Revitalising Ireland's Towns

A collaborative initiative by

National 'Pilot' Town Centre Health Check (TCHC) Training Programme

TRAINING WORKSHOP NO.2 (2 of 2)

16th March 2017, Dublin Castle (Conference Suite)

(9am start)

In partnership with

Contents

TCHC Workshop No.2 Pack written by Ali Harvey MIPI

1.   Introduction to Revitalising Ireland's Towns – 'Pilot' Town Centre Health Check (TCHC) Training Programme 2016–2017

Building on the unique cultural engagement and collaboration generated as part of the *2016 Centenary Celebrations*, the Heritage Council of Ireland (Lead Partner), RGDATA and the Retail Consultation Forum, in collaboration with the Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs, the Department of Housing, Planning and Local Government (DoHPLG), the Irish Planning Institute (IPI), the Irish Landscape Institute (ILI), the Royal Institute of the Architects of Ireland (RIAI) and Third-level Institutes (north and south), are delivering a **'pilot' trans-disciplinary National Town Centre Health Check (TCHC) Training Programme** consisting of **two workshops** to be held in September 2016 (Naas Town Hall) and February 2017 (location/venue to be decided) **with town centre survey programme/mentoring period taking place during October–December 2016**. The training will support the creation of robust Town Centre Health Checks (TCHCs) for 10 no. Irish towns, which are formally linked to the statutory planning system, through the review of county development plans (CDPs) and Local Area Plans (LAPs)*.

The 'Pilot' TCHC Training Programme aims to identify current 'gaps' in undertaking TCHCs in Ireland, in order to inform the design and implementation of a new collaborative TCHC National Investment Programme which support various government public policies and strategies, including the planned *National Heritage Plan* and the:

1.   **Formulation and implementation of the emerging *National Planning Framework (NPF) – Ireland 2040 – Our Plan;***
2.   **Action Plan for Rural Ireland, 2017 ('Pilot' TCHC Training Programme included on page 20);**
3.   **Implementation of the *National Landscape Strategy 2015-2025 (NLS)*;**
4.   **Implementation of *Planning Policy Statement 2015* i.e. evidence-based planning;**
5.   **Implementation of the Section 28 (as amended) Retail Planning Guidelines, 2012; and**
6.   **Implementation of Government Policy on Architecture 2009-2015.**

In addition, the 'pilot' TCHC training programme supports the delivery of the **Heritage Council's** *Policy Proposals for Ireland's Towns,* which was launched in 2015[1]. Additional key aims of the 'pilot' TCHC training programme are to establish:

- *An Irish Town Centre Management (TCM) Network;* **and**
- *A National Town Centre Management Policy Research and Development (R&D) Programme.*

There are underlined four key pillars in the collaborative 'pilot' Town Centre Health Check training programme:

1.   **Local Authorities;**
2.   **Chambers of Commerce;**
3.   **Local Civic Groups, e.g. Tidy Town Groups; and**
4.   **Third Level Institutes – north and south, e.g. the Heritage Council has arranged for University College Dublin to work in partnership with Monaghan County Council.**

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[1] http://www.heritagecouncil.ie/fileadmin/user_upload/Publications/Towns_pubs/Policy_document_web.pdf

As a result, this innovative national 'Towns' capacity-building and networking programme is designed by, and for, Local Authorities, town centre businesses and local citizens/community groups, with close mentoring support from government departments and agencies, and professional practitioners and academics who are experienced in town centre revitalisation, urban design, place-making and planning, heritage and environmental management in Ireland, and elsewhere.

'Pilot' TCHC Training Programme Aims and Objectives - a key aim of the 'pilot' TCHC Training Programme is to raise awareness, understanding and appreciation of the critical role that our historic town centres and townscapes play and the wide-ranging impacts that their *vitality, vibrancy* and *viability* have on overall socio-economic, environmental and cultural growth and development, and on quality of life for citizens and visitors alike.

Town Centre Health Checks (TCHCs) are commonly undertaken in many EU countries on an annual basis, for example through the Association of Town and City Management in the UK (including Northern Ireland). This collaborative training programme will develop an innovative town centre-led commercial, cultural heritage and tourism baseline, which will be driven forward by all the project partners. It is envisaged that this 'pilot' training programme will be recognised internationally as a best practice collaborative model for town centre management and revitalisation. Collaborative training through workshops, surveys and on-going professional/academic mentoring will build upon Town Centre Health Check (TCHC) projects already undertaken by the Heritage Council and Partners including Fingal County Council/Balbriggan Chamber of Commerce in Balbriggan in 2010 and Clare County Council/Kilrush Tidy Towns, in Kilrush in 2012[2].

A detailed *TCHC Project Charter,* which was prepared by the Heritage Council in partnership with RGDATA, and agreed by all Project Partners is also available, if required. Based on discussions which took place between the Heritage Council and Local Authorities during the summer of 2016, the 10 no. towns meeting the criteria set out in the approved Project Charter endorsed by all partners involved (e.g. Local Area Plan review pending), and which are taking part in the 'pilot' training programme, are listed below:

1. **Ballina – Galway-Mayo IT (GMIT Kevin O'Callaghan), Heritage;**
2. **Cashel – LIT Thurles (Ciaran Lynch), Rural Development;**
3. **Ennis – TCHC work undertaken in house;**
4. **Dundalk – Queen's University Belfast (QUB Dr Neil Galway), Urban and Rural Design;**
5. **Monaghan Town – University College Dublin (UCD Dr Luke Kelleher), Planning;**
6. **Naas – Waterford IT (WIT Miriam Fitzpatrick), Architecture;**
7. **Rush (delayed, starting in 2017) – Dublin Institute of Technology (DIT), Planning;**
8. **Sligo*;**
9. **Tralee – IT Tralee (ITT Martha Farrell), Marketing; and**
10. **Tullamore*.**
*= deferred due to lack of resources

Participating Local Authorities were then invited by the lead partner – the Heritage Council – in the late summer of 2016 to put forward names of four representatives, from the Four Pillars in each of the towns taking part, to attend the first TCHC training workshop held in Naas Town Hall on the 29th September 2016, i.e. 40 no. people were invited. It should be noted that demand for places at this first TCHC training workshop far exceeded supply/Heritage Council resources and 70 no. people actually attended the first TCHC training workshop.

