CENTRE	WEST MIDLANDS	Not valid	Hereford	Herefordshire	HR4 9UD	alex.haines@halesowen.gov.uk
HORSFALL ATHLETICS STADIUM	YORKSHIRE	Not valid	Bradford	West Yorkshire	BD6 1JQ	sport.and.leisure@bradford.gov.uk
JENNER PARK	WALES	Not valid	Barry	Glamorgan	CF63 1ET	jdheaman@valeofglamorgan.gov.uk
KETTERING ATHLETIC TRACK	EAST MIDLANDS	Not valid	Kettering	Northamptonshire	NN15 6PB	
KINGSMEADOW FITNESS & ATHLETICS TRACK	LONDON	Not valid	Kingston Upon Thames	Surrey	KT1 3PB	enquiries@abacesforpeopleleisure.org
LINWOOD SPORTS CENTRE	SCOTLAND	Not valid	Linwood	Renfrewshire	PA1 1JD	joeycobbell@renfrewshire.co.uk
LONGFORD PARK ATHLETICS STADIUM	NORTH WEST	Not valid	Stretford	Greater Manchester	M21 9TA	michaelr500@hotmail.com
LOUGHBOROUGH UNIVERSITY	EAST MIDLANDS	Not valid	Loughborough	Leicestershire	LE11 3TU	k.bramley@lboro.ac.uk
MALDWYN LEISURE CENTRE	WALES	Not valid	Newtown	Powys	SY16 1LH	
MONKTON	NORTH EAST	Not valid	Jarrow	Tyne and Wear	NE32 5NJ	devon.alme@scuithyneide.gov.uk
NEW RIVER SPORT & FITNESS	LONDON	Not valid	Wood Green	Greater London	N22 5QW	
NORTHGATE ATHLETICS STADIUM	EAST	Not valid	Ipswich	Suffolk	IP4 3DJ	PHIL.WATKINS@ipswich.gov.uk
ONE LEISURE OUTDOOR CENTRE, ST IVES	EAST	Not valid	St Ives	Cambs	PE27 6SJ	Tom.Lawling@lincs.gov.uk
PAR RECREATION GROUND	SOUTH WEST	Not valid	Par	Cornwall	PL24 2AJ	Martin.mullin@cornwall.gov.uk
PERIVALE PARK ATHLETIC TRACK	LONDON	Not valid	Perivale	Middlesex	UB6 9BG	perivale@leisurevolunteers.com
PRINCESS MARY ATHLETIC STADIUM	YORKSHIRE	Not valid	Liversedge	West Yorkshire	WF15 6LW	bradley.parker@brighams.gov.uk
PRIORY ACADEMY	EAST MIDLANDS	Not valid	Lincoln	Lincolnshire	LN5 8PW	reneale@priory.ac.uk
QUEEN ELIZABETH STADIUM - old survey	LONDON	Not valid	Enfield	Middlesex	EN1 3PL	Robbie.Rhodes@enfield.gov.uk
RADCLIFFE ATHLETICS ARENA	NORTH WEST	Not valid	Oldham	Greater Manchester	OL9 0LS	
RADLEY COLLEGE - old survey	SOUTH EAST	Not valid	Oxford	Oxfordshire	OX14 2HR	sportcentre@radley.org.uk
RAF COSFORD ATHLETICS ARENA	WEST MIDLANDS	Not valid	Cosford	Shropshire	WV7 3EX	cos.fosford@424@mod.uk
RICHMOND STREET ATHLETICS STADIUM	NORTH WEST	Not valid	Ashton-Under-Lyne	Greater Manchester	OL7 9HG	emma@47@btinternet.com

ROYAL DUCHY ATHLETICS TRACK	SOUTH WEST	Not valid	Carn Brea, Redruth	Cornwall	TR15 3QS	rdh@royalduchy.co.uk
RYLANDS CENTRE	WEST MIDLANDS	Not valid	Bromsgrove	Worcestershire	B60 2JS	info@rylandcentre.co.uk
SALT AYRE SPORTS CENTRE	NORTH WEST	Not valid	Lancaster	Lancashire	LA1 5JS	ngray@lancaster.gov.uk
SILKSWORTH SPORTS COMPLEX ATHLETICS TRACK	NORTH EAST	Not valid	Sunderland	Tyne and Wear	SR3 1PD	enquiries@sunderland.gov.uk
STANLEY PARK ATHLETICS ARENA	NORTH WEST	Not valid	Blackpool	Lancashire	FY3 9HQ	leara.biviano@blackpool.gov.uk
SUTCLIFFE PARK ATHLETICS TRACK	LONDON	Not valid	Eltham	Greater London	SE9 5LW	mk.courtney@eii.org
SUTTON ATHLETICS TRACK	NORTH WEST	Not valid	St Helens	Merseyside	WA9 5AU	sean.heaton@sthelens.gov.uk
TAMWORTH ATHLETICS TRACK	WEST MIDLANDS	Not valid	Tamworth	Staffordshire	B77 2HA	TamworthAC@btinternet.com
TEMPLEMORE ATHLETICS TRACK	NORTHERN IRE	Not valid	Derry	County Londonderry	BT48 7QL	Paul.Armstrong@derry.dcy.gov.uk
THAMES VALLEY ATHLETICS CENTRE	SOUTH EAST	Not valid	Eton	Buckinghamshire	SL4 6HN	www@teleisure.com
TOOTING BEC ATHLETICS TRACK	LONDON	Not valid	Tooting Bec	Greater London	SW17 3NP	hugh.grew@warwick.gov.uk
TUDOR GRANGE CENTRE	WEST MIDLANDS	Not valid	Solihull	West Midlands	B91 1NB	simon.james@parkwood-leisure.co.uk
UNIVERSITY OF WINCHESTER	SOUTH EAST	Not valid	Winchester	Hampshire	SO23 0QA	helea.thomas@winchester.ac.uk
VICTORIA PARK ARENA	NORTH WEST	Not valid	Warrington	Cheshire	WA1 1DG	gharry@warrington.gov.uk
WALTHAM FOREST ATHLETIC TRACK	LONDON	Not valid	Walthamstow	Greater London	E17 5AA	
WENTWORTH STADIUM HEXHAM	NORTH EAST	Not valid	Hexham	Northumberland	NE46 3PD	ccant@activeoodnorthumberland.org.uk
WESTMINSTER LODGE ATHLETICS TRACK	EAST	Not valid	St Albans	Herts	AL1 2DL	
WOODBANK ATHLETICS STADIUM	NORTH WEST	Not valid	Stockport	Greater Manchester	SK1 4JR	gid@lives@ntlworld.com
YATE ATHLETICS TRACK - old survey	SOUTH WEST	Not valid	Yate	Gloucestershire	BS37 7LB	tom.a.d@armodorranchtrust.org
NO SURVEY - Only able to host events up to Permit Level 2						
ABBEY STADIUM	WEST MIDLANDS	No survey	Redditch	West Midlands	B97 6EJ	richard.boyd@bromsgroveandredditch.gov.uk
ALAN MORETON TRACK	WEST MIDLANDS	No survey	Stourport	Worcestershire	DY13 8BQ	fmoss.ssc@googlemail.com
ALDERSLEY LEISURE VILLAGE	WEST MIDLANDS	No survey	Wolverhampton	West Midlands	WV6 9NW	
ANTRIM FORUM STADIUM	NORTHERN IRE	No survey	Antrim	County Antrim	BT41 4DQ	info@antrimandnewtownabbey.gov.uk
ASHTON PLAYING FIELDS	LONDON	No survey	Woodford Green	Essex	IG8 8AA	adminashton@vision-rcl.org.uk
BOLTON ARENA	NORTH WEST	No survey	Bolton	Greater Manchester	BL6 6LB	SueHayes@boltonarena.com
BRIDGEND ATHLETIC TRACK	WALES	No survey	Bridgend	Glamorgan	CF31 4WB	Gareth.evans@bridgend.gov.uk
BROADBRIDGE HEATH LEISURE CENTRE	SOUTH EAST	No survey	Horsham	Sussex	RH12 3YS	emmamccormick@pfpleisure.org
BRYNMAWR ATHLETICS TRACK	WALES	No survey	Brynawr	Blaenau Gwent	NP3 4XT	info@blaenau-gwent.gov.uk
CASTLE SCHOOL	SOUTH WEST	No survey	Taunton	Somerset	TA1 5AU	Wlong@1610.org.uk
CATTERICK GARRISON ATHLETICS TRACK	YORKSHIRE	No survey	Catterick	North Yorkshire	DL9 3QE	
CHARLTON CENTRE ATHLETICS TRACK	SOUTH EAST	No survey	Andover	Hampshire	SP10 3LS	swilson@testvalley.gov.uk
CITY ATHLETICS STADIUM (WOODBOURN ROAD)	YORKSHIRE	No survey	Sheffield	South Yorkshire	S9 3LJ	A.Miles@shu.ac.uk
CRAIGSWOOD SPORTS CENTRE	SCOTLAND	No survey	Livingston	West Lothian	EH54 5ER	fscott@westlothianleisure.com
CRICKLEFIELD ATHLETICS GROUND	LONDON	No survey	Ilford	Essex	IG1 1FY	adminfullwell@vision-rcl.org.uk
CROYDON SPORTS ARENA	LONDON	No survey	Croydon	Surrey	SE25 4QL	Scott.Hart@croydon.gov.uk
DALKEITH SCHOOLS COMMUNITY CAMPUS	SCOTLAND	No survey	Dalkeith	Midlothian	EH22 2PS	shtaylor@bam.co.uk
DROITWICH SPA HIGH SCHOOL TRACK	WEST MIDLANDS	No survey	Droitwich	Worcestershire	WR9 0AA	info@droitwichspahigh.worcs.sch.uk
EASTBOURNE SPORTS COMPLEX (TRACK)	NORTH EAST	No survey	Darlington	Durham	DL1 1LJ	julie.hill@darlington.gov.uk
EDMONSCOTE ATHLETIC TRACK	WEST MIDLANDS	No survey	Leamington Spa	Warwickshire	CV32 6AD	tom.duckham@warwickdc.gov.uk
EVERHOLM SPORTS COMPLEX	SCOTLAND	No survey	Annan	Dumfriesshire	DG12 5AA	
FINSBURY PARK TRACK & GYM	LONDON	No survey	Finsbury Park	London	N4 1EE	Roarster@sky.com
FOX HOLLIES	WEST MIDLANDS	No survey	Birmingham	West Midlands	B27 7NS	andy.bradshaw@birmingham.gov.uk
GLASGOW CROWNPOINT	SCOTLAND	No survey	Glasgow	Lanarkshire	G40 2AL	
HORNCHURCH STADIUM	LONDON	No survey	Upminster	Greater London	RM14 2LX	rhys.lewis@havering.gov.uk
HUTCHESONS ATHLETICS TRACK	SCOTLAND	No survey	Glasgow	Lanarkshire	G41 4NW	mackinnonc@hutchesons.org
KING GEORGES REC. GROUND (EWELL COURT)	SOUTH EAST	No survey	Epsom	Surrey	KT18 5BY	dmcginty@epsom-ewell.gov.uk
KIRKBY SPORTS COLLEGE	NORTH WEST	No survey	Kirkby	Merseyside	L32 9PP	
LEEDS ROAD SPORTS COMPLEX	YORKSHIRE	No survey	Huddersfield	West Yorkshire	HD2 1YY	
LEVERHULME ATHLETICS TRACK	NORTH WEST	No survey	Bolton	Greater Manchester	BL2 6BZ	dave.worthington@bolton.gov.uk
LEWIS SPORTS CENTRE	SCOTLAND	No survey	Stornoway	Isle Of Lewis	HS1 2SL	enquiries@cne-siar.gov.uk
LORIMER PARK	SCOTLAND	No survey	Sanquhar	Dumfriesshire	DG1 2AD	hillviewLeisureCentre@dumgal.gov.uk
LYNG HALL SCHOOL	WEST MIDLANDS	No survey	Coventry	Warwickshire	CV2 3JS	emcmahon@lynghallschool.co.uk
LYNNSPORT ATHLETICS TRACK	EAST	No survey	Kings Lynn	Norfolk	PE30 2NB	Daniel.twite@west-norfolk.gov.uk
MEADOWBANK SPORTS ARENA (NI)	NORTHERN IRE	No survey	Magherafelt	Londonderry	BT45 6EH	
MEADOWBANK SPORTS CENTRE	SCOTLAND	No survey	Edinburgh	Edinburgh	EH7 6AE	
NETHERCRAIGS SPORTS COMPLEX	SCOTLAND	No survey	Glasgow	Lanarkshire	G52 1RR	pauline.caffrey@glasgow.gov.uk
NEW HALL SCHOOL	EAST	No survey	Chelmsford, Boreham	Essex	CM3 3HS	w.staines@newhallschool.co.uk
NORTH SOLIHULL SPORTS CENTRE TRACK	WEST MIDLANDS	No survey	Chelmsley Wood	West Midlands	B37 5LA	Andy.Smith@parkwood-leisure.co.uk
OSTERLEY ATHLETICS TRACK (AND SPORTS HALL)	LONDON	No survey	Isleworth	Middlesex	TW7 5FF	Akeel.noordally@fusion-lifestyle.com
PENLAN ATHLETIC TRACK	WALES	No survey	Brecon	Powys	LD3 9SR	richard.gealy@freedom-leisure.co.uk
PICKAQUOY CENTRE ATHLETICS TRACK	SCOTLAND	No survey	Orkney	Shetland Islands	KW15 1LR	mark.stillwell@pickaquoy.com
PITREAVIE SPORTS GROUND	SCOTLAND	No survey	Pitreavie	Fife	KY11 8PP	james.dunbar@fifeleisure.org.uk
ROBIN PARK ATHLETICS STADIUM	NORTH WEST	No survey	Wigan	Greater Manchester	WN5 0UH	r.worthington@wlct.org
SALISBURY RUNNING TRACK	SOUTH WEST	No survey	Salisbury	Wiltshire	SP1 3NR	craig.angel@wiltshire.gov.uk
SETH SOMERS TRACK	WEST MIDLANDS	No survey	Halesowen	West Midlands	B62 8RW	info@somersclub.co.uk
SEVENOAKS SCHOOL TRACK	SOUTH EAST	No survey	Sevenoaks	Kent	TN13 1HU	admin@sevenoaksschool.org
SHILDON - Stadium 2000	NORTH EAST	No survey	Shildon	Durham	DL14 2EP	stuart.dunn@durham.gov.uk
SHREWSBURY ATHLETICS TRACK	WEST MIDLANDS	No survey	Shrewsbury	Shropshire	SY2 6PR	
SIXFIELDS COMMUNITY TRACK	EAST MIDLANDS	No survey	Northampton	N/A	N/A	
SOBELL SPORTS CENTRE	WALES	No survey	Aberdare	N/A	N/A	Simon.J.Mantle@rhondda-cynon-taff.gov.uk
SPORTSPARK at U.E.A.	EAST	No survey	Norwich	Norfolk	NR7 4TJ	A.Linsmith@uea.ac.uk
ST MATTHEWS CAMPUS	SCOTLAND	No survey	Saltcoats	North Ayrshire	KA12 0AJ	jmcmillan@kaleisure.com
STUART STOREY ATHLETIC TRACK	EAST	No survey	Ware	Hertfordshire	SG12 0UQ	info@wodsonpark.com
TELFORD ATHLETICS STADIUM	WEST MIDLANDS	No survey	Telford	Shropshire	TF2 7AB	Lee.Talbot@telford.gov.uk
THORNFORD PARK	SOUTH EAST	No survey	Thatcham	Hampshire	RG19 8ET	
TWEEDBANK SPORTS COMPLEX TRACK	SCOTLAND	No survey	Galashiels	Selkirkshire	EH11 3BQ	danderson@bslt.org.uk
VICTORY STADIUM (NAVY)	SOUTH EAST	No survey	Portsmouth	Hampshire	PO1 2HB	
Waterside Sports Hub (New)	SOUTH EAST	No survey	Elmbridge	Surrey		ltaylor@elmbridge.gov.uk
WILLIAM BROOKES ACADEMY	WEST MIDLANDS	No survey	Much Wenlock	Shropshire	TF13 6NB	m.bainbridge@williambrookes.com
WILLIAM PARKER COMMUNITY ATHLETICS ARENA	SOUTH EAST	No survey	Hastings	East Sussex	TN34 2NT	c.button@arkwilliamparker.org
WILSON PLAYING FIELDS ATHLETICS TRACK	NORTH WEST	No survey	Clayton Le Moors	Lancashire	BB5 4EP	Joanne.mortimer@hyndburnleisure.co.uk
WIMBLEDON PARK ATHLETICS TRACK	LONDON	No survey	Wimbledon	Greater London	SW19	david.byles@merton.gov.uk
WISHAW SPORTS CENTRE	SCOTLAND	No survey	Wishaw	North Lanarkshire	ML2 0HQ	graeme.morrison@nleisure.com
WOODSIDE STADIUM	EAST	No survey	Watford	Hertfordshire	WD25 7HH	kylemaundrell@everyoneactive.com
WORTHING LEISURE CENTRE	SOUTH EAST	No survey	Worthing	West Sussex	BN12 4ET	Mike.McGinley@southdownsleisure.co.uk
WYCOMBE DISTRICT ATHLETICS COMPLEX	SOUTH-EAST	No survey	Little Marlow	Buckinghamshire	SL7 3RS	bookings@alfcharity.org
WYCOMBE SPORTS CENTRE	SOUTH EAST	No survey	High Wycombe	Wycombe	HP11 1TJ	
WYNDLEY LEISURE CENTRE	WEST MIDLANDS	No survey	Sutton Coldfield	West Midlands	B73 6EB	wyndley.lc@birmingham.gov.uk
WYTHENSHAW PARK ATHLETICS TRACK	NORTH WEST	No survey	Manchester	Greater Manchester	M23 0AB	j.howard@manchester.gov.uk
YARBOROUGH LEISURE CENTRE	EAST MIDLANDS	No survey	Lincoln	Lincolnshire	LN1 3SP	Stuart.blackbourn@activation.org.uk
PENDING						
RAVENSCRAIG ATHLETICS STADIUM	SCOTLAND	PENDING	Greenock	Renfrewshire	PA15 1DE	bev.mathieson@inverclyde.gov.uk
SHEEPMOUNT ATHLETICS STADIUM - FLOOD DAMAGE	NORTH WEST	PENDING	Carlisle	Cumbria	CA3 8XL	tom.rice@gll.org
TIPTON SPORTS ACADEMY	WEST MIDLANDS	PENDING	Tipton	West Midlands	DY4 0BS	Simon.Bryan@slt-leisure.co.uk
WILLESDEN SPORTS STADIUM	LONDON	PENDING	Willesden	Greater London	NW10 3QX	willesden@harpersfitness.co.uk
WITHEAN STADIUM	SOUTH EAST	PENDING	Brighton	East Sussex	BN1 5JD	
WITTON PARK TRACK	NORTH WEST	PENDING	Blackburn	Lancashire	BB2 2TP	michael.haworth@blackburn.gov.uk
[NEW] MOULTON COLLEGE ATHLETICS TRACK	EAST MIDLANDS	TBC	Moulton	Northamptonshire	NN3 7RR	Robbie.Speirs@moulton.ac.uk
EASTWOOD ACADEMY	EAST	TBC	Leigh-on-Sea	Essex	SS9 5UU	rhayward@eastwood.southend.sch.uk



