

Private Document Pack

COMHAIRLE CONTAE FHINE GALL FINGAL COUNTY COUNCIL

Email: corporate.services@fingal.ie

County Hall
Swords
Co Dublin

Wednesday 20th September 2023

To Each Member of the Community Development, Heritage Culture &
Creativity Strategic Policy Committee

Dear Member

A meeting of the Community Development, Heritage Culture & Creativity
Strategic Policy Committee will be held via MS Teams at
4.30 pm on Wednesday, 27th September, 2023 to consider the following
Agenda.

Yours faithfully

Nikki Halleran
Meetings Administrator
Corporate Services

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A G E N D A

- 1** Confirmation and Re-Affirmation of Minutes of the Community Development, Heritage Culture & Creativity SPC meeting held on the 28th of June 2023
- 2** Local Sport and Physical Activity Plan 2023-2028
- 3** Guidance Manual for Fingal Community Facilities
- 4** Fingal Library Service Development Plan 2024 - 2029
- 5** Update from SPC Subgroup on Community Not for Profit Childcare Facilities

MOTIONS

- 6** Councillor J. Hopkins - Literary Festival for Fingal - AI088919
 "That the Chief Executive make provisions for an Annual Arts and Literary Festival in Fingal, the goal would be to bring writers, artists and musicians to the next stage of their emerging development and enable them to share with a wider audience."
- 7** PPN Representative Abbi Wise - €300 Sports and Cultural Vouchers
 "That the Chief Executive, following on from research done in Fingal by the North Dublin Regional Drugs Task Force in 2021, based on the Planet Youth project in Iceland, provide vouchers of €300 to be redeemed through sports and culture PPN member organisations based in Fingal and to distribute these vouchers to families with members between the age of 6 to 18 in 3 Fingal estates."
- 8** Councillor C. Boland - QR Codes Roll Out - AI090643
 "That the Chief Executive present a report on the roll out of QR codes across the County located at/on locations of Historical, Heritage, Commemorative sites to provide the background to the site and to explain its significance while also linking similar sites in the area."

Fingal County Council

Arts, Culture, Heritage & Community Development SPC

Held on MS Teams 28th June 2023 @4.30pm

Present

Elected Members

Councillor Joan Hopkins – Chair
Councillor Cathal Boland
Councillor John Walsh
Councillor Grainne Maguire
Councillor Brendan Ryan

Council Officials

Robert Burns	Director of Services	Community
John Quinlivan	Director of Services	EETCD
Naomi Weir	Senior Executive Officer	Community
Declan Power	Senior Executive Officer	EETCD
Aoife Sheridan	Senior Executive Officer	EETCD
Lilian Whelan	Senior Executive Librarian	Libraries
Christine Baker	Heritage Officer	Planning
Linda Ennis	Principal Community Officer	Community
Gerard Reardon	Principal Sports Officer	Sports
Tricia Matthews	Administrative Officer	Community
Bernie Kelly	Irish Officer	Corporate
Rosanne Martin	Senior Staff Officer	Community

Apologies

Abi Wise PPN (Public Participation Network) Representatives

Absent

Councillor JK Onwumereh

1. Confirmation and Re-affirmation of Minutes of the meeting held on Wednesday 29th March 2023

The minutes were proposed by Councillor Boland and seconded by Councillor Hopkins

2. Local Economic and Community Plan 2022 – 2027

Aoife Sheridan, Executive Officer gave the Committee a presentation on the Local Economic and Community Plan which outlined the following main points:

- Grant Thornton Consultants Appointed

- Steering Committee & 3 sub-groups
- Socio-economic profile & review LECP
- Vision & High-level objectives
- Consultations with Elected Members x 3
- Public Consultations x 3 – 27th June (Balbriggan); 28th June (Blanchardstown); 29th June (Swords)
- Online via Consultation Portal
- Webinar on 22nd July
- Draft LECP in September & feedback

Councillor Ryan enquired how successful the consultations were in Balbriggan on 27th June. Aoife explained that it didn't go as well as expected as there wasn't enough engagement. This may be down to the time of year and the fact that there are several other Consultations on-going at the moment.