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http://www.heritagecouncil.ie/fileadmin/user_upload/Publications/Planning/Kilrush_Report/Kilrush_Town_Centre_Health_Check_Final_Report__1_.pdf

A detailed **TCHC Workshop No.1 Training Pack** (30 pages) was prepared and circulated by the Heritage Council prior to the training event. The workshop event was jointly sponsored by the Heritage Council and Kildare County Council and approximately 7**0 no. attendees** successfully completed the first training workshop, which included presentations and Q&A sessions, group work by 'Pilot Town', a site visit of Naas Town Centre (coach and walking tour) and opportunities to network/collaborate. A detailed draft **TCHC Workshop No.1 Feedback Report** (30 pages, summarising the key findings from the group-work and group discussions at Naas Town Hall, etc.) was prepared by the Heritage Council and circulated to all attendees for consultation and then agreed in November 2016. The key findings from the 'Pilot' TCHC Workshop No.1 (Group Exercises 1 and 2) are listed in the boxes below:

Naas Town Hall - TCHC Group Exercise 1 - Key Findings:
- **Importance of strategic location and connectivity and accessibility by air, sea, road, rail and by bicycle – links to other towns and cities are important – strategic linkages could be mapped – perceived and actual;**
- **All 'pilot' TCHC towns are historic towns with rich form and fabric, townscape and streetscapes – wealth of unique built, cultural and natural heritage – are these assets surveyed and mapped – what is the perception of locals – what do they 'value' – are they asked?;**
- **Innovative thinking needed by all to bring vitality back into town centres – re-activate upper floors and vacant buildings – incentives needed for all sectors and stakeholders – potential to link to overall environmental management and sustainability indicators;**
- **Importance of designed landscapes/demesnes, landmark buildings and monuments – need to be strategically managed as part of overall form and fabric of town;**
- **Importance of green and blue infrastructure – need for new audits/surveys in this area in order to inform strategic planning – see the town centres holistically;**
- **Need for improved connectivity, accessibility and permeability – audits and strategic planning – collaboration involving all sectors particularly the local community – understand movement around each town centre – explore existing, perceived and potential;**
- **Need for greater co-ordination, communication and integration on national and local town centre management issues – need to improve management structures and 'processes' – need to create networks at all levels;**
- **Need to invest in the public realm in all our historic town centres;**
- **Town centre management should fundamentally involve the local community and local people – of all ages.**

Naas Town Hall - TCHC Group Exercise 2 - The Top 10 most commonly recommended Actions by all the TCHC 'pilot' town (in no particular order) are as follows:

1. **Encourage co-operation of all sectors in a town centre in relation to town centre health checks;**
2. **Undertake permeability planning and investment in town centres;**
3. **Investment needed in public realm and main streets in town centres;**
4. **Investment needed in Green and Blue Infrastructure in town centres;**
5. **Need for updated Local Authority Retail Strategies;**
6. **Need for accurate/robust floorspace data and information on a continuous basis (linked to LA Retail Strategies above);**
7. **Incentivise use of vacant property and sites;**
8. **Encourage Living Above the Shop and Over the Shop uses – need for population growth in town centres;**
9. **Encourage retail and commercial mix – ensure daytime and evening economies are both vibrant;**
10. **Collect survey information/data from shoppers and commercial traders/retailers and undertake analysis on a regular and continuous basis.**

Following TCHC Training Workshop No.1 all the 'Pilot' Towns, with the support from the other pillars, then commenced work on the pilot town centre Health Checks following a 15-step methodology that was agreed by all partners in September 2016 and included in the TCHC Workshop No.1 Pack and TCHC Workshop No.1 Feedback Report. This 15-Step TCHC methodology is reproduced at **Appendix A**. A summary of the 'Pilot TCHC Training Programme Community's' journey to date (July 2016-to date) is illustrated in the diagram below:
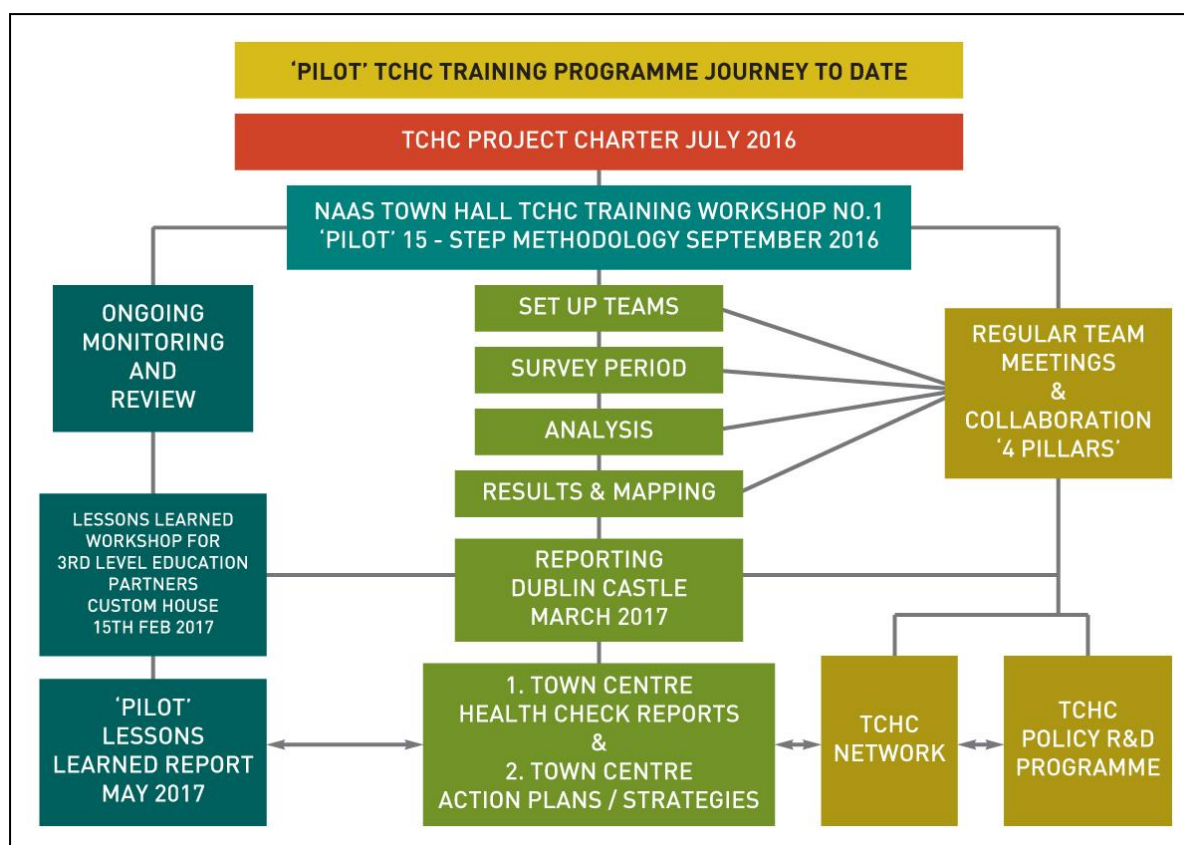
(Source: A. Harvey, 2017.)