BANGOR SPORTSPLEX ATHLETICS TRACK

CONDITION REPORT

Job No. 2863

for
Ards and North Down Borough Council
2 Church Street
Newtownards
BT23 4AP

July 2019

Sports Labs Ltd
1 Adam Square
Brucefield Industry Park
Livingston
Scotland
EH54 9DE

FOREWORD

1. This report has been prepared by Sports Labs Limited with all reasonable skill, care and diligence within the terms of the contract with the Client and within the limitations of the resources devoted to it.
2. This report is confidential to the Client and Sports Labs Limited accepts no responsibility whatsoever to third parties to whom this report, or any part thereof, is made known. Any such party relies upon the report at their own risk.
3. This report shall not be used for engineering or contractual purposes unless signed by the Author and the Checker and unless the report status is "Final".
4. Not all tests carried out are within our scope of ISO 17025 Accreditation.
5. This report is not an official NGB report and does not imply NGB approval.

F Gilbert

Prepared by
July 2019

D Dickinson

Checked by
July 2019

Revision	Details	Status	Date	Author
-	-	DRAFT	June 19	FG
A	OPTION 1 Budget Cost <ul style="list-style-type: none"> - Items 11 & 12 moved from additional recommendations to main scope of works OPTION 2 Budget Cost updated to Include; <ul style="list-style-type: none"> - New disabled fixings to hammer/discus throws circles - Deep Clean of the full 8-lane track and 'D' areas 	FINAL	July 19	FG



1 Adam Square
Brucefield Industry Park
Livingston EH54 9DE
West Lothian, Scotland
United Kingdom
Email: eric@sportslabs.co.uk
Phone: +44 (0) 1506 444 755



Sports Labs Ltd,
1 Adam Square, Brucefield Industry Park, EH54 9DE
Tel: +44(0)1506 444 755

CONTENTS

1	Introduction	2
1.1	Scope	2
1.2	Sports Labs Ltd	3
1.3	History and Overview of Facilities.....	3
2	Configuration	4
3	Condition summary	5
3.1	Drainage	6
3.2	High jump/ 'D' Area	7
3.3	Steeplechase	8
3.4	Pole vault	9
3.5	Long/Triple jump	10
3.6	Hammer/Discuss	11
3.7	Shot.....	12
3.8	Additional comments	13
4	Topographical and Slope Survey	14
5	Laboratory Testing	14
6	Performance Testing.....	15
6.1	Surface Evenness (IAAF Straight Edge Method)	15
6.2	Thickness Survey EN: 1969	15
7	Conclusions and recommendations.....	16
	appendix a – topographical survey	18
	appendix b – track survey calculations	19
	appendix c – lab testing results.....	20
	appendix d – budget costs	21

TABLE OF FIGURES

Figure 1 Looking along the home straight	4
Figure 2 Looking along first bend	4
Figure 3 Typical track condition, high level dirt.....	5
Figure 4 Widespread patching at area of noted settlement at start of back straight	5
Figure 5 Inside line filter drain	6
Figure 6 Slot drainage	6
Figure 7 ACO drainage	6
Figure 8 D area	7
Figure 9 Evidence of core samples taken.....	7
Figure 10 Steeplechase Overview	8
Figure 11 Cleanliness of pit.....	8
Figure 12 Pit surface and exposed edges	8
Figure 13 Pole vault runway overview	9
Figure 14 Pole vault take-off box.....	9
Figure 15 Long/ Triple Jump Overview	10
Figure 16 Long jump take-off board condition	10
Figure 17 Hammer & Discus Throwing circles.....	11
Figure 18 Throwing circle depth	11
Figure 20 Shot 1 Natural grass infield landing area	12
Figure 21 Shot 2 concrete throws circle	12
Figure 22 Shot 2 redgra/ gravel landing area	12

1 INTRODUCTION

Sports Labs Consult were commissioned by Ards and North Down Borough Council to conduct a condition survey of Bangor Sportsplex Athletics Track in Bangor, Northern Ireland.