Councillor Boland enquired how much notice was given. Aoife advised two weeks' notice was given and noted that a webinar would be held in July along with an online portal later in the year.

John Quinlivan, Director of Services advised the Committee that due to the number of consultations recently, he feels there is consultation fatigue amongst the County. He advised that the Dept would be reviewing what was submitted in Sept and if necessary, can go back out for further consultation.

Councillor Maguire agreed that there is consultation fatigue and that maybe the use of language could be looked at and advised that aligning the consultation with an event might be the best way forward to ensure full engagement.

Councillor Hopkins echoed Councillor Maguire's comments and felt for example Flavours of Fingal might be a good event to start.

3. Pre-Draft Consultation of the Heritage Plan

Christine Baker, Heritage Officer gave the Committee a presentation on the Pre-Draft Consultation of the Heritage Plan, the main points were as follows:

- Hosted on www.fingal.ie accessed by link and QR code (Promoted to public, community groups and other organisations via social media)
- Public 'Drop-in' Sessions & Stakeholder meetings
- Pre-Draft Analysis (266 Respondents)
- Awareness & Importance (56% not aware of 3 previous heritage plans but one third were aware of the most recent plan, 2018-2023)
- Challenges to Heritage
- Priorities & Themes for Heritage
- Emerging areas of Focus
- Timeline of Heritage Plan (Now at Stage 3 – Draft)

Councillor Boland enquired on the date of Heritage Week. Christine confirmed it was the week of 12th – 20th August 2023.

4. Draft Libraries Development Plan 2024 – 2029

Lilian Whelan gave the committee a presentation on the Draft Libraries Development Plan 2024 – 2029, the main points to note were:

- Local Government Act 2001 provides a statutory basis for the provision of Library Development Plans
- Each development plan should:
 - Outline existing services
 - Outline opportunities and priorities
 - Outline measures to secure these priorities
- Adoption of the strategy is a reserved function
- National library strategy due for publication
- Previous Fingal Strategy (2018 – 2023)
- Policy Mapping (2024 – 2029)
- Methodology
- Timeline

Councillor Ryan enquired how non-users were being surveyed. He also enquired how the Mobile Library was performing at the Traveller Accommodation site. Lilian confirmed that surveys of non-users was being carried out at events and via Mobile Library Tours. She also advised that the stop at the traveller accommodation site was successful and has been for several years.

Councillor Wash commended the Mobile Library for travelling to many more areas within Dublin 15 and enquired on the timeline of the Plan. Lilian advised that the Plan should be adopted by December 2023.

5. Motion - Councillor J. Hopkins - Eliminating Plastic Waste in our Libraries - AI090541

“That the Chief Executive consider introducing water fountains and segregated recycling facilities in our Libraries to encourage the use of reusable water bottles and discourage the use of disposable water and sugary/cafeinated drinks specifically for students using our libraries.”

A written report was provided as follows:

At the moment we don't have public water fountains in Fingal libraries. Students are encouraged to bring water as required when studying or using our services. If someone requires water, staff are always happy to help.

It is noted that some outdoor public water fountains have been installed by operations across the county. There may be an opportunity for libraries and operations to work together in the future in considering locations adjacent to our public libraries.

In relation to the segregation of waste, while this is something we do on the staff side of libraries, it isn't always possible due to space or service constraints. It is something that will be considered as we go forward.

Councillor Hopkins advised that she would like to see the same policies regarding waste currently in Community Centres adopted into Libraries. Linda Ennis advised Lilian that she would share the 'Keen to be Green' policy with Libraries.

The Motion was proposed by Councillor Hopkins and seconded by Councillor Walsh. The Motion was agreed by all.