'Lessons Learned' To Date – Workshop in February 2017:

A *'Pilot' TCHC Lessons Learned Workshop* was facilitated by the Heritage Council in the Custom House in mid-February 2017 to discuss, share/exchange and capture the experiences of the third-level education partners involved in the 'pilot' training programme to date. The following people attended and a lively and productive group discussion ensued:

- **Anne Barcoe – Heritage Council;**
- **Tara Buckley – RGDATA;**
- **Marion Carey, Tipperary County Council;**
- **Dr Deirdre Cunningham, Mayo County Council;**
- **Martha Farrell, IT Tralee (by phone);**
- **Miriam Fitzpatrick, Waterford IT (by phone);**
- **Dr Neil Galway, Queen's University Belfast (QUB);**
- **Alison Harvey, Heritage Council - Facilitator;**
- **Dr Luke Kelleher, University College Dublin (UCD); and**
- **Kevin O'Callaghan, Galway-Mayo IT (GMIT).**

The agreed *Lessons Learned* recommendations (Nos. 1-9) are listed below.

1. **Future collaboration and co-operation between the 'four pillars' should be supported and fostered by government, third-level institutes/organisations and other agencies asap – a formalised arrangement and/or Memorandum of Understanding (MoU) should be prioritised in public policy and included in the emerging National Planning Framework (NPF);**
2. **An internationally-focused, national Trans-disciplinary research programme is needed for Irish Towns (e.g. by third level orgs/institutes) to explore and determine what are Irish Towns for – what is their future role, scale and function; link to various research funding streams including Horizon2020, etc;**
3. **A Central *Project Support Office* (PSO) with a realistic multi-annual budget is required for a 'full' national TCHC Training Programme in order to share services/resources, foster exchange (including international exchange) and keep costs to a minimum – including PM, data sets (e.g. floorspace, rates, etc.) procurement/capital spend, surveys, analysis, GIS, etc – it is vital to accrue economies of scale and repetition. A TCHC Programme should be included as an investment programme in the NPF;**
4. **OSI and Geo Directory to be involved as key partners in any future programme to ensure that digital datasets and mapping resources are easily available – international best practice should be utilised;**
5. **Action/research needed to explore and assess innovative methods to undertake user, operator and visitor surveys – establish a 'menu' of methods and approaches including on-line?;**
6. **Develop an 'agreed' Landuse Classification for Irish Towns in collaboration with all partners using experience of 'Pilot' training programme as a basis (e.g. include residential, storage, etc.) – corresponding GIS colour code to be agreed with DoHPCLG www.MyPLan.ie team (in parallel) – to be communicated to all 'Pilot' partners;**
7. **Research needed to explore parking and car usage in town centres - cultural shift needed to get over the 'behavioural wedge', in line with international sustainability indicators and targets.**
8. **Explore all 'digital/electronic' opportunities to support the collaborative TCHC approach and overall 'place marketing' of and enterprise growth in towns – e.g. mobile apps, GIS and data sets, SPSS, social media, web-sites, on-line training courses, etc;**
9. **Explore how the Irish 'Pilot' TCHC Training Programme and emerging TCHC Network can link to international partners within the EU and beyond.**

TCHC Workshop No. 2, Dublin Castle, 2017 – Aims and Objectives:
TCHC Workshop No. 2 is an opportunity to present the pilot's journey to date, to discuss and communicate lessons learned throughout the pilot process, in order to design and deliver a 'full' National TCHC Programme for Ireland - (as part of several government policy initiatives listed in the introduction) - that will be informed by the processes, outputs and outcomes arising from the 'Pilot' TCHC Training Programme 2016/2017. A full *'Pilot' TCHC Lessons Learned Report* will be then prepared by the end of May 2017.

European Commission (EC) Enquiry re. Best/Good Practice – March 2017
In addition, the partners wish to highlight to the 'Pilot' TCHC community members that the European Commission's DG for Internal Market, Industry, Entreprenuership and SMEs, has requested all the 'Pilot' TCHC documents that record and communicate the conception, design/setting up and journey from mid-2016 to date, in order to inform a European-wide study into good/best practice in town centre entrepreneurship and management. The following reports have been forwarded to the EC:

- *'Pilot' TCHC Training Workshop No.2 Training Pack, March 2017;*
- *'Pilot' TCHC Workshop No.1 Feedback Report, November 2016;*
- *'Pilot' TCHC Training Programme - Briefing Note for Minister Humphreys T.D., October 2016;*
- *Pilot TCHC Training Workshop No1. - Training Pack (including 15-Step TCHC Methodology), September 2016;*
- *'Pilot' TCHC Fact Sheet No.1 - Web Resources for TCHCs, September 2016;*
- *'Pilot' TCHC Factsheet No.2 - Example of Questionnaire for Shoppers, September 2016; and*
- *'Pilot' TCHC Training Programme - Agreed Project Charter, July 2016.*

2. Dublin Castle TCHC Workshop No.2 Programme - 16th March 2017

Revitalising Ireland's Towns: 'Pilot' Training Workshop No.2 (2 of 2)
16th March 2017 - Dublin Castle - Conference Suite