The purpose of this survey is to collate information on the current condition of the facilities alongside recommendations for remedial or refurbishment works.

1.1 Scope

The scope of this condition survey involves the following –

- A visual examination of the track and field events
- An assessment of the presence of surface defects

Alongside these items a dimensional survey was to be carried out to highlight the following factors

- Length and accuracy of running line
- Slope of the track both longitudinal and cross track
- Track layout; including field events

In addition, Sports Labs have also been instructed to carry out the following performance tests by our accredited field technician.

Test	Purpose
Surface Evenness (IAAF Straight Edge Method)	Check on surface regularity and check on any high or low deviation's present (tolerance is 6mm over a 4m straight edge)
Thickness Survey EN: 1969	Determine the overall thickness of the polymeric surface

The results of these tests are included within the topographical survey drawing in appendix A, and are summarised within section 6 of this report.

In addition, Sports Labs retrieved samples of the track surface which will be subject to the following laboratory tests –

Test	Purpose
Tensile Strength & Elongation breakage – EN 12230: 2003	Integrity and durability in terms elongation and flexibility

The results of these tests are included within appendix C and are summarised within section 5 of this report.

1.2 Sports Labs Ltd

Sports Labs is a Consultancy Practice and testing institution specialising in synthetic pitches, athletics tracks and other sports facility provisions. The Company has over 25 years of experience in this sector and has been involved in the design, specification and testing of hundreds of synthetic pitches and tracks in that period. The Sports Surfacing Laboratory is a member of the International Sports Surfaces Science Association and is accredited internationally including the International Association of Athletics Federation (IAAF).

1.3 History and Overview of Facilities

The facility is currently under the auspice of

Bangor Sportsplex Athletics Track

It is sited at

292 Old Belfast Road

Bangor

BT19 1LU

The track was officially opened and marked by a first meeting on 2nd May 2001. The original track surface was a Spurtan V and built by Cecil A. Haffrey & Son Ltd. The track has not been re-layed or over-sprayed since this time.

Historically, prior to this the track was due to open in August of 1998. Although completed in 1996, issues were found with the track due to lifting, wrinkling and low shock absorption.

The facility today is managed by NCLT (Northern Community Leisure Trust) and operated by Serco. The track is regularly swept by a small automatic road sweeper.

The track is often used by disabled wheelchair and bike users with sessions taking place for 2/3 hours per week. The disability equipment is stored at the site which is considered a disability hub for the council.

2 CONFIGURATION

The track surface consists of a Solid PU non-porous polymeric system. These systems consist of two levels; A base polyurethane flood coat layer incorporating rubber granules and a final layer topped with an EPDM rubber surface dressing. As this type of surface is impermeable to water it relies on a consistent track surface level and fall towards an inside perimeter drainage channel.

Today the track facility consists of:

- 1 x eight lane standard 400m track with internal steeplechase lane and water jump facility. (Inc. 2 x eight lane sprint straights, both home and back straight)
- 1 x High jump within D area
- 2 x javelin runways at each end of the track, one with extended runway on the outside of the track to accommodate required length
- 1 x Throws cage with hammer & discus circle
- 2 x Shot circles (1 landing area onto natural grass infield, 1 with redgravel/gravel landing area)
- 1x External triple and long jump facility, single runway with landing bed at each end
- 1 x pole vault facility, single runway with take off box at each end (shared with long jump facility and likely out of use – no equipment found on site at time of visit)

Extensive floodlights are located within the stadium complex with 8 columns noted, the levels were not tested as part of this report however appeared and reported to be sufficient to illuminate the track and infield to lux levels suitable for competition.

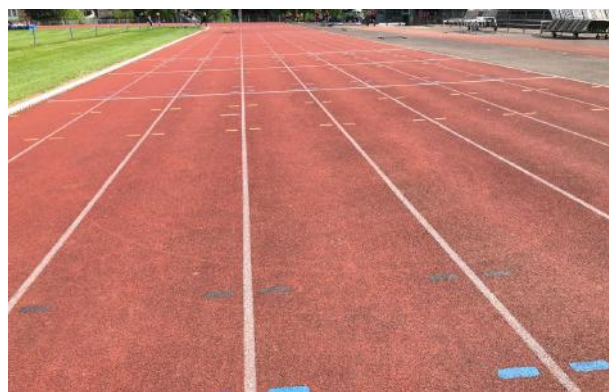


Figure 1 Looking along the home straight



Figure 2 Looking along first bend

3 CONDITION SUMMARY

The track has issues which need to be addressed in order to meet the required performance characteristics.

There are several noted depressions picked up during the straight edge survey within lane 1 and lane 4 of the sprint straights where the track is outwith the required tolerances of 6mm. This also comes with noted lack of texture in the high wear areas.

There is a visible low point across the width of the track at the start of the back straight and entry point. This appears to translate with the localised subsidence in this section of the facility where the infield also exhibits extreme undulations in surface level. Remedial works are required in this area and several other areas with deviations in surface levels to bring within desired tolerances.

There is evidence of previous widespread patch repairs in the area noted with its colour inconsistent to the surrounds. It is likely this is a previous short term repair has been undertaken until the track eventually settled again in this area.

Notwithstanding the above issues, the polymeric track material itself is dirty throughout to very high levels in some areas and this build up is likely to have contributed to the drainage issues highlighted, preventing the surface water to drain freely towards the inside drainage channel.

The long jump pit has spread sand across a large area of the track on the home straight, particularly at the 110m start line. This causes a reduction in slip resistance and should be addressed as it adds to the build-up of dirt and grime on the surface.

Work line markings are noted throughout, most notably in both the back and home sprint straights. At present it is possible to make out most of the event areas however should any refurbishments be planned clearly new line marking would be required throughout.



Figure 3 Typical track condition, high level dirt



Figure 4 Widespread patching at an area of noted settlement at start of back straight

3.1 Drainage

The track is of a non-porous nature and so relies on a level sloping track surface to carry surface water towards the internal perimeter drainage system on the inside of the track. At this facility, this inside drainage channel consists of part above ground ACO drainage cover and in other areas slot drainage with slits within the polymeric track surface.

The slopes of the track are found during the inspection and confirmed by the topographical survey to be relatively consistent and compliant within the IAAF tolerances of 1:1000 longitudinally in the direction of running and 1:100 laterally from the outside of the track to inside.

A marked-up drawing has been provided by the client indicating locations of the track with poor drainage causing water to pond. This is supported by the straight edge survey which found multiple areas outwith required tolerances.

The likely cause of drainage issues is due to deviations in the polymeric surface ie. 'low points' noted during the straight edge survey allowing water to pond. The track itself is also seen to be extremely dirty and this build up of dirt and detritus will block the pores of the system and prevent surface water from running freely towards in the inside channel as intended.

It is likely that blocked internal perimeter drainage is also compounding any drainage issues. To ensure the track drains effectively, slot drains should be cleaned and flushed out. This will prevent build up and potential overflow back out on to the track. Should any improvements of the track be actioned an allowance for repairs to the inside channel should be included within the scope of works.

Sand and grass cuttings from the infield within the surrounding track areas has encroached on the track in various areas which has added to this and indicates that the current track maintenance regime is not sufficient.

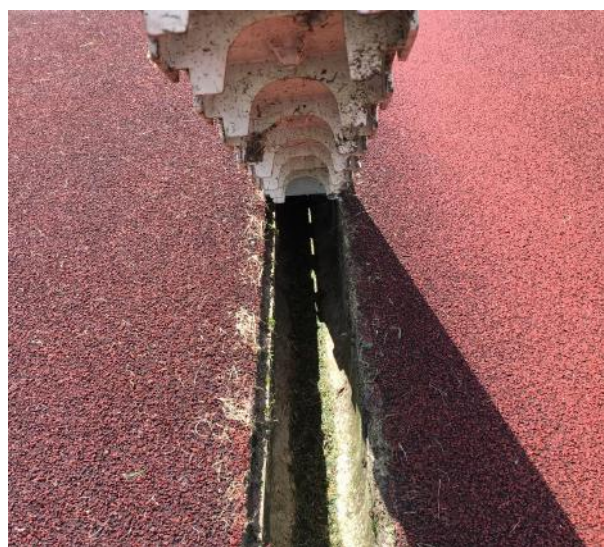


Figure 5 Inside line filter drain



Figure 6 Slot drainage



Figure 7 ACO drainage

3.2 High jump/ 'D' Area

There is a full width 'D' area at the South East end of the track. This is made up primarily of polymeric track material accommodating the high jump and a marked javelin runway. There is also a two circle throws cage in the 'D' area within a hardstanding section.

Dirt and detritus is noted over large areas of the surface.

On inspection of the D there was noted evidence of previous core samples taken in numerous locations. It is suspected previous ground investigation has been carried out in this area to explore the cause of depressions/ differential settlement in this area.

It is recommended that the 'D' area should also be addressed alongside any proposed refurbishment works to the track area.

It is noted that only one side of the javelin runway is delineated with a painted white line while the other uses the kerb line which marks the start of the hardstanding throws area.



Figure 8 D area



Figure 9 Evidence of core samples taken

3.3 Steeplechase

The steeplechase is located internally within the standard 400m track.

The steeplechase pit contained water with vegetation/ grass cuttings from the infield and minor moss/ algae growth. It is recommended that this material is removed and the pit subject to a deep cleaning treatment.

There is exposed concrete adjacent to the track surface; the preferred finish is to have a continuous polymeric surface to the face of the water, thus preventing injury from a fall.

The steeplechase barrier fixings installation has protruding edges and presents a potential for injury. This should be covered to protect facility users.

The hurdle was intact and appears to be relatively new and in good condition.

The polymeric track material forming the steeplechase runway is discoloured with the build-up of dirt and would benefit from a deep cleaning treatment.

The wall of the pit should strictly be covered in polymeric material.



Figure 10 Steeplechase Overview



Figure 11 Cleanliness of pit



Figure 12 Pit surface and exposed edges

3.4 Pole vault

The external pole vault facility shares an adjacent runway to the long/ triple jump facility.

The pole vault take-off box is located on the same runway as the long jump (with boards at 1.0m) with an adjacent triple jump runway (with boards at 9.0m, 11.0m & 13.0m).

A covered pole vault take-off box and runners on concrete foundations are seen on site. There was no evidence of pole vault equipment storage on site.

It is likely that due to the relatively regular use of the long/ triple jump facility that the practicality of this arrangement has seen any previous pole vault usage decline.

The polymeric material covering the pole vault take-off box has become worn around the edges, exposing areas of the box.

The runway is covered with landing bed sand throughout and loose dust. This has the potential to cause slippage and would benefit from brushing and cleaning treatment. It is recommended that a deep cleaning treatment take place on the runway.

As noted, at the time of inspection, there was no evidence of pole vault equipment on site and as such these could not be included as part of the inspection. It appears that at present this area is used exclusively for long jump/ triple jump use.



Figure 13 Pole vault runway overview



Figure 14 Pole vault take-off box

3.5 Long/Triple jump

The long/ triple jump facility consists of two adjacent runways with a landing bed at each end.

The first runway consists of the triple jump facility, with take-off boards at 9.0m, 11.0m and 13.0m at each end.

The second runway serves the long jump event with a take-off board at 1.0m distance at each end. This runway also serves a pole vault facility with runners and take-off box evident, though it appears this is primarily if not exclusively a horizontal jumps facility.

It is therefore possible to have long and triple jump events running concurrently.