6. Motion – Councillor C. Boland - Purpose-Built Community Centres - AI090642

“That this Committee calls on the Chief Executive, having account of Minister Humphrey’s roll out of Community Funding supports grants of serious scale, to recommend that action be taken to bring the proposed new purpose-built Community Centres provided for in the County Development Plan 2023 – 2029 to ready stage as a matter of urgency in anticipation of a similar scheme in 2024.”

A written report was provided as follows:

The proposed new purpose-built community centres provided for in the County Development Plan 2023-2029 will be considered for inclusion in the Community Departments Capital programme 2024 to 2026. The Capital Plan will be brought to the members for approval.

The Motion was proposed by Councillor Boland and Seconded by Councillor Maguire.

Councillor Boland referred to a number of new Community Centres included in the County Development Plan for the North County and suggested that the council should progress plans in order to in a position to avail of the Community Centres Investment Fund – New Build Scheme advertised earlier this year.

All Councillors present gave their full support to the Motion.

Robert Burns, Director of Services explained that the Motion will have to go for discussion at Full Council and then onto the Capital Planning Meeting in September.

Naomi Weir, Senior Executive Officer gave an update to the Committee that the Community and Sport Office is currently working on an application under the Community Centres Investment Fund – New Build 2023. The closing date is Monday 3rd July 2023. The criteria is very specific and allows for one application per local authority. The Community Department have been working closely with the Department on presenting the best-case application for the Council. It is hoped that the Department of Rural and Community Development would offer the scheme again in 2024. Should this be readvertised in 2024, the Community Department would envisage they will be in a position to make a further application in line with the scheme requirements.

A.O.B

Councillor Ryan enquired what happens the two motions that have been passed and agreed and how to they become policy. Naomi explained that the Motions will be brought to the CPG for discussion and then on to the Full Council for ratification.

Councillor Hopkins enquired on the Childcare Sub Committee membership. Councillors Walsh, Hopkins & Maguire will hold an initial meeting in 6-8 weeks to get things started but will require assistance to run the subcommittee.

Councillor Ryan agreed to be a member of the LECP subcommittee.

The meeting concluded at 5.30pm

Agenda Item 2

**COMHAIRLE CONTAE FHINE GALL
FINGAL COUNTY COUNCIL**

Arts, Culture, Heritage and Community Strategic Policy Committee

Wednesday 27th September 2023

Item No. 2

Local Sport and Physical Activity Plan 2023-2028

A presentation will be given at the meeting.

Comhairle Contae
Fhine Gall
Fingal County
Council



Guidance Manual **For Fingal Community Facilities**



Guidance Manual
for Fingal
Community
Facilities

Purpose of the guide

- Need was identified
- Guide aims to provide practical advice on the main areas of facilities management and access to a range of resources that can be quickly accessed
- Primary aim is to create an easy pathway for managers / boards to effectively manage their facilities by providing clear information and access to links to support best practice
- To acknowledge the input from a wide range of resources and individuals who provided input into the guide

Working Group – established in 2021.

- Janet Ivers – FCC CDO
- Jenny Gorman – Acacia
- Eileen Cormac – Acacia
- Emma Donegan – Acacia

- Quality Matters – Consultancy
- Designed by Mel Gardner
- Supports from CFMSU and other key players



A close-up photograph of two hands placing a yellow puzzle piece into a larger assembly of colorful puzzle pieces (yellow, purple, teal, pink, brown) on a light-colored surface. The image is partially visible on the left side of the slide.