9.00am   Registration and Tea/Coffee on arrival at Dublin Castle Conference suite

9.20am   Welcome from Minister English T.D., Minister of State for Housing and Urban Renewal

9.30am   Introduction/outline to training day, packs and structure of training programme, i.e. strengthening the 'pilot' network - Ali Harvey (Heritage Council) and Tara Buckley (RGDATA) - Workshop No. 2 Programme including progress to date

Session 1: Overview of 'Pilot' TCHCs by third-level partners and students - understanding form, fabric and function - Key Findings and Lessons learned from Monaghan, Ballina, Dundalk and Tralee

9.50am   **Dr Luke Kelleher (UCD, Planning) and Máire Cullinan (Monaghan County Council) -** *Monaghan 'Pilot' TCHC - Key Findings and Opportunities*

10.10am   **Alan Di Lucia and Carmel Austin (Mayo County Council, Planning and GIS) –** *What's in a Mobile App for Land Use Surveys?*

10.30am   **Dr Neil Galway (QUB, Urban Design) -** *Dundalk 'Pilot' TCHC- Key Findings and Opportunities*

10.50am   **Martha Farrell (IT Tralee, Marketing) and Kevin Burns (Kerry County Council, Planning) -** *Tralee 'Pilot' TCHC - Key Findings and Proposed Actions*

   Q&A 10mins from 11.10am (F 11.20am)

Summary of key messages from Session 1 - collaborative Place-making, cultural identity, character and distinctiveness, functional role, and resourcing, resourcing, resourcing!

Session 2: Six months on from Naas Town Hall Workshop No.1 - Update on Government Policy and Action Plans (11.20am-11.50am followed by 10mins Q&A).

11.20am   **Terry Sheridan (Principal Officer, DHPCLG) -** *Emerging Government Policy on Urban Renewal*

11.35am   **Martin Colreavy (Principal Advisor, DAHRRGA) -** *Developing an Urban Design-led approach to Adaptive National Polices*

   Q&A 10 mins followed by 5min break before next session

Summary of key messages from Session 2 – integrated government, collaboration, innovation, resources and investment.

Session 3: Town Centre Management (TCM) and Regeneration – Theory, Practice and Innovation

12.05pm   ***Tony Williams (ILI) -*** *Reading the Urban Landscape – Opportunities for Green and Blue Infrastructure in Irish Towns*

12.20pm   ***Miriam Fitzpatrick (WIT) -*** *Naas 'Pilot' TCHC – Urban Form Assessment and Urban Design Opportunities*

12.35pm   ***Dr William Hynes (IPI) -*** *Town Centres: Spatial Planning & the Sequential Test?*

12.50pm   ***Carole Pollard (RIAI President) -*** *Emerging TOWN Design Toolkit*

1.05pm   ***Orla Murphy (UCD) -*** *Barriers and Opportunities for Adaptive re-use of vacant space in towns: Ballina Case Study*

      Q&A 10 mins from 1.20pm (F 1.30pm)

Summary of key messages from Session 3 - integration of all elements - cultural, environmental, commercial, natural, socio-economic, etc.

> **1.30pm 'Pilot' Community Group photo followed by Lunch (Irish stew/Baileys cheesecake) and Networking (50 mins) - Information Stands for GeoDirectory, ILI, IPI, PAVANU, RIAI and Reusing Dublin**

Session 4: Town Centre Management - understanding your changing town centre (Day-time and Evening economies) - Group exercises, group work and Feedback

2.20pm   ***Tara Buckley (RGDATA) -*** *It's Not Just About Shopping - Delivering a Vibrant Town Centre Mix*

2.35pm   ***Jennifer Kennedy (IMCA) -*** *Millennials: How to adapt and appeal to this Unique Market*

2.50pm   ***Carmen Cronin (ATCM) -*** *The Purple Flag Accreditation for Excellence in the Evening and Night-time in Ireland*

3.05pm   ***Group Exercise I (TCHC 'Pilot' Town Groups 30mins)*** *- Assessing Key Strengths, Weaknesses, Opportunities and Threats (commercial, cultural, natural, socio-economic, etc.) in Pilot Towns (revisit Workshop No.1 results) - highlighted and recorded for 'Workshop Feedback Report.*

      Facilitators: Ali Harvey, Tara Buckley and Dr. David Meredith

      Please bring a map of your town centre for Group Exercise I, preferably <A3

3.35pm   *Group Discussion in relation to Group Exercise I (20 mins) - ALL*

3.55pm   ***Group Exercise II (Mixed Groups, 30mins)*** *- The emerging National Planning Framework (NPF) including Brexit, and Key Actions Required in 2017 and beyond – Facilitator: Ali Harvey*

4.25pm   *Group Feedback Session (20mins) - Recording of agreed Key Actions in 2017 and beyond - ALL*

4.45pm   ***Close of 'Pilot' TCHC Workshop No.2, Summary of Next Steps and Workshop Evaluation forms - Ali Harvey***

                      Depart Dublin Castle

Contact: Ali Harvey, 'Pilot' TCHC Co-ordinator,

M 087 419 3458 or *aharvey@heritagecouncil.ie*

Notes:

A Full TCHC Training Pack will be circulated before Workshop No.2 (as with TCHC Training Workshop No.1 held in Naas Town Hall in September 2016)

Workshop Accommodation *– TCHC Workshop attendees are asked to note that a special rate of €119 (B&B) has been arranged with Jury's Inn Christchurch:*

https://www.jurysinns.com/hotels/dublin/christchurch

Acronyms used above:

ATCM =	*Association of Town and City Management*
DOAHRRGA =	*Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs*
DOHPCLG=	*Department of Housing, Planning, Community and Local Government*
ILI =	*Irish Landscape Institute*
IMCA =	*Institute of Management Consultants and Advisers in Ireland*
IPI =	*Irish Planning Institute*
NPF =	*National Planning Framework*
RIAI =	*Royal Institute of the Architects of Ireland*