The beds are currently formed from plastic edging with sand traps round the perimeter of both beds. The sand within the beds was covered at the time of visit however there appears to be ample volume of sand as this was sand was strewn over the runway and around the beds. This indicates that the pit cover/ maintenance regime is not adequate at present. An allowance for additional sand for topping up would be advisory in any refurbishment works.

It is recommended that a deep cleaning treatment be carried out on the event runways.

The uncovered timber long jump take off boards are worn, degraded and splintering. In their current condition these are not fit for purpose and should be replaced.

Line markings are faint and non-existent on the exterior sides of the runway.



Figure 15 Long/ Triple Jump Overview



Figure 16 Long jump take-off board condition

3.6 Hammer/Discuss

Within the throws cage there is one hammer and one discus circle.

The depth of circle is seen compliant with the UKA tolerance of $20\text{mm} \pm 6\text{mm}$. The circles themselves are in generally good condition with a consistent level, porosity holes evident from drainage and no dirt and debris.

There are breaks/ open joints surrounding the outside of the concrete circles with weed growth. Grouting and filling should take place in these areas.

The larger discus circle is found to be placed at the rear of the circle with the smaller hammer circle at the front. IAAF guidance states that in the two circle arrangement, the larger discus circle shall be placed closest to the landing area therefore this is not a compliant throws circle.

It is recommended that a safety cage assessment be carried out by a SAPCA approved contractor to ensure compliance with the UKA Safety Cage Guidance (2018).

Neither of the two circles appear to have fixings suitable for disabled athletes use.

At the time of visit, the facility was in use by school pupils with more than one user within the cage during use. It is advised as an ongoing facility management consideration that no more than one user shall be within the extents of the throws cage at any one time during use.



Figure 17 Hammer & Discus Throwing circles



Figure 18 Throwing circle depth



Figure 19 Throws cage overview

3.7 Shot

There are two shot circles both located in the natural grass 'D' at the North West end of the facility.

The first shot has a landing area into the natural grass infield area.

The circle does have cut grass and general dirt from the infield encroaching and blocking porosity holes, this should be monitored as an ongoing facility management exercise. Markings/scores within the circle and surrounds suggest that although the least accessible of the two, this has been used for disabled throws.

The concrete stop board is in generally good condition.

The second shot circle consists of the redgra/ gravel landing area of 23.5m in length. The facility is accessed via monoblock paving. The circle itself is in good condition overall and has drainage porosity holes suitable for required drainage.

The redgra/ gravel landing area has weed growth throughout, and these should be removed as part of refurbishment works. The timber edgings of the landing area are generally in fair condition.



Figure 20 Shot 1 Natural grass infield landing area



Figure 21 Shot 2 concrete throws circle



Figure 22 Shot 2 redgra/ gravel landing area

3.8 Additional comments

The infield area is uneven with extreme undulation in places picked up during the topographical survey, particularly at the Eastern side of the track by the javelin and hammer cage. It is a requirement for throwing events in competition that the longitudinal slope in the direction of throwing shall not exceed 1:1000 downwards and this condition shall not be met consistently here.

The surrounding spectator stands and perimeter fencing are themselves in a reasonably good condition.

4 TOPOGRAPHICAL AND SLOPE SURVEY

See the drawing contained within appendix A.

The IAAF requirements for the slope is set out as the following factors

Checking Element	Measured Value	IAAF Requirement	Compliant
Inside Running Line	400.0095m	400m – 400.04m	YES
Longitudinal Slope	≤0.1%*	≤0.1%	YES*
Lateral Slope	Average: 0.776%	≤1%	YES*

Summary of Findings

- The inside running line is measured as 400.0095m, which is compliant with the IAAF.
- The lateral slope, measuring the overall inclination of the track from outside to inside is compliant with the IAAF with an average measured slope of 0.776%.
- The longitudinal slope, measuring the overall inclination of the track in the direction of running is compliant with the IAAF. *Note that longitudinal slope values are seen up to 0.13% between the 350m and finish line likely due to heavy wear in these areas, which strictly is borderline with the requirements.

Slope study on the field events also complied with the IAAF requirements, full extent of the survey including levels layout and model is within appendix A of this report, with supporting calculations in appendix B.

The inside line was surveyed as part of the study (note that the inside line was unclear in places due to faded paint), the main requirement of the track is that it meets the distance of 400m (-0mm +40mm tolerance) from a 300mm offset. See drawing within appendix A which highlights the track can meet these requirements without any need to make structural adaptations to the facility.

5 LABORATORY TESTING

Samples of 300mm x 300mm were taken at the time of inspection, the results specific to these are contained within Appendix C

6 PERFORMANCE TESTING

This section of the report summarises the findings of the performance testing carried out as part of the inspection of the facilities

6.1 Surface Evenness (IAAF Straight Edge Method)

Overview	Conclusions	Reference Report
This test highlighted various deviations on the surface in 8 distinct locations around the track. The deviations ranged up to 14mm. The tolerance expected by the IAAF is to meet no deviations exceeding 6mm over a 4m straight edge.	Likely that the deviations are caused by extensive use and wear of the facility, localised differential settlement within the facility and displacement. There is a visible low point across the full width of the track at the entry point, and it is noted at the time of visit of the settlement within the local area.	Appendix A

6.2 Thickness Survey EN: 1969

Overview	Conclusions	Reference Report
A thorough inspection and check of the thickness of the polymeric surface on the track resulted in generally consistent thicknesses ranging between 20mm – 27mm	The track was generally consistent in thickness of the polymeric. These results of a compliant slope as well as consistent thicknesses of polymeric are a positive sign that the base of the track was built to a generally consistent level within the required tolerances.	Appendix A

7 CONCLUSIONS AND RECOMMENDATIONS

It is in our opinion that the track should be resurfaced with a new non-porous solid PU track system, to provide a refurbished facility compliant with UKA TrackMark Unit 1 & 2. This option is dependent on the timeline of the proposed re-location of the facility. This option is required to address the several 'low' points picked up in the high wear areas during straight edge survey where the track is out of tolerance with the 6mm maximum deviation requirement to meet UKA & IAAF standard. The track being non-porous in nature, relies on the consistency in levels of the surface to transport surface water towards the inside perimeter drainage channel. As such, to drain effectively, undulations must be addressed to prevent water from ponding on the surface. The track generally has poor slip resistance underfoot, worn with low texture and is dirty throughout. Build up of dirt and detritus can also contribute to preventing effective drainage.

There is a wider concern regarding the facility which is the localised subsidence in the area. Evidence of this can be seen within the infield area where there are extreme variations in levels and it is possible that this translates into the nearby 'low points' and visible undulation over the full track width at the start of the back straight. For the medium term sustainability of the track, resurfacing is required to address inconsistencies in the surface and ensure effective drainage.

One further option outwith the preferred is to carry out a deep clean of all polymeric track surfacing inclusive of standard 400m track, 'D' areas and event runways plus localised patch repairs in areas of deviation noted in the straight edge survey. This has been considered as option 2 within the budget costs provided with an allowance over an area of 300m² for these repairs. This option shall also be fully compliant with the requirements of TrackMark Unit 1 & 2.

Further alternative options have been explored such as an overlay with a structural spray (this essentially involves laying a new continuous textured layer on top of the existing polymeric). However, due to the undulations seen visually and picked up by the straight edge survey, this is not a viable option on an uneven polymeric surface such as this and repairing in this way will result in inconsistencies in finish and performance. Issues are also encountered with other short-term measures put forward, consisting of retexturing/ deep cleaning treatment. These solutions are not applicable as they do not address the levels issues in high wear areas within required governing body standard tolerances.

It is our opinion that further accelerated deterioration will occur and associated drainage issues may manifest as time goes on. If funding is available, then the track should be resurfaced as soon as possible.

In terms of the layout of the facility, the shared pole vault and long jump facility is a departure from standards and means that both facilities cannot be used at the same time. There was no sign of pole vault equipment/ covers on site at the time of visit so this shall be confirmed by the client but it appears pole vault is out of use in the current arrangement. Consideration should be given to relocating the pole vault facility to the high jump 'D' infield.

See below an outline scope of works for the preferred medium-term refurbishment as per our recommendations. All items to include for supply and installation.

- Removal of existing polymeric surface to 400m standard track inc. both back and home straight and both 'D' areas
- Localised remedial works to existing base (to IAAF slope tolerances and 6mm under straight edge)
- New non-porous polymeric track system to standard 400m track inc. back and home straights.
- New non-porous polymeric track system to steeplechase wall and exposed concrete edges. New protective measure to exposed hurdle fixings
- New line markings to IAAF standard 400m marking plan
- Flushing out and cleaning of internal ACO drainage channel, with localised replacement/ provision of additional drainage channel material where currently missing.
- New ACO drainage channel in localised area as required.
- Removal of existing long jump take-off boards (x2)
- New long jump take-off boards (x2)
- Deep cleaning of long/ triple jump runways
- Removal of weeds from shot put redgra/ gravel landing area
- Throws cage survey to be undertaken by SAPCA accredited and approved contractor to ensure throws cage is compliant with UKA Throws & Safety Cage Guidance (2018). The condition report has already highlighted that the hammer and discus circles have been installed incorrectly.
- Earthworks to infield natural grass for throwing events to achieve no greater than 1:1000 slope in direction of throwing. New reinstatement and seeding.
- New pole vault facility within the high jump D (single runway, 1 landing bed)
- New disabled fixings to throws cage circles.

In terms of track drainage it would be prudent to allow for a minimum allowance to repair the inside drain and grate alongside tidying up the outside of the track areas with a new external perimeter track drain required to catch any surface water runoff from the surrounding slopes and features and finish off the new system flush.

A new hammer cage within the stadium grounds is vital to bring this event to the standard required and each event area requires to be refurbished and brought up to current IAAF Standards. The long jump/triple jump events should include take off boards at 7m and 9m in accordance with IAAF, in addition sand traps should be installed around the landing beds with new heavy-duty rubber kerbing. The track and field events should be accessible by disabled users and should have a compliant path to the event areas complete with fixings (hammer/shot) in circles.

Improper use of the track can damage the surface. Many surface suppliers would not guarantee their surface after it has been subjected to certain loading. Therefore, the track and facility management may need to be reviewed. This would include rotating lane usage (plus back and home straights) during training and restricting vehicles tracking over the surface. In addition, the act of dragging weights behind an athlete and sprint training should be prohibited as it exerts a massive sheer strain on the polymeric surface. Alternatively, a training area could be constructed solely for this purpose, utilising a specialist surfacing.

APPENDIX A – TOPOGRAPHICAL SURVEY



NOTES
It is the contractors responsibility to check design levels and sizes for compliance. A discrepancies or errors to be identified to design team.