Process

- Through desk research, evaluating a wide range of existing information, templates and policies
- Online survey to members of the network of which there are currently 70 participating in the process
- Online focus group with centre managers and board members
- **How to use the guide**
 - Each chapter provides a detailed overview of the subject
 - In each chapter there are a wide range of links that can be accessed to provide more in-depth information, templates and resources to assist the tasks at hand
 - Link to **policy hub** on the FCFN web site

FACILITY MANAGEMENT

- What is Facilities Management
- Why is facility Management important
- Main categories of Facilities Management
- Barriers to good facilities management
- Useful planning tools
- Health and Safety in FM
- Financial Management and FM



Governance

constitutes the legal and organisational scaffolding of an organisation. It sets the rules, processes, and structures that must be adhered to in the operation and regulation of the company

- Organisational structures overview
- Good governance
- Governance Resources – example governance manual





Human Resources

- Human Resources guidebook / policy
 - Principals guiding HR management
-
- Motivation and engagement among staff



Finance / procurement

- Basic good practice
- Introduction to planning and budgeting
- Financial roles and responsibilities
- Audit of financial statements
- Finance and audit resources
- Procurement
- Procurement and tendering resources
- **(financial policy and procedures)**



Fundraising for core costs using a cost recovery model

Options for funding

Securing statutory funding

Securing philanthropy and EU grants

Resources to support writing winning funding applications

Engaging corporate sponsorship

Resources available

Community Development

Impact of a community centre
based in a local community

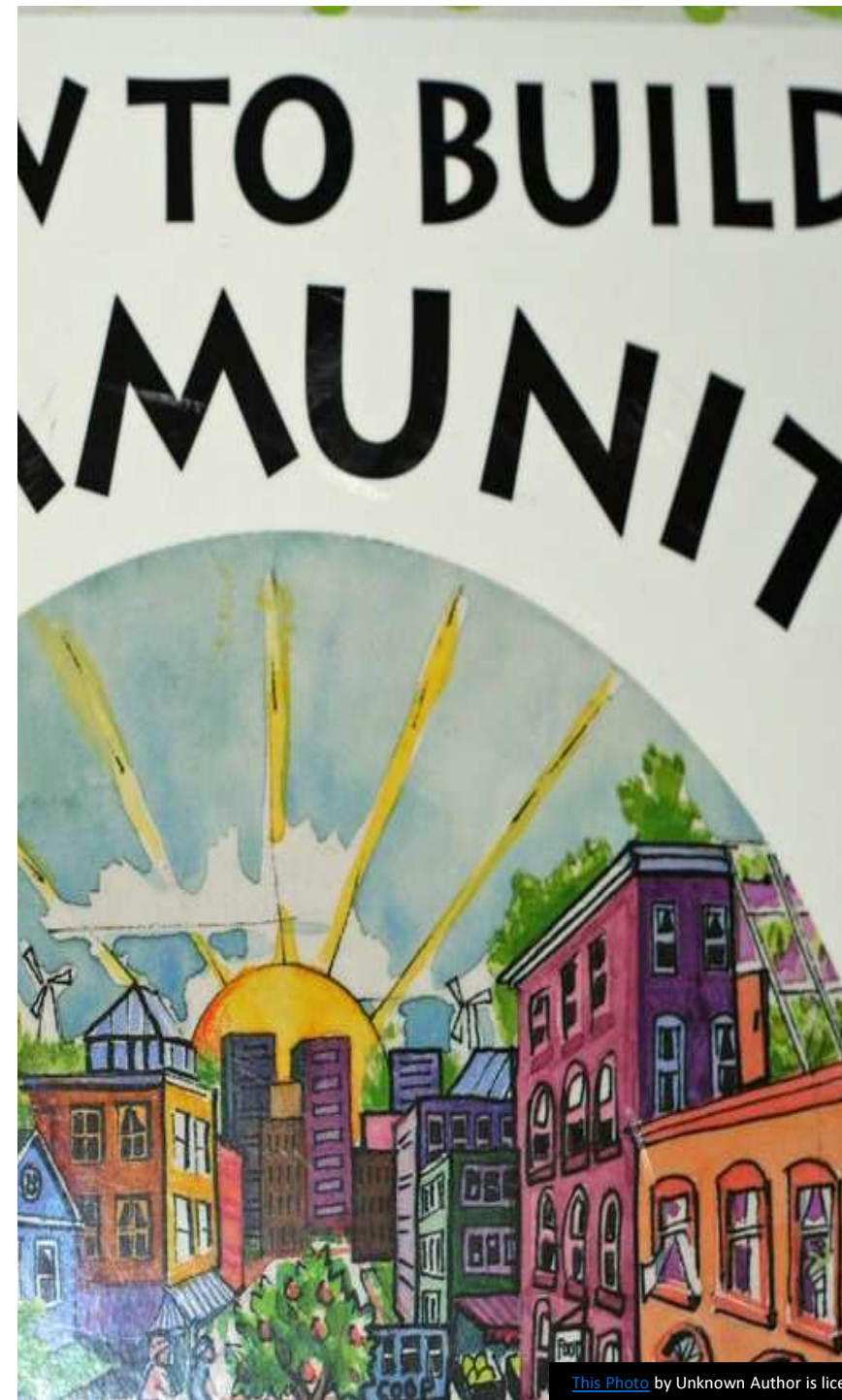
Defining community
development

Community needs assessment

Task top analysis of relevant
policies and strategies

Developing a strategic action
plan

Role of FCC community
development office supports





Risk Management

- Overview of Risk Categories
- Establishing a Risk Assessment and Management Process
- Risk Management Resources
- (sample risk management policy) - Resources from the Wheel and Carmichael and others

Marketing & Social Media

- Newsletters
- Target groups segmentation
- Social media
- Resources marketing and social media