3.   Bios for TCHC Workshop No.2 Speakers (in running order)

	Ali Harvey MIPI AILI runs the Heritage Council's National Planning & Regeneration Programmes. A chartered planner and qualified project manager with a background in economics, she has 20 years' experience of setting up and managing collaborative planning and regeneration programmes and projects. Ali set up the all-island *Irish Walled Towns Network (IWTN)* in 2005, after moving from the private sector (9 yrs) to the Heritage Council, and wrote the first *IWTN Action Plan 2006–2008*. She initiated/co-ordinated the *LCA CPD Training Course*[3] with 10 no. professional institutes and the Landscape Observatory of Catalonia. Alison is author of the award-winning *Community-led Urban/Rural Village Design Toolkit* and is a member of EirGrid's National Advisory Group (NAG) and the DoHPCLG's NPF Advisory Group. www.linkedin.com/in/alison-ali-harvey-a5417615
	Tara Buckley is Director General of RGDATA, the Retail Grocery Dairy & Allied Trades Association. RGDATA represents the owners of 3,500 family-run shops, supermarkets, convenience stores and forecourt stores in towns and villages throughout Ireland. RGDATA is an active supporter of sustainable spatial planning, the S28 Retail Planning Guidelines, vibrant town centres, self-sufficient villages and shops people can walk to. RGDATA members are community business people who pay over €100 million annually in local municipal charges and invest €41 million annually in local groups and action-based initiatives. Tara is a member of the DoHPCLG's NPF Advisory Group. www.linkedin.com/in/tara-buckley-496ba319
	Dr Luke Kelleher is currently a Teaching Fellow at UCD School of Architecture, Planning and Environmental Policy. He currently lectures in both GIS and Transport Planning. Prior to joining UCD, Luke was a Research Fellow in the University of Hertfordshire within its Centre for Sustainable Communities. Here he worked as the lead researcher on a Local Sustainable Transport Fund (LSTF) evaluation for the UK Department for Transport. Luke was previously employed as a Research Assistant in the School of Planning, Architecture and Civil Engineering at QUB and also at University of Ulster, Magee. His current research interests are in Sustainable Transport Initiatives, School Transport Issues and Walkability. In 2014 Luke completed his PhD in QUB having obtained an MSc in GIS from the University of Ulster (UU) in 2002. Since then Luke has also worked as a GIS analyst with a wide range of public bodies and companies including: Northern Ireland Water, Lisburn & Castlereagh City Council and the RPS Group. www.ucd.ie

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[3] The trans-disciplinary *Landscape Character Assessment CPD Course* (2 no. two-day residential courses delivered per annum during 2009–2011, 200+ attendees from Ireland, UK and Australia), was conferred with the Irish Landscape Institute's President's Award in November 2009.

Máire Cullinan holds a B.Sc. (Hons.) Geography from the University of Ulster Coleraine and a Masters in Town and Country Planning from Queen's University Belfast. She has also completed a Diploma in Environmental Impact Assessment Management from University College Dublin. Máire has worked in various roles with Monaghan County Council since 2000, including development management, development plan (including the county development plan and local area plans), economic development and with the Local Enterprise Office. She is currently working on Urban Regeneration projects, including active land management and renewal plans to sustain the growth and development of the county's towns. Máire has delivered various projects funded under the Rural Economic Development Zones and Town and Village Renewal Scheme, and is the local coordinator for the Monaghan 'Pilot' TCHC. In addition, she has also recently completed a Professional Diploma in Official Statistics for Policy Evaluation with the Institute of Public Administration (IPA).
www.monaghan.ie

Alan Di Lucia is an executive planner with Mayo County Council. He graduated as a Civil Engineer from UCG in 1992, and with a Masters in Regional and Urban Planning in 1996. Since joining Mayo County Council in 2000, Alan worked in development management for nine years, which included developing the council's e-planning system. He transferred to forward planning in 2009, where he has responsibility for the preparation of Local Area Plans (LAPs), most notably the Ireland West Airport Knock LAP. He progressed the Mayo County Development Plan from draft stage to adoption, including all variations to the Plan. He is currently engaged in progressing the Local Area Plans for Ballina, Castlebar and Westport. Alan works closely with Council's GIS section in developing new approaches to generating and presenting spatial data to aid in the preparation of strategic plans.
www.mayococo.ie

Carmel Austin is a GIS professional with over 13 years' work experience with Mayo County Council. Carmel's role in GIS and Information Management means she is responsible for the implementation of Mayo County Council's GIS goals within the Corporate IS Strategy. Carmel's background in Environmental GeoScience led her to work closely with the Heritage Office and Planning Section of Mayo County Council, and she was instrumental in the development of a Vulnerability Mapping GIS Tool for the Mayo Renewable Energy Strategy. Carmel has a keen interest in the use of GPS tools and mobile mapping apps in GIS and has applied these skills to the 'Pilot' TCHC.
www.mayococo.ie

Dr Neil Galway RTPI is the Co-ordinator of the MSc Planning and Regeneration Programme at Queen's University Belfast in the School of the Natural and Built Environment. He previously worked as a chartered town planner for Belfast City Council and NI DOE Planning Service. His professional experience includes formulating regional planning policy and guidance, preparatory work for local development plans, development management and planning enforcement. Neil completed a PhD in Planning at Queen's University Belfast entitled *Who Controls the Past? An investigation into the role of heritage interventions in post-conflict nation narration* on a part-time basis whilst working in private practice. Neil's current research interests include: planning for inclusive places, critical heritage studies, and planning policy and practice. **www.qub.ac.uk**

Martha Farrell holds a Bachelor of Business Studies in Marketing and a Master of Business Studies (by research) from the Institute of Technology Tralee. She has 10 years' lecturing experience and is particularly interested in incorporating active, experiential and collaborative learning strategies in her teaching. She is the co-ordinator of the undergraduate Research Project module in the School of Business, Humanities and Computing, in which interdisciplinary teams design, collect and report on research in response to client-initiated, live-case projects. She has also supervised research at Masters level. She was part of the team which developed the BA in Digital Marketing with Social Media and has delivered Digital Marketing training to retailers in conjunction with the Centre for Entrepreneurship and Enterprise Development at the Institute of Technology, Tralee. She is heavily involved in youth work and community development in West Kerry and is a founding member of *Maharees Conservation*. **www.ittralee.ie**