- KEY
- Polymeric Track Material
 - Hardstanding
 - Natural Grass
 - Long Jump Sand
 - Concrete Throws Circle
 - Redgra/ Gravel Landing Area
 - Monoblock paving
 - Manhole Cover
- 25mm - Thickness Survey EN 1969 overall thickness of polymeric material
 10mm - Surface Evenness (IAAF Straight Edge Method) Deviations Noted
 † 10.060 - Survey Level

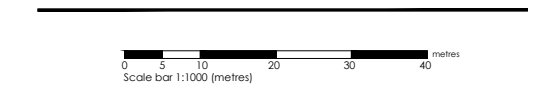


01 TOPOGRAPHICAL SURVEY
SCALE: 1:500

REVISION	DETAILS	BY	DATE	CHECKED



BANGOR SPORTSPLEX
TRACK INSPECTION
TOPOGRAPHICAL SURVEY



Date: 06/2019	Job. No. 2863	Drawn by: FG
Scale: 1:500 @ A3		Checked by: DD

APPENDIX B – TRACK SURVEY CALCULATIONS

Track Survey - IAAF Slope Tolerance Check

Job No. 2863
 Job Name Bangor Sportsplex
 Surveyor F. Gilbert
 Checked By D. Dickinson

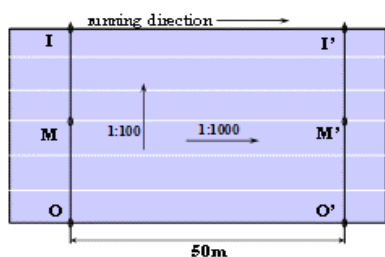


4.1 Lateral incline

The maximum allowance for lateral inclination of the track should not exceed 1:100 or 1%.
 The lateral inclination of the track should be towards the inside lane. (Rule 160.6)

No.	Position	Incline %					
		O	M	I	O - M	M - I	O - I
1	Finish Line	9.887	9.85	9.817	0.758	0.676	0.717
2	50m	9.955	9.922	9.892	0.676	0.615	0.645
3	100m	9.927	9.89	9.86	0.758	0.615	0.686
4	150m	9.962	9.924	9.877	0.779	0.963	0.871
5	200m	9.954	9.921	9.875	0.676	0.943	0.809
6	250m	9.951	9.92	9.874	0.635	0.943	0.789
7	300m (start 100m)	9.955	9.911	9.871	0.902	0.820	0.861
8	350m	9.954	9.918	9.873	0.738	0.922	0.830

AVG 0.740 0.812 0.776



IAAF FORM: TMO Page 8/27

I - I' : inside of track (kerb line)
 M - M' : middle of track
 O - O' : outside of track

Note: Use a separate drawing for providing the required spot levels for determining the incline of the track.

Track Survey - IAAF Slope Tolerance Check

Job No. 2863
 Job Name Bangor Sportsplex
 Surveyor F. Gilbert
 Checked By D. Dickinson

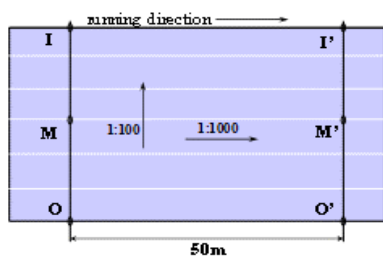


4.2 Overall incline

The overall inclination of the track in the running direction shall not exceed 1:1000 or 0.1% downwards. (Rule 160.6). The inclines should be either + or - such that the summation from Finish Line to 400m is zero.

No.	Position	Track Distance (m)	Incline %		
			O - O	M - M	I - I
1	Finish Line - 50m	50	-0.136	-0.144	-0.150
2	50m - 100m	50	0.056	0.064	0.064
3	100m - 150m	50	-0.070	-0.068	-0.034
4	150m - 200m	50	0.016	0.006	0.004
5	200m - 250m	50	0.006	0.002	0.002
6	250m - 300m	50	-0.008	0.018	0.006
7	300 - 350m	50	0.002	-0.014	-0.004
8	350m - 400m	50	0.134	0.136	0.112

IAAF FORM: TMO Page 8/27



I - I' : inside of track (kerb line)
 M - M' : middle of track
 O - O' : outside of track

Note: Use a separate drawing for providing the required spot levels for determining the incline of the track.

APPENDIX C – LAB TESTING RESULTS

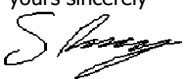


TEST REPORT

Report No: 19571/4028
 Date: 23rd May 2019
 Client: SL Consultancy

Laboratory Testing of samples:-

Determination of Tensile Strength : Direct Tension method (IAAF Track Synthetic Surface Testing Specifications 2011)						
TEST DETAILS						
Date of Test:	23/05/2019	Operator:	GW/KM			
Material Type:	Track sample	Client:	SL Consultancy			
Test Temperature:	22.1	Test Condition:	Dry			
Sample reference:	Bangor Sportsplex Track Samples	Cutting Method:	Steel Cutters in Hydraulic Press			
Rubber Crumb:	EPDM	Uncertainty:	0.030 MPa (K=2.87)			
Resin Dosage:	Not stated	Surface	Porous Surface			
TEST RESULTS						
Sample No.	Force (N)	Cross section (mm ²)	Elongation (%)		Tensile (MPa)	
A	400.4	471.6	51.7	Pass	0.85	Pass
B	438.7	538.0	64.9	Pass	0.82	Pass
Average			58	Pass	0.83	Pass
Required Limits			Minimum of 40%		Minimum of 0.5 (Mpa)	

yours sincerely

Sean Ramsay
 Laboratory Director



HEADQUARTERS
 Sports Labs Ltd
 1 Adam Square,
 Brucefield Industry Park,
 Livingston EH54 9DE
 Scotland, United Kingdom
 Tel: +44 (0) 1506 444 755
 Email: info@sportslabs.co.uk
 Web: www.sportslabs.co.uk

- REGIONAL LOCATIONS**
- USA
 - Morocco
 - Turkey
 - South Africa
 - Netherlands
 - Belgium
 - Norway
 - Israel

APPENDIX D – BUDGET COSTS

Bangor Sportsplex Track Refurbishment - Cost Plan

Item	OPTION 1 - Work items considered priority to get your track back in good condition.	Cost
1	Removal of existing polymeric surface to standard track inc. both back and home straight and both 'D' areas	
2	Localised remedial works to existing base	
3	New non-porous polymeric track system to standard 400m track, back and home straight and both polymeric 'D' areas	
4	New line markings to IAAF standard 400m marking plan	
5	Flushing out and cleaning of internal ACO drainage channel, with localised replacement/ provision of additional drainage channel material where currently missing	
6	Replacement of existing long jump take-off boards (x2)	
7	Deep cleaning of long jump/ triple jump/ pole vault runways	
8	Removal of weeds from shot put redgra/ gravel landing area	
9	Throws cage survey to be undertaken by SAPCA accredited and approved contractor to ensure throws cage is compliant with UKA Throws & Safety Cage Guidance (2018).	
10	Earthworks to Infield natural grass to ensure throwing events achieve no greater than 1:1000 slope in direction of throwing. New reinstatement and seeding	
11	Relocate pole vault facility with new runway, take off board, runners installation within high jump polymeric 'D' area	
12	New disabled fixings to hammer/ discus throws circles	
13	UKA TrackMark Performance Testing (Unit 1 & 2)	
	Sub total	£ 423,277.00
	Contingency (5%)	£ 21,163.85
	Grand total (EXC VAT)	£ 444,440.85

Item	OPTION 2 - Alternative Option	Cost
1	Removal of existing polymeric material from areas identified within standard 400m track	
2	Localised repairs as required to existing base	
3	Installation of new non-porous track systems, ensuring made to level with surrounds tie-ing in with IAAF lateral and longitudinal slope tolerances and 6mm under a 4m straight edge.	
4	New line markings to tie in with surrounds as per IAAF standard line marking plan for 400m track	
5	Deep Clean of the full 8-lane	
6	Mobilisation & Disposal	
7	Flushing out and cleaning of internal ACO drainage channel, with localised replacement/ provision of additional drainage channel material where currently missing	
8	Replacement of existing long jump take-off boards (x2)	
9	Deep cleaning of long jump/ triple jump/ pole vault runways	
10	Removal of weeds from shot put redgra/ gravel landing area	
11	Throws cage survey to be undertaken by SAPCA accredited and approved contractor to ensure throws cage is compliant with UKA Throws & Safety Cage Guidance (2018).	
12	Earthworks to Infield natural grass to ensure throwing events achieve no greater than 1:1000 slope in direction of throwing. New reinstatement and seeding	
13	New disabled fixings to hammer/ discus throws circles	
14	UKA TrackMark Performance Testing (Unit 1 & 2)	
	Sub total	£ 66,850.00
	Contingency	£ 3,342.50
	Grand Total (EXC VAT)	£ 70,192.50

SITE INSPECTION REPORT

SPORTS LABS



381

Project	Ard & North Down Borough Council – Condition Assessment	Job Ref.	3163
Report By	Graeme Stewart	Report Date	15/05/2023

SITE NAME	Bangor Sportsplex – 3G Synthetic Pitch	
SITE ADDRESS	Bangor Sportsplex 292 Old Belfast Road Bangor BT19 1LU	
INSPECTION DATE	18/04/2023	
WEATHER AT TIME OF VISIT	Dry, clear visibility with periods of sunshine.	
SPORTS LABS PERSONNEL ON SITE	Graeme Stewart	
CLIENT	Jonny Bettles	Address: Park & Cemeteries Service Ards & North Down Borough Council 2 Church Street Newtownards BT23 4AP Tel: - 0300 013 3333
	Email: jonny.bettes@ardsandnorthdown.gov.uk	

SURFACE TYPE	3G
PILE LENGTH	50mm
SHOCK PAD	Insitu Shockpad
THICKNESS	15mm
INFILL MATERIAL	Sand + Rubber (3G System)
DEPTH VARIANCE	Generally consistent SBR depth throughout full surface area.
BASE CONSTRUCTION	Engineered porous asphalt (observed as being 10mm open graded, thickness not checked)
YEAR OF INSTALLATION	2016

COMPANY DETAILS	Sports Labs Ltd
COMPANY ADDRESS	1 Adam Square Brucefield Industry Park, Livingston, West Lothian, EH54 9DE
COMPANY CONTACT NUMBER	+ 44 (0) 1506 444 755
COMPANY EMAIL CONTACT	info@sportslabs.co.uk



1 Adam Square
Brucefield Industry Park
Livingston EH54 9DE
West Lothian, Scotland
United Kingdom
Email: eric@sportslabs.co.uk
Phone: +44 (0) 1506 444 755

SITE INSPECTION REPORT

SPORTS LABS



Project	Ard & North Down Borough Council – Condition Assessment	Job Ref.	3163
Report By	Graeme Stewart	Report Date	15/05/2023

<p>SURFACE CONDITION (CATERGORIES)</p>	<p><i>Good – In good condition with no significant soiling, wear or other defects – No repairs currently needed.</i></p> <p><i>Satisfactory – Subject to general wear and tear with soiling but still serviceable and functioning adequately. Minor isolated maintenance, repair and cleaning required.</i></p> <p><i>Fair – Subject to several years of wear and tear, still serviceable, but with repair works necessary.</i></p> <p><i>Poor – Subject to long term wear, having reached the end of its useful life. Extensive repair and replacement required.</i></p>
<p>SURFACE CONDITION ON SITE</p>	<p><i>Poor – Subject to long term wear, having reached the end of its useful life. Extensive repair and replacement required</i></p>

INTRODUCTION

Sports Labs have been commissioned on behalf of Ard & North Down Borough Council to undertake a site assessment into the current condition of the existing 3G synthetic sports pitch, within the grounds of Bangor Sportsplex. This assessment was requested to determine the current life-expectancy of the sports pitch, identifying any refurbishment work or intensive maintenance programme that may be required going forward.

Sports Labs Ltd carried out the condition assessment in a fair and unbiased manner, separate to any pitch contractor recommendations, and all observations will be shared with Ard & North Down Borough Council who manage the pitch facility.

SCOPE OF WORKS

Sports Labs were represented by Graeme Stewart (Project Engineer) who visited the site on Tuesday 18th April 2023, to assess the existing facility for condition and identify the issues present. The scope of the investigation/assessment was as follows:

- Visual Assessment, which included photographic evidence of key observations.
- Exposure of the underlying synthetic layers and sub-base/make up.