- (sample FCRS holywell cc marketing plan)





Policy Hub

Community Centre Guidance Manual

Lámhleabhar Treorach

Search...

-All Categories-



54

Clear Filters



Policies and Procedures

- Developing and writing policies
- Implementation communication and monitoring policies
- Resources policies and procedures

Links from Carmichael /
Wheel and PPN Policy Hub

Fingal Library Service Development Plan 2024 -2029

Presentation to Community Development, Heritage, Culture &
Creativity Strategic Policy Committee

Betty Boardman
County Librarian
September 2023

Fingal Library Service Development Plan 2024-2029

Local government act 2001 provides a statutory basis for the provision of library development plans:

"A library authority shall from time to time, or if requested by the Minister, prepare and adopt a programme for the operation and development of its library service"

Each development plan should:

- Outline existing services

- Outline opportunities and priorities

- Outline measures to secure these priorities

Adoption of the strategy is a reserved function



Current Library Development Plan

Strategic Goals:

Provide a dynamic and inclusive space for the community

Support culture and recreation

Enable literacy, education and economic development

Objectives:

Workforce

Infrastructure

Collections

Event programming

Technology

Marketing and Communications

Collaborations and partnerships

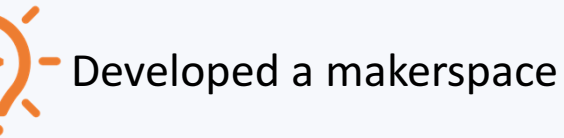
Actions



Achievements



3.18m visits



Developed a makerspace



Introduced new e-services



Introduced sensory resources and quiet times



Increased opening hours



Refurbished Balbriggan, Blanchardstown and Malahide. Extending Skerries and planning SCQ Library



Organised History, Writers' & Children's Literature Festivals



Signed up to Age friendly charter



3.95m items borrowed



Created exhibitions Decade of Centenary



Opened a 'My Open Library' Baldoyle Library



Created storytrails at Ardgillan and Millennium Park

Methodology and Proposed Timeline

STLE & SWOT analysis workshops: Q1 2023

Policy Mapping & Alignment: Q1 2023

Desk research: Q2 2023 (Ongoing)

Staff and other stakeholder consultations: Q2 2023 (Ongoing)

Public survey: Q3 2023 (Ongoing)

Data Analysis and preparation of draft plan: Q4 2023

Draft plan presentation to Council: Q4 2023

Revisions based on feedback: Q4 2023

Plan published: Q4 2023 / Q1 2024



Thank you!