Kevin Burns MIPI graduated from QUB's post-graduate Planning School in 1996. He worked in various NI Divisional Planning offices, e.g. Downpatrick, Omagh & Ballymena, and has worked with Kerry County Council since 2007. First, as an Area Planner within the Planning Section, then within Revenue Section developing town centre vacant commercial property and business incentive schemes. He currently works within Kerry County Council's recently established Economic Development Unit (EDU). Kevin is the Project Leader for the *Tralee Town Centre West Masterplan and Island of Geese Tralee Regeneration Projects*. These 3-year projects are part of a Southern & Eastern Regional Operational Programme, co-funded by the Department of Housing, Planning, Community and Local Government, The European Regional Development Fund (ERDF) and Kerry County Council, in partnership with the Southern Regional Assembly. He has identified a pragmatic, collaborative, socially inclusive methodology as key to the success of this regeneration work. **www.kerrycoco.ie**

Terry Sheridan is Principal Officer (PO) in the Planning Policy Section, Department of Housing, Planning, Community and Local Government with lead responsibility for planning policy, legislation, urban renewal and related planning guidelines. He is also responsible for oversight of the Irish planning system, including An Bord Pleanála. He was previously the Department's representative in Brussels for nine years, negotiating EU environmental legislation on behalf of Ireland culminating with Ireland's EU Presidency in 2013 when he chaired the EU Council Working Group on the Environment.
www.housing.gov.ie

Martin Colreavy is Principal Advisor/Officer in the Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs. He is head of built heritage, architectural policy and Strategic Infrastructure with specific responsibility for the Government Policy on Architecture Implementation Programme, National Heritage Policy/Planning, Heritage Capital Investment Funding and National Landscape Strategy (NLS) for Ireland. Previously within the Department of Environment, Heritage and Local Government (DEHLG), he was involved in various policy documents on Architecture and Urban Design, such as Quality Housing for Sustainable Communities 2007. Martin has also held various positions in the Royal Institute of Architects of Ireland (RIAI) such as professional practice examiner 2004-2007, RIAI Honorary Treasurer 2008-2009, RIAI Vice-President 2010, Chair RIAI Urban Design Committee 2010-2015. He is an Architect who also holds an MSc Urban Design from UCD and is an Honorary Academician of the Academy of Urbanism.
www.ahrrga.gov.ie

Tony Williams (representing the ILI) is Senior Landscape Architect at Transport Infrastructure Ireland (TII). He is a graduate of Natural Science (Moderatorship in Botany) from Trinity College Dublin and holds a Masters in Landscape Architecture from University College Dublin. He has been on the council of the ILI since 2005 and held the position of Hon. Secretary from 2008 to 2011 and President from 2013 to 2016. Tony has been the Irish delegate for the International Federation of Landscape Architects (IFLA) since 2007 and has been on the executive council of IFLA Europe since 2011 first as Vice-President Education until 2015 and currently as President of IFLA Europe since 2015. He is a member of the ICOMOS Ireland National Scientific Committee on Cultural Landscapes and chair of the ICOMOS Ireland World Heritage Reflective Working Group, and is also involved in a number of IFLA and ILI initiatives.
www.irishlandscapeinstitute.com
www.iflaeurope.eu

Miriam Fitzpatrick graduated in Architecture from University College Dublin, UCD, holds a Masters from the London School of Economics' Cities Programme, and is now a full-time academic lecturing in Architecture at Waterford Institute of Technology WIT and Urban Design at UCD School of Architecture, Planning and Environmental Policy. She previously worked for international design firms, including Grimshaws in London, Diamond Schmitt Architect in Toronto and Sasaki Associates in Boston. Miriam was a founding member of English Heritage's Urban Panel, is a member of the Board of The Heritage Council and committee member of AIARG (All Ireland Architecture Research Group). She is currently pursuing a PhD on American urbanist and public intellectual, William H Whyte.
www.wit.ie

Dr William Hynes (representing the IPI) is a Chartered Town Planner and Chartered Surveyor, and is Managing Director of Future Analytics Consulting (FAC). FAC has key experience in the delivery of a suite of socio-economic research projects throughout Ireland and Europe. The company has a particular expertise in demographic modelling and wider data analytics for evidence-based analysis and market intelligence. Specifically, the company has undertaken many regeneration studies and local development plans (where local retail provision has been a key component of overall economic activity), and has delivered retail impact assessment (RIA), retail strategies and future needs analysis. Working at national, regional and local levels, FAC has delivered the Gateways and Hubs Development Index (2013), the Regional Indicators Study (2014), the Dublin Regional Enterprise Strategy (2016/17) alongside numerous town and village audits, economic assessments and sustainability appraisals.
www.ipi.ie

Carole Pollard (RIAI President) is a graduate of Dublin School of Architecture DIT. She holds an MA in History of Design (NCAD). Publications include *Knowing Liam* in *North by Northwest. The Life and Work of Liam McCormick* (2008 Gandon)*, Liam McCormick. Seven Donegal Churches* (2011 Gandon)*, Changing the Mould* (2012 IAR), and *More Than Concrete Blocks, Vol.1, 1900-1939* (2016 Four Courts Press). Carole has been an active member of the RIAI since 1992 when she helped establish the RIAI Small Practice Forum and was Convenor of the RIAI Professional Practice Examination from 2004 until its cessation in 2014. She currently teaches on the DIT Professional Diploma course and is a visiting lecturer at Irish schools of architecture. Carole has a particular interest in 20th Century architecture and is a member of DoCoMoMo Ireland. As RIAI President 2016-17, Carole is committed to supporting sustainable careers in architecture, to raising the profile of architecture in Ireland, and to promoting the relevance of architects in the creation of a quality built environment which improves the lives of all our citizens.
www.riai.ie