SITE INSPECTION REPORT

SPORTS LABS



383

Project	Ard & North Down Borough Council – Condition Assessment	Job Ref.	3163
Report By	Graeme Stewart	Report Date	15/05/2023

FACILITY OVERVIEW

The site is within the grounds of Bangor Sportsplex, which in the main consists of sports facilities/pitches and an Athletics Running Track. The 3G synthetic pitch is used predominately by local club and community lets in the evenings and weekend, plus lets for educational purposes. The usage average at the peak of the facility is estimated at 25-30 hrs per week. Given the current condition of the pitch surface and the demand for such facilities, it is expected the usage levels on the pitch are relatively high and being utilised as a well-used community resource. The pitch currently gets a weekly maintenance brush and top-up of infill material where required.

The pitch sits in the grounds of the sports complex, located beside the athletics track and an existing full-size 3G pitch which is no longer fit for purpose. The ground in areas of the adjacent pitch has collapsed and the turf has been uplifted, albeit it is still on-site. Site access to the pitch is good and uses a shared pedestrian hardstanding path leading to a double gate suitable for any plant and maintenance equipment.

The pitch is fully enclosed by a twin wire rebound fencing system of varying height, further enhanced behind both goal lines. There is a 1.2m spectator rail fencing system along the two touchlines with a hardstanding spectator area.

The total synthetic area was accurately measured at 98.5m x 61.0m (92.5m x 55.0m full-size playing area). The pitch has inlaid line markings for full-size football (white) and cross-field play (painted – red).

ON SITE ASSESSMENT

Base

The existing base was exposed at two opposing corners of the pitch and presented a conventional engineered base layer of 10mm open graded porous asphalt. The thickness was not measured during this assessment but is expected to be approximately 40mm.

When assessing the playing surface visually, there did appear to be some surface undulations, which would suggest the layers underlying the surface are uneven and out with the required tolerances. This was noticeable in the line markings and areas of high wear with significant foot traffic.

It is recommended that during any refurbishment works, the base layer is exposed, and an allowance to undertake remedial repairs to bring any deviations within tolerance are considered, providing a suitable surface before installation of a new shock pad and synthetic turf system. Further intensive investigation is likely given the issues with adjacent pitch.

SITE INSPECTION REPORT

SPORTS LABS



384

Project	Ard & North Down Borough Council – Condition Assessment	Job Ref.	3163
Report By	Graeme Stewart	Report Date	15/05/2023

Shock Pad

The existing shockpad was exposed at two opposing corners and presented an in-situ shockpad. This is a rubber and PU binder pad laid out using a paver when mixed onsite. The shockpad appeared to be in good condition and generally would not need replaced during any upcoming refurbishment work. This may prove difficult should there be significant undulations in the pitch base.

If installed correctly the shockpad should last two pitch lifecycles. It would be recommended during any refurbishment work to remove the existing shockpad to expose the base.

Installation of a new shockpad in any future refurbishment work will prolong the life of any new synthetic turf, improve surface performance characteristics and reduce the risk of injury with better impact resistance for players.

Synthetic Turf

The existing synthetic turf was specified and measured as a 50mm 3G system with sand and black SBR rubber infill. The surface is showing significant signs of wear throughout the full surface area, consistent with the current levels of usage and age of the pitch. There was evidence of flat/ compacted turf fibres notably worse in high-wear areas such as the goal area and through the centre of the main full-size pitch. There was still some free-pile height in the surface, which suggests the on-going maintenance to revive the system was having an impact.

Given the current condition and age of the system there were seams visible in the synthetic turf, with several areas open and detached from the seam backing tape. This creates weakness in the turf system, and potential trip hazards for the pitch users. In areas of high wear, notably round the penalty marks and corner arcs, there have been patch repairs carried out to replace damaged turf which creates poor surface interaction. It is highly suggested that the open seam area is repaired asap, to prevent any further damage to the turf system.

The SBR infill across the full surface area was generally consistent and not overly compacted. Visual inspection suggests there has been sufficient maintenance of infill during its lifespan.

Line markings on the pitch were inlaid (white) for full-size football and cross-field play (painted - red). The inlaid line markings were in a satisfactory condition visibly but were highlighting some undulations in the pitch base. The cross-field markings were fading and in need of refreshment.

Performance Testing of the pitch was not carried out as part of this condition assessment. Albeit no in-depth performance testing was undertaken, the surface would not be able to meet the characteristics of BS EN 15330 for performance or any FIFA certification. The characteristics of performance include, ball roll, shock absorption,

SITE INSPECTION REPORT

SPORTS LABS



Project	Ard & North Down Borough Council – Condition Assessment	Job Ref.	3163
Report By	Graeme Stewart	Report Date	15/05/2023

vertical deformation, energy restitution, and evenness. These performance requirements set the standard for the safe use of synthetic turf and the pitch in its current condition is not expected to achieve these values.

The current maintenance programme and usage levels do not appear to be having the desired impact on the playing surface, which currently needs refurbishment work.

Drainage

The drainage system for this facility was not tested as part of this inspection. The centre staff did not identify any issues with drainage which was allowing for free drainage during periods of rainfall.

It is expected there is a lateral drainage system for the existing pitch which should be inspected and flushed as part of any refurbishment work.

Site Access/Hardstanding's

The pitch has good site access and uses a shared pedestrian hardstanding path leading to a double gate suitable for any plant and maintenance equipment. The pitch also has additional gate access points. The current entrance point has a detox grid; avoiding the contamination of infill out with the playing area. There is also a hardstanding spectator area behind the rail fencing, along the two touchlines one of which is shared with the adjacent pitch.

Fencing

The pitch is fully enclosed by a twin wire rebound fencing system of varying height, further enhanced behind both goal lines. There is a 1.2m spectator rail fencing system along the two touchlines constructed of chainmesh fencing panels. The fencing is 3.0m in height enhanced to 6.0 m behind both touchlines.

The twin wire fencing is in a poor condition and needs refurbishment work; due to damage of fencing panels and fixings. There appears to be some bowing in the fencing posts so consideration should be given to having these reset. The spectator fencing is showing signs of ball damage but not in need of immediate replacement.

Kickboards

There were timber kickboards present. The kickboards help to avoid contamination of infill/ microplastics out with the pitch area plus assist with ball rebound. There is an environmental drive to minimise the use of microplastics in synthetic pitches and prevent/ reduce the loss of the infill materials from any such facility.

The timber kickboards were displaying significant signs of age and in need of replacement.

SITE INSPECTION REPORT

SPORTS LABS



Project	Ard & North Down Borough Council – Condition Assessment	Job Ref.	3163
Report By	Graeme Stewart	Report Date	15/05/2023

Floodlighting

The facility is further enhanced by a shared 8-column Abacus floodlighting system (Halide), expected installation at the time of the original pitch construction; the columns are approximately 12-15m in height.

It is recommended the floodlight heads are enhanced to an LED equivalent, and this will offer a more cost-effective, improved lighting system. There are several Halide headlamps on each column due to the shared nature.

The floodlighting system was not tested during this inspection.

Equipment

At the time of inspection, the site had existing equipment consisting of 1 No. full-size football and 3 No. cross-field goals. The full-size equipment was in a satisfactory condition; however, it is recommended portable wheeled goals are considered to prevent pitch damage during movement.

The cross-field goals were in a good condition.

Performance Testing

There was no performance testing carried out. See comments within 'Synthetic Turf' section.

PROPOSED RECOMMENDATIONS

Scope of works

The following works is recommended before any considerations are made on the refurbishment of the 3G synthetic sports pitch:

- Geotechnical site investigation from a specialist firm to determine the causes of the undulations on this and adjacent pitch.

Total = **circa £7,500.00 exc VAT**

- Deep repairs to the base to ensure suitable CBR values for pitch.

SITE INSPECTION REPORT

SPORTS LABS



Project	Ard & North Down Borough Council – Condition Assessment	Job Ref.	3163
Report By	Graeme Stewart	Report Date	15/05/2023

CONCLUSIONS

In summary, our assessment concludes the playing surface currently in place appears to have reached the end of its serviceable life due to the significant surface defects present. Any deep intense rejuvenation process will have little impact to improve the surface and due to the robust nature, it will likely damage the pitch further, by popping seams and joints.

The usage levels and current maintenance programme is not having the desired effect on the surface and if refurbishment work is not put forward the surface will deteriorate further.

Performance Testing of the pitch was not carried out. The pitch in its current condition will not meet the characteristics of BS EN 15330 for performance or any required FIFA certification.

The adjacent 3G synthetic pitch is no longer available for use due to significant issues with the ground. There has been settlement and the pitch has collapsed. The existing pitches are constructed on existing landfill and there is a concern the current pitch may encounter the same issue if not investigated thoroughly.

Sports Labs Ltd are happy to continue to assist this project by providing the client our specialist expertise in both the consultancy side by preparing specification of works and tender package, alongside support for the contract and construction management of any new facility. Alongside this we would be able to support the project by reducing the risk, through Key Stage Inspection's and Performance Testing to ensure certification of the new pitch

SITE INSPECTION REPORT

SPORTS LABS

Project	Ard & North Down Borough Council – Condition Assessment	Job Ref.	3163
Report By	Graeme Stewart	Report Date	15/05/2023

APPENDIX 1 – PHOTOGRAPHIC SURVEY



1 – Existing In-situ Shockpad



2 – Existing In-situ Shockpad

SITE INSPECTION REPORT

SPORTS LABS



Project	Ard & North Down Borough Council – Condition Assessment	Job Ref.	3163
Report By	Graeme Stewart	Report Date	15/05/2023



3 – Depth to Engineered Base Layer



4 – Existing 3G Synthetic Turf (50mm)

SITE INSPECTION REPORT

SPORTS LABS



Project	Ard & North Down Borough Council – Condition Assessment	Job Ref.	3163
Report By	Graeme Stewart	Report Date	15/05/2023



5 – Dynamic Stone Base



6 – Existing Fencing System

SITE INSPECTION REPORT

SPORTS LABS



Project	Ard & North Down Borough Council – Condition Assessment	Job Ref.	3163
Report By	Graeme Stewart	Report Date	15/05/2023



7 – Spectator Fencing



8 – Open Joint/ Seam

SITE INSPECTION REPORT

SPORTS LABS



Project	Ard & North Down Borough Council – Condition Assessment	Job Ref.	3163
Report By	Graeme Stewart	Report Date	15/05/2023



9 – Kickboard Damage



10 – Pitch Free Pile Height and Infill Depth

SITE INSPECTION REPORT

SPORTS LABS



Project	Ard & North Down Borough Council – Condition Assessment	Job Ref.	3163
Report By	Graeme Stewart	Report Date	15/05/2023



11 – 3G Synthetic Turf



12 – Open Seam

SITE INSPECTION REPORT

SPORTS LABS

Project	Ard & North Down Borough Council – Condition Assessment	Job Ref.	3163
Report By	Graeme Stewart	Report Date	15/05/2023