Questions, comments, feedback welcome

Current Focus

Stakeholder consultations/Focus groups:

Fingal Comhairle na nÓg, Foróige, Fingal Public

Participation Network, Fingal Ethnic

Participation Network, Older Peoples Council

Public Surveys:

Individuals and groups/organisations/schools

Users and non-users

Available at <https://consult.fingal.ie/>

Available at events, social media, paper version and

QR code



Agenda Item 5

COMHAIRLE CONTAE FHINE GALL FINGAL COUNTY COUNCIL

Arts, Culture, Heritage and Community Strategic Policy Committee

Wednesday 27th September 2023

Item No. 5

Update from SPC Subgroup on Community Not for Profit Childcare Facilities

A presentation will be given at the meeting.

COMHAIRLE CONTAE FHINE GALL
FINGAL COUNTY COUNCIL

Arts, Culture, Heritage and Community Strategic Policy Committee

Wednesday 27th September 2023

Item No. 6

Literary Festival for Fingal - Councillor J. Hopkins - AI088919

Motion:

“That the Chief Executive make provisions for an Annual Arts and Literary Festival in Fingal, the goal would be to bring writers, artists and musicians to the next stage of their emerging development and share with a wider audience.”

Report:

As well as a full programme of events in our branch libraries which uses the skills of author, illustrators, musicians and other arts practitioners, Fingal Libraries have also developed a number of festivals. These includes the Children’s Literature Festival which comprises a full day of events in Swords castle (9th September 2023) and a school's programme which brought authors and illustrators to schools across Fingal. The Writetime Festival is held across the Fingal library network in September each year. In 2023, fifteen events will be held, with Fingal authors taking part.

January 2023 saw the expansion into Fingal of TradFest, Ireland’s largest traditional and folk music festival which celebrates extraordinary live Irish music and culture. This was followed by the inaugural Unison Festival, Fingal’s newest and most vibrant summer music festival, which took place over 2 days in July at Bremore Castle in Balbriggan and at Millennium Park in Blanchardstown.

Fingal Arts Office partners annually with the Irish Writers Centre to provide professional development opportunities to support Fingal writers through the National Mentoring Programme. The mentorship awards ensure an investment in the long-term literary reputation of Fingal. Four awards were offered to Fingal writers in 2023.

Professional artists are also supported in the development of their practice through 'Fingal Artists' Support Scheme.' This strand of funding allows professional artists to avail of an award up to €5,000 towards travel/professional development opportunities, a residency or towards the development of work. 148 professional Fingal artists were awarded in 2023.

In addition to the above, the Council continues to offer financial support and advice to individuals and groups, who wish to organise quality literary and arts events in Fingal, such as the recent Fingal Poetry Festival.

Source of Reply:

Sarah O'Neill, County Arts Officer

Lilian Whelan, Senior Executive Librarian

COMHAIRLE CONTAE FHINE GALL FINGAL COUNTY COUNCIL

Arts, Culture, Heritage and Community Strategic Policy Committee

Wednesday 27th September 2023

Item No. 7

PPN Representative Abbi Wise - €300 Sports and Cultural Vouchers

Motion:

“That the Chief Executive, following on from research done in Fingal by the North Dublin Regional Drugs Task Force in 2021, based on the Planet Youth project in Iceland, provide vouchers of €300 to be redeemed through sports and culture PPN member organisations based in Fingal and to distribute these vouchers to families with members between 6 to 18-year-olds in three Fingal Estates.”

Report :

The Planet Youth Project is an ongoing initiative led by the North Dublin Regional Drugs and Alcohol Task Force aiming to improve health and life outcomes for young people in many areas by targeting the risk and protective factors that determine their substance use behaviours and enhance the social environment they are growing up in.