	Orla Murphy is an architect and lecturer in UCD School of Architecture, Planning and Environmental Policy. Orla's practice and research has focused on the interface between community engagement and architecture: in designs for social housing and education, and in research projects connected with community co-design and rural town morphology. She recently managed and coordinated the first Geodesign Community-led Co-design Project in Ireland – in Mulranny Village, Co. Mayo (which was part-funded by the Heritage Council). Her research on rural towns has been published and is also disseminated as an animated short film – *TOWN* – which was used at the first TCHC Workshop. Orla is currently working with colleagues and students in the UCD M. Arch Programme on a housing design research project called *risinghome*, concentrating in this cycle on adaptive re-use of vacant buildings for housing, in collaboration with the Peter McVerry Trust. Orla is also co-presenter of RTÉ's documentary series *Building Ireland.* **www.ucd.ie**
	Jennifer Kennedy (representing the IMCA) is a skilled and creative business leader with over 17 years' experience across multiple brands. She has considerable expertise in developing a brand's retail offering across product, people and place. Jennifer has worked with Diageo-The Guinness Storehouse, Smithwick's, Brown Thomas, Pringle of Scotland, Habitat and Next Plc in varying capacities and roles. She excels in matrix management and has extensive experience working within a large organisation where multiple stakeholders need to be influenced to manage a successful project outcome that delivers on all expectations. Jennifer's creativity enables her to develop innovative commercial and marketing strategies that maximise profitability and future growth. Jennifer has a keen business development instinct and is recognised for her strategic and visionary capability. Jennifer is insightful, passionate and has the ability to view a challenge from a different perspective. She exudes energy and puts the needs of the brand at the heart of what needs to get done, always delivering on her commitments. **www.imca.ie**
	Carmen Cronin is the Purple Flag Ireland Manager with the not-for-profit membership organization, Association of Town and City Management (ATCM). She worked to bring the accreditation to Ireland in 2012-13 and has since been running the programme and its workshops, as well as building up and supporting a network of the now 23 no. Purple Flag towns on the island of Ireland on behalf of ATCM. Carmen believes that best practice, actionable research and multi-layered communication are key elements required for place management. Qualified as a Bachelor of Business at University of Limerick, she is an Experienced Marketing, Event and Project Manager with multinational industry experience. She is enthusiastically working as founder and event manager with the successful Clare Garden Festival and as part of other festivals all over Ireland. Carmen has a keen interest in horticulture and conservation and serves on the board of directors of the Irish Seed Savers Association. **www.purpleflagireland.org**

Dr David Meredith is a Senior Research Officer at Teagasc, the Irish Agriculture and Food Development Authority (Spatial Analysis Unit). David leads the Rural Development Research Programme focusing on issues of rural socio-economic change. He completed his PhD in 2012 and received a Higher Diploma in Statistics from TCD (2014). He is a member of the RIA's Geo-science and Geographical Sciences Committee and was appointed to the national selection committee responsible for evaluating applications to implement the LEADER programme (2015–2021). David's current work on agricultural and rural restructuring comprises projects that are funded through the National Research Stimulus Fund[4]. He has contributed to a range of EU-funded research projects and was a member of the Governing Board and management committee of the European Research Area Network 'RURAGRI'.

www.linkedin.com/in/david-meredith-91384b14
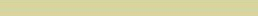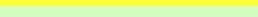
Anne Barcoe is PA to the Heritage Council's Chief Executive and has worked for the council for almost 17 years. Prior to being based in Kilkenny, Anne spent over 12 years in New York working for a global management consultancy. During her time in the US, she gained valuable experience working with one of the company's partners. Since joining the Heritage Council, Anne has worked closely with Ali Harvey in setting up the Irish Walled Towns Network (IWTN) and she also worked with Ali on the IWTN's first All-Island Management Committee. Anne organised the Heritage Council's very successful TOWNS Conference in late 2015, along with the 25th Anniversary Celebrations for the Heritage Council in 2015, which involved President Michael D. Higgins. Anne also manages the production of the Heritage Council's Annual Report and she is the registered first-aider for the 'Pilot' TCHC Training Workshop.

www.heritagecouncil.ie

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[4] https://www.agriculture.gov.ie/research/researchstimulusfundrsf/

4. **'Pilot' Town Centre Health Checks – A Sample of Outputs:**

i. **GIS TCHC Colour Coding for Landuse Maps, Source: Heritage Council and Partners:**

	A	B	C	D	E
1	Pilot' TCHC Training Programme 2016 - General Town Centre Health Check Land/Building use Classification				
2					
3	Town Centre Boundary - TCHC Study Area	3 pts	Solid black line		Preferably should match the boundary set out in the Local Area Plan (LAP) or County Development Plan (CDP),
4					as per pilot TCHC methodology -please state source
5	Primary Retail Area (PRA) - optional	3 pts	Solid Red line		Sourced from LA Retail Strategy or other adopted documents and stratgies - optional - please state
6	Pilot' TCHC Training Propgramme - GIS Colour Coding for TCHC Landuse Maps				
7					
8	GOAD Classification:	Code	Fill RGB	Fill (on GIS land use map)	Description of use
9					
10	Comparison	RS1 - RS13	255-0-0		Non-food/non-perishable items where customers compare prices e.g. Clothes, jewellery, footwear, furniture, etc.
11	Convenience	CNV 1 - CNV 11	255-127-127		Food items (perishable) - grocers, deli, bakers, confectionary, tobacconist, newsagent
12	Retail Service	COM 1 - COM36	168-0-0		'Services' including hairdressers, post offices, dry cleaner, clothes hire shops, beauty salon, etc.
13	Other Retail	OR1	255-211-127		None of the above or listed - uses not listed in COM1-COM36, CNV 1- CNV11, RS1-RS13
14	Leisure Services	LS1-LS11	215-176-158		Bars, restaurants, cinemas, fast food takeaways, cafes, hotels and guest houses, concert halls, theatres, etc.
15	Financial & Business Services	FBS1-FBS10	215-215-158		Building society, banks, legal services, legal services, financial services, etc.
16	Health & Medical Services	HMS1-HMS9	197-0-255		Dental surgery, health centre, nursing home, doctors surgery, veterinary surgery, etc.
17	Public Service	PS1-PS11	135-68-137		Council offices, advice centre, library, tourist information, community centre, emergency services, education
18	Religious Service	REL1	230-152-0		Place of workshop, churches, church halls, religious meeting rooms, etc.
19	Vacant Unit	VAC1	255-0-0 GRID	Select Black Cross Hatch	Vacant premises - black hatch with previous or preceived use as an underlay, wherever possible
20	Storage & Warehousing	STW1	207-207-128		Storage / Warehouse (excluding retail warehouse - see COM 4, 11, 12, etc.)
21	Residential	RES1	255-255-0		Residential - for vacant residential please use black hatch as overlay
22	Open Space	OS1	211-255-190		Open space, park
23	Walk/cycleways		163-255-155		Walkway, cycleway, bridle path
24					
25	Other Buildings		152-152-152		For buildings generally outside the study area.
26					
27	Car Park - Surface		0-0-255	Parking Symbol	Surface car park
28	Car Park - Multi-Storey		0-0-0	Parking Symbol	Multi-Storey car park
29	Prepared by Heritage Council, UCD, Kerry County Council, Tipperary County Council and DoHPCLG, December 2016-February 2017.				
30					