13 – Patch Repair

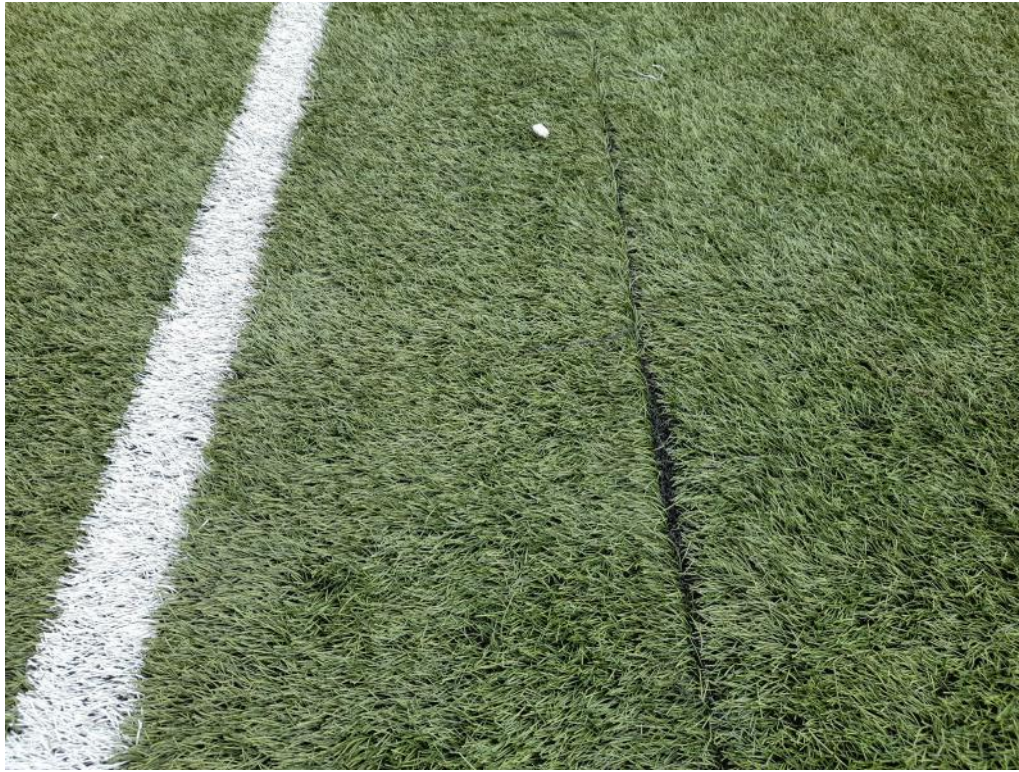


14 – Open Seam

SITE INSPECTION REPORT

SPORTS LABS

Project	Ard & North Down Borough Council – Condition Assessment	Job Ref.	3163
Report By	Graeme Stewart	Report Date	15/05/2023



15 – Open Seam



16 – Open Joint/ Seam

SITE INSPECTION REPORT

SPORTS LABS



Project	Ard & North Down Borough Council – Condition Assessment	Job Ref.	3163
Report By	Graeme Stewart	Report Date	15/05/2023



17 – Vegetation Encroachment



18 – Pitch Access

SITE INSPECTION REPORT

SPORTS LABS



Project	Ard & North Down Borough Council – Condition Assessment	Job Ref.	3163
Report By	Graeme Stewart	Report Date	15/05/2023



19 – Adjacent Pitch

Unclassified

398

ITEM 19**Ards and North Down Borough Council**

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Community and Wellbeing Committee
Date of Meeting	17 April 2024
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Parks and Cemeteries
Date of Report	28 March 2024
File Reference	CW4
Legislation	N/A
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Play Park Refurbishments 2024-2025
Attachments	None

Background

Ards and North Down Borough Council produced a Play Strategy for the period up to 2032. Within the strategy, it was recommended that the Play Park refurbishment budget be increased to enable more Play Parks to be updated each year. Those Play Parks scoring the lowest within the Annual Independent Inspectors Report would be prioritised for refurbishment. Also, within the Play Strategy it was recommended that budget be made available for the delivery of older children provision (Skate Parks, Pumps Tracks, Parkour, Multi Use Games Areas) based on a settlement hierarchy approach.

As previously reported, Council has procured 'Play & Leisure Services' to design and build those play parks in the south of the Borough and 'Garden Escapes' to deliver those in the north of the Borough. All the designs comply with standards outlined in our tender document ensuring, for example, minimum levels of equipment for each tier of play park, appropriate age specific equipment ratios, and a minimum of 30% inclusive equipment. This is also consistent with the design guidance as outlined in

Not Applicable

399

the Play Strategy. They also comply with the relevant British and European Industry Safety Standards.

Gordon Playground Inspections, the independent inspector was appointed in 2023, following a competitive procurement process.

In 2023/2024 the following play park refurbishments were completed:

Fort Park, Helens Bay,
Kilcooley Square, Bangor,
Dickson Park, Ballygowan and
The Glen, Newtownards.

Following a public consultation exercise The Green (Shore) in Kircubbin is being upgraded (from a Teir 2 to a Tier 1) and Parsonage Road Play Park was to be closed and converted into a Sensory Garden subject to community consultation. However, this decision has been put on hold, following a decision agreed at the March 2024 Council meeting.

It was agreed by Elected Member's in October 2023, that additional consultation be carried out on the older children provision in Holywood and that other lands not in Council ownership be explored as potential sites. This meant that the budget for the older children provision (£150,000) was then able to be transferred to Kircubbin given that the question had been posed as part of the public consultation on what type of older children provision, they would prefer there. The preference was for a Multi-Use Games Area and that will now be delivered at The Green (Shore). Further consultation in Holywood is due to be carried out in the coming months and other sites are being explored, with a report on proposals to follow.

Below is a list of play facilities as a result of a review of the independent inspectors report that are scheduled for refurbishment this financial year 2024/25.

1. Millisle Outdoor Gym

It was reported in March 2023 that the Inspector had identified that the outdoor gym at Ballywalter Road in Millisle was approaching the end of the equipment's life and that it had been particularly affected by corrosion from the seaside environment. It was proposed to replace this gym equipment with timber calisthenics equipment which would provide a similar range of motions/exercises, but which would be more durable in this location. It was not able to complete this within the 2023/2024 Financial Year due to both delays in delivering the other projects and inflation costs affecting the same, it will be completed before the summer of 2024. **Cost approx. £30,000.**

2. Harbour Road, Portavogie

The Inspector has identified that the play park at Harbour Road as being one of the lower scoring play parks with the equipment approaching the end of its life and therefore in need of refurbishment, it is currently a Tier 2 and will be refurbished as such. It is proposed that the refurbishment could take place before summer 2024. **Cost approx. £120,000.**

Not Applicable

400

3. Shorefront and Springwell (Crescent) Groomsport

Both play parks at the Shorefront and Springwell (Crescent) are scoring low in the Inspectors Report, both are classified as Tier 2 play parks.

The Play Strategy proposed closing Springwell (Crescent) and upgrading the one at the Shorefront to a Tier 1 which would serve the settlement of Groomsport. It also recommended that potentially a Multi-Use Games Area could be located on one of the existing tennis courts. However, it is now proposed that a separate area of land be used, and the tennis courts retained as they are.

It is proposed to consult on the following options and to ask which is the preferred option:

Option 1

Close Springwell (Tier 2) and upgrade the Shorefront to a Tier 1.

(It may be necessary to relocate the play park from its current location to one in the grass areas adjacent to it to accommodate the required larger footprint). **Cost approx. £170,000.**

Option 2

Keep Springwell and refurbish the Shorefront as a Tier 2.

(It should be noted that if this is the preferred option Springwell (Crescent) will get refurbished in the future and it will remain a Tier 2. It may still be necessary to relocate the play park at the Shorefront to accommodate a new Tier 2 play park). **Cost approx. £120,000.**

A question will also be posed that if the respondents select Option 1, what alternative use would they prefer to see delivered as the Springwell (Crescent) site. Also while undertaking this public consultation, it poses an opportunity to also ask the question regarding older children provision in Groomsport. Groomsport was identified as one of the locations for older children provision in the Play Strategy. It is proposed that an older children facility could be located at the Shorefront. Therefore, the question will also be asked:

What type of older children provision would you prefer to be delivered at the Shorefront?

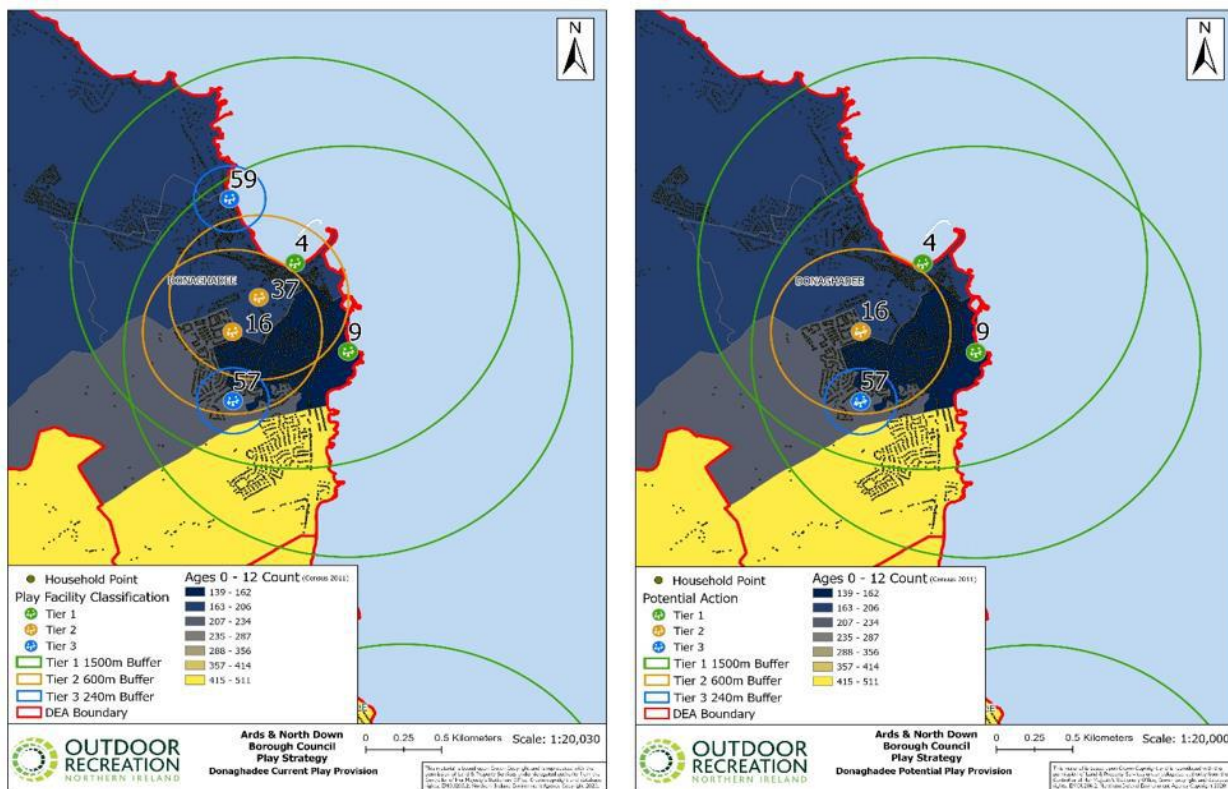
1. Multiuse Games Area
2. Skate Park
3. Pump Track
4. Parkour

It should be noted that the older children provision will not be delivered until the next Financial Year or beyond, it may require planning approval etc and that will need to be investigated once the outcome of the public consultation is concluded. It is proposed to conduct the public consultation exercise before summer 2024.

Not Applicable

4. Northfield and Beechfield (Donaghadee)

The play parks at Northfield and Beechfield are both identified as being amongst the lower scoring parks in the Inspectors report. The Play Strategy identified an overprovision of play areas in Donaghadee. At present Donaghadee has a population of 7,325 and has six Council managed play parks (2 x Tier 1's, 2 x Tier 2's and 2 x Tier 3's), distinct overlaps in the catchments of each play park are shown in the graphic below, the first graphic shows the existing provision and the second shows the proposed provision following the recommendations outlined in the Play Strategy. As a comparison Comber has a population of 9,528 and has 2 Council managed play parks (1 x Tier 1 and 1x Teir 2) and the catchments of these play parks covers the settlement.