Fingal County Council is one of many stakeholders contributing to this plan and its associated impact on public policy, which commenced in 2021 and is of a five year duration.

The Council is working alongside other stakeholders to assist in building a process structure whereby researchers, policy makers and administrative leaders, and practitioners use the rich data set collected under the research arm of the project to set local goals and strategies which may work well in specific environments. Part of the ethos of Planet Youth is that no two communities are identical and tailored projects may be required depending on the area. Current focus is on the rich dataset arising from Programme 1 which informs, along with other policies, the workplans of the Community and Sports Development Staff.

It is notable that Programme 1 does not mention or make any recommendation of a €300 fund to families in Fingal communities. It is therefore, recommended that the

Council continue to work in a structured manner on the rich data emerging from this initiative, focusing on issues which arise during the various stages of reporting as set out in the project plan and reflecting this in Council strategic documents and associated workplans as appropriate.

The Council has a substantial track record in building sustainable inclusive communities. It is currently working on a new Fingal Sports and Physical Activities Plan 2024-2029, an audit of Sports and Physical Infrastructure across the county and has just embarked as a member of the Active Cities project. Along with the Planet Youth Data, our policies in this area are informed by many reports and strategies including;

- Fingal County Council Development Plan (particularly references to sustainable placemaking/quality homes, recreational, sporting facilities and open spaces, sustainable travel, hubs, open space etc)
- The [Fingal Development Plan 2023-2029 | Fingal County Council](#)
- Healthy Placemaking: Eastern & Midland Regional Assembly Regional Spatial & Economic Strategy <https://emra.ie/final-rses/>
- Fingal Sports Office Vision Statement 2019–2021 - [fingal-sports-office-final-vision-statement.pdf](#)
- Fingal Community Development Vision Statement – has been extended to 2023 https://www.fingal.ie/sites/default/files/2021-12/9139_fingal-community-dev-office-vision-statement_web2.pdf
- Fingal Migrant Integration Strategy <https://www.fingal.ie/council/service/migrant-integration-social-cohesion-strategy-2019-2024>
- Fingal Open Space Strategy - [keeping_it_green_oss.pdf \(fingal.ie\)](#)
- Fingal Active Travel Strategy <https://www.fingal.ie/activetravel/strategy/draft>
- Fingal Coastal Way - <https://www.fingal.ie/fingal-coastal-way>
- Fingal Play Policy - [Space for Play - A Play Policy for Fingal | Fingal County Council](#)
- Fingal/Healthy Ireland - [Healthy Fingal | Fingal County Council](#)

It is recommended that the strategic approach to work in this area briefly outlined above continues, and that this proposal is addressed within the context of the Planet Youth Plan 2021-2025 recommendations as they emerge.

Agenda Item 8

COMHAIRLE CONTAE FHINE GALL FINGAL COUNTY COUNCIL

Arts, Culture, Heritage and Community Strategic Policy Committee

Wednesday 27th September 2023

Item No. 8

QR Codes Roll Out

Councillor C. Boland - AI090643

Motion:

"That the Chief Executive present a report on the roll out of QR codes across the County located at/on locations of Historical, Heritage, Commemorative sites such codes to provide the background to the site and to explain its significance while also linking similar sites in the area."

Report :

QR codes can be an effective tool in communicating knowledge and of improving the level and quality of visitor's interaction with heritage. Heritage interpretation is complex and QR codes and other interpretation tools should be used in context and integrated with relevant projects, ideally when a Heritage Audit with community contribution has been undertaken and specific outcomes, themes and content identified.

For example the use of tappable signage & QR codes are being trialled as a direct outcome of the Donabate-Portrane Heritage Audit. The website has been designed, photographs attained from community members, locations identified, map and graphics designed and the physical posts and plaques procured and are scheduled for installation. The outcome of this project, part of the CE Innovation Fund grants 2023 will inform the future roll out of similar projects.



Source of Reply: Heritage Officer