No. 59 Pinks Green (Tier 3), No. 4 Lemons Wharf (Tier 1), No. 37 Beechfield (Tier 2), No. 16 Northfield (Tier 2), No. 9 The Commons (Tier 1) and No. 57 Hunts Park (Tier 3).

Settlement	Population (2021 Census)	No. of Play Parks	Population Per Play Park
Bangor	64,596	Total: 15	4306
		Tier 1: 2, Tier 2: 10 & Tier 3: 3	
Newtownards	29,677	Total: 7	4240
		Tier 0: 1, Tier 1: 1 Tier 2: 5 & Tier 3: 0	
Holywood	10,757	Total: 4	2689
		Tier 1: 2, Tier 2: 2 & Tier 3: 0	

Not Applicable

Comber	9,528	Total: 2 Tier 1: 1, Tier 2: 1 & Tier 3: 0	4764
Donaghadee	7,325	Total: 6 Tier 1: 2, Tier 2: 2 & Tier 3: 2	1221

The table above shows the uneven distribution of Play Parks within the Borough and suggests over provision in Donaghadee, as previously identified within agreed Play Strategy.

The Play Strategy identified the removal of Beechfield (Tier 2) as being surplus given the proximity of Northfield (Tier 2) alongside the provision at Lemons Wharf (Tier 1). According to the Inspectors report Beechfield is now considered to be at the end of the equipment’s life so would now be appropriate to have it removed and if so Northfield which is also at the end of its equipment’s life could be refurbished as a Tier 2. **Cost approx. £120,000.**

A consultation will take place in relation to this and if Beechfield was to be removed, to establish what alternative use people would prefer at the Beechfield site. It will also to establish what type of older children they would like to see delivered at Hunts Park. There is currently a basketball net in Hunts Park on an area of hardstanding. The delivery of the older children provision at Hunts Park will be determined by the delivery of an older children facility in Holywood, if is not possible due to additional consultation issues or planning requirements to deliver that in Holywood then then the delivery of provision in Donaghadee may be possible sooner.

It should be noted that provision for older children is also envisaged at The Commons and this was established through the consultation carried out as part of The Commons Masterplan where a skate park/pump track was the preferred facility type. That will be delivered as part of a wider project at The Commons in the future as well as a new Tier 1 play park replacing the existing one.

5. Londonderry Park

The play park at Londonderry Park (Tier 1) has been identified as one of the lower scoring play parks in the Inspectors report. Newtownards is well served by play parks including the Borough’s only Top Teir (0) play facility at Ards Blair Mayne Wellbeing Leisure Centre. The play park at The Glen (Tier 2) has just been refurbished. It is proposed that Londonderry is refurbished as a Tier 1 (**Cost approx. £170,000**).

6. Ballyholme, Banks Lane, Pickie and Ward Park Bangor

The Inspectors report identified Ballyholme (Tier 3), Banks Lane (Tier 2) and Pickie (Tier 1) as being amongst the lower scoring play parks and Ward Park (Tier 1) is also one of the lower scoring Teir 1 play parks in in the Borough.

The Play Strategy identified Ballyholme as being surplus given the proximity of Kingsland and Banks Lane. It is not envisaged that it will be removed until the wider Bangor Waterfront project has been delivered. Kingsland and Banks Lane will be

Not Applicable

403

refurbished as part of the Waterfront scheme. Pickie is also due to be relocated into a space straddling the Marine Gardens area and an adjacent area of Council land and for it to become a Teir 0. Therefore, it is not considered appropriate to invest money in any of these play parks given the plans as part of the wider Bangor Waterfront/Marine Gardens schemes.

Given that there is an ongoing Capital Project in Ward Park (path, ponds etc) and that the aforementioned play parks in Bangor will benefit from investment as part of the Waterfront/Marine Garden schemes in the future, it is considered that it would be appropriate to refurbish Ward Park to provide a quality Teir 1 play park to serve Bangor in the interim (**Cost approx. £170,000**). Given the budget constraints (£500,000 per year for play park refurbishments) it would be necessary to deliver this towards the end of the 2024/2025 Financial Year and running into the 2025/2026 Financial Year to use up the remaining available budget from the 2024/2025 Financial Year and avail of the additional budget required from the next one.

It is also proposed, subject to consultation, to relocate the play park in Ward Park from its current location at the rear of the residential properties at Moira Drive (yellow flag) to the northern most tennis courts (white flag) which have been out of use for many years. It is considered that this relocation will be beneficial to the residential amenity of the properties on Moira Drive as it will be moved away from their homes thus reducing noise impacts, but also the new location will be more accessible as parents can utilise the car park off the Gransha Road located at the pavilion building. A report on the Ward Park Tennis Courts future development plan is being presented to Council in the coming months.



RECOMMENDATION

It is recommended that the Council notes the updates in relation to the planned refurbishments, consultations and older children provision in 2024/2025.

Unclassified

404

ITEM 20

Ards and North Down Borough Council

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Community and Wellbeing Committee
Date of Meeting	17 April 2024
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	N/A
Date of Report	19 March 2024
File Reference	CW168
Legislation	N/A
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input checked="" type="checkbox"/> If other, please add comment below: N.A
Subject	Cystic Fibrosis Medication
Attachments	Appendix 1 Letter 23022024 Response from Minister for Health Appendix 2 Letter 12032024 Response from Dept of Health and Social Care

At the Council meeting on 31st January 2024, it was discussed and resolved as follows:

"That Council notes with extreme concern proposals by NICE to remove its NHS recommendations for Kamro, Orkambi and Symkevi due to rising costs; calls upon NICE to reconsider this proposal without hesitation to make such medication available to all in need; and will write to the Department of Health to request an assessment of the efficacy of this drug to help save lives since its introduction in January 2022; and to consider amending the minimum age for recipients of this medication to two so as to ensure that all those who suffer from cystic fibrosis have the best start in life."

Council further agreed to write to the Prime Minister. on the same issue.

Not Applicable

405

Responses have been received from Minister for Health Robin Swann MLA (Appendix 1) and Rt Hon Andrew Stephenson CBE MP Minister of State for Health and Secondary Care (Appendix 2).

RECOMMENDATION

It is recommended that Council notes the attached letters of response.

FROM THE MINISTER OF HEALTH

406



Department of
Health

An Roinn Sláinte

Mánnystrie O Poustie

www.health-ni.gov.uk

Stephen Reid
Chief Executive
Ards and North Down Borough Council
catherine.mcdowell@ardsandnorthdown.gov.uk

Castle Buildings
Stormont Estate
BELFAST, BT4 3SQ
Tel: 028 9052 2556
Email: private.office@health-ni.gov.uk

Your Ref:

Our Ref: COR-1133-2024

Date: 23rd February 2024

Dear *Stephen,*

Thank you for your letter of 20th February 2024 regarding the treatment of Cystic Fibrosis.

My Department has a formal link with the National Institute for Health and Care Excellence (NICE) under which NICE Technology Appraisals are reviewed locally for their legal and policy applicability in Northern Ireland. Whilst there is a process to check the guidance for legal and policy applicability here, there is no reassessment of the clinical or cost evidence used by NICE in coming to its decisions and forming its advice. Where found to be applicable, they are endorsed for implementation within Health and Social Care (HSC) organisations. This link has ensured that Northern Ireland has access to up-to-date, independent, professional, evidence-based guidance on the value of health care interventions.

As you are aware, NICE recently issued draft guidance on the use of Kaftrio, Orkambi and Symkevi for consultation: [Consultation | Ivacaftor–tezacaftor–elexacaftor, tezacaftor–ivacaftor and lumacaftor–ivacaftor for treating cystic fibrosis \[ID3834\] | Guidance | NICE](#). The current draft guidance does not recommend that Kaftrio, Orkambi and Symkevi are routinely available on the NHS because the most likely cost-effectiveness estimates from current economic modelling are substantially above the range that NICE considers an acceptable use of NHS resources.

Consultation on the draft guidance closed on Friday 24th November 2023. The draft guidance is not NICE's final guidance, and I can advise that comments received during this consultation were considered by NICE at a further appraisal meeting on 14th December 2023. Furthermore, NICE has now determined with key stakeholders that additional steps and further discussions are required, however, NICE will continue to liaise with key stakeholders to determine the most appropriate next steps before the next draft guidance is issued. A date for final guidance is yet to be determined, which the Institute has also stated will incorporate the recent licence extension to Kaftrio to include paediatric patients aged 2 to less than 6 years.

When final guidance is issued by NICE, my Department will consider it under the usual process for NICE technology appraisals as per the guidance set out in circular HSC (SQSD) 12/22 which is available at:

<https://www.health-ni.gov.uk/sites/default/files/publications/health/doh-hsc-sqsd-12-22.pdf>

The NICE draft guidance is clear that the recommendations are not intended to impact on patients already receiving treatment with Kaftrio, Orkambi or Symkevi, who will be able to continue treatment until they and their HSC clinician consider it appropriate to stop.

I trust you will find this response helpful.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Robin Swann', is written over the typed name.

Robin Swann MLA
Minister of Health



Department
of Health &
Social Care

From the Rt Hon Andrew Stephenson CBE MP
Minister of State for Health and Secondary Care

408

39 Victoria Street
London
SW1H 0EU

PO-1498633

Mr Stephen Reid

By email to: enquiries@ardsandnorthdown.gov.uk

12 March 2024

Dear Stephen,

Thank you for your correspondence of 20 February about access to cystic fibrosis medication.

I am grateful to you for raising your concerns.

The National Institute for Health and Care Excellence (NICE) is the independent body responsible for developing evidence-based recommendations on whether medicines should be routinely funded by the NHS, based on an assessment of their costs and benefits. NICE appraises all newly licensed medicines, and the process means that the NHS can be confident that spending on NICE-recommended medicines will not displace spending on other treatments that may be more effective. These are difficult decisions to make, and it is right that they are made independently of Government by experts, based on the available evidence of clinical and cost effectiveness.

It is important to note that NICE recommends the vast majority of medicines it appraises, often as a result of confidential commercial agreements between the NHS and pharmaceutical companies. The NHS is legally required to fund medicines recommended by NICE, and many thousands of patients have benefitted from access to new medicines as a result of its important work.

The cystic fibrosis medicines Orkambi, Symkevi and Kaftrio are currently available as treatment options for eligible NHS patients under the terms of an interim access agreement, which was originally reached in 2019. The agreement has made the medicines available at a reduced price and for a limited time, while enabling the collection of data to inform a NICE appraisal to determine whether the medicines should be routinely funded by the NHS. On 15 November, the Medicines and Healthcare products Regulatory Agency approved a new licence extension, and children as young as two with cystic fibrosis are now eligible to receive Kaftrio through the interim access agreement.

NICE published draft guidance on 3 November that does not recommend Orkambi, Symkevi and Kaftrio for the treatment of cystic fibrosis. While I understand this is extremely disappointing for you, it is important to note that recommendations on medicines can, and often do, change during the NICE process. The draft guidance was subject to a public consultation that closed on 24 November, and NICE's appraisal committee met on 14 December to consider the comments received.

NICE has now reached a point in the process where it can pause guidance development to allow further commercial negotiations between NHS England and the pharmaceutical company. An update on the anticipated date of final guidance publication will be provided by NICE once timelines are confirmed.

Eligible children and adults with cystic fibrosis can continue to receive and be started on treatment with these medicines, as clinically appropriate, while NICE's appraisal is ongoing. Additionally, there is a flexible commercial mechanism in place between NHS England and Vertex to ensure that patients already receiving these treatments will have continued access following the publication of NICE's final guidance, regardless of the outcome.

I hope this reply is helpful.

Yours sincerely,



**THE RT HON ANDREW STEPHENSON CBE MP
MINISTER OF STATE**