ii. **Tralee 'Pilot' Town Centre Health Check Landuse Map, Source: IT Tralee/Kerry County Council (February 2017).**
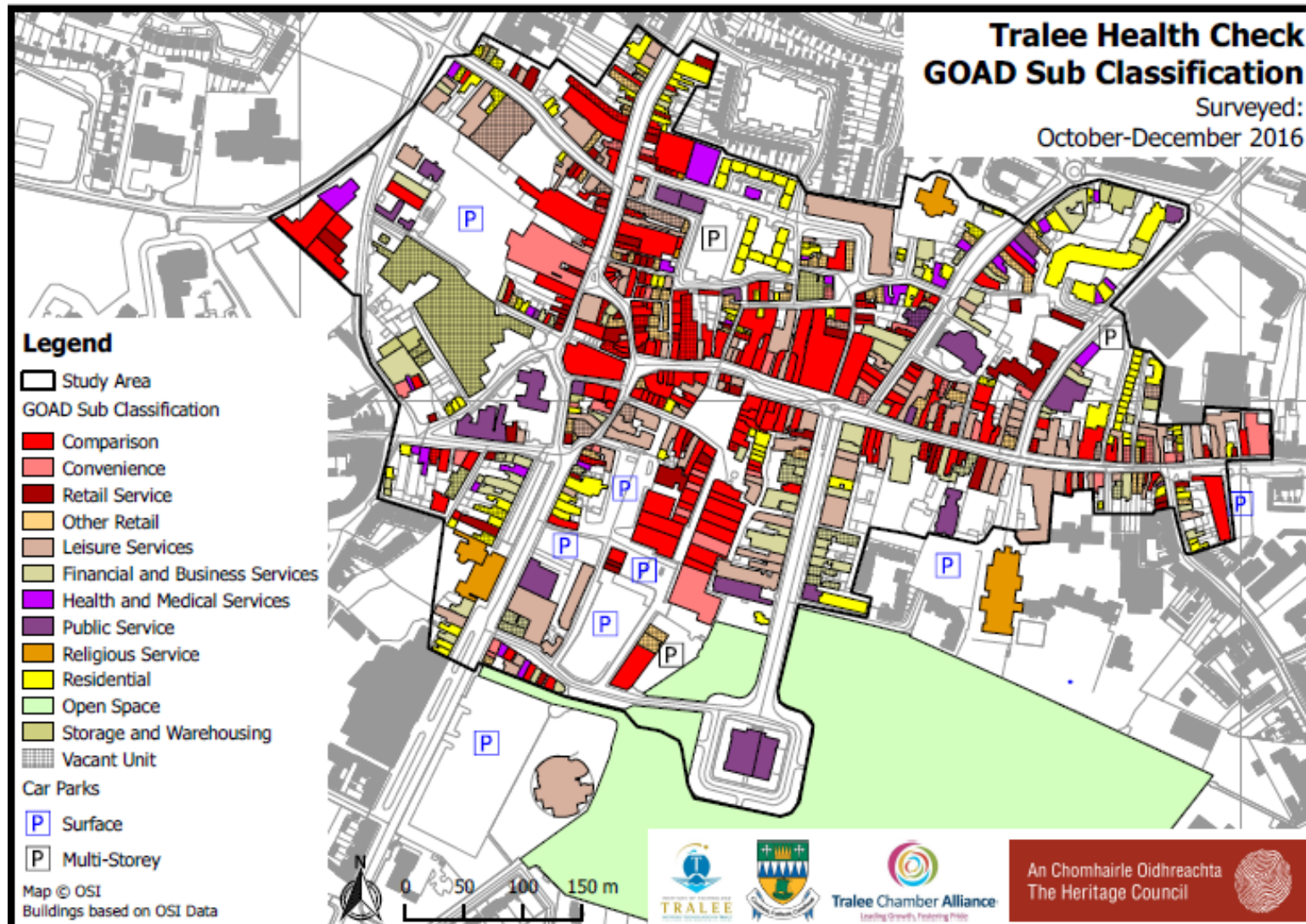
iii. Dundalk 'Pilot' TCHC – Urban Design Concepts for Dundalk Town Centre, Source: QUB.

5.   Pilot' Town Centre Health Check Training Workshop – Health and Safety Statement – March 2017

Health and Safety (H&S) Statement, March 2017

1.   Emergency contact number of TCHC Workshop Co-ordinator – Ali Harvey – to be given to all attendees in advance, in case of accident or break down – M. 087 419 3458;

2.   Certified First Aider will be available during workshop hours – Anne Barcoe, Heritage Council – M. 086 346 4406;

3.   Nearest Garda Station to be notified – Pearse Street - in advance – Workshop H&S Statement to be posted in the Heritage Council's offices along with contact no. for Ali Harvey (mobile no);

4.   Health and Safety Statement to be included in Workshop Pack and attendees to be made aware of statement at start of workshop;

5.   If an accident occurs, an accident sheet to be filled in immediately and signed by all parties; and

6.   Water to be available to attendees throughout the day – i.e. water on tables.

Signed:

Alison Harvey
16th March 2017
Aharvey@heritagecouncil.ie

6.   Acknowledgements, Workshop Location Map and Contact Details

The Heritage Council, RGDATA and all the Partners involved in the 'Pilot' TCHC Training Programme would like to thank the Department of Housing, Planning, Community and Local Government (Terry Sheridan) for its continued support and for providing the wonderful, historic venue for the TCHC training event. The Heritage Council, RGDATA and its Partners would also like to thank the Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs (Martin Colreavy) for its continued support of the 'Pilot' TCHC Training Programme.

Please note that <u>there is no parking at Dublin Castle</u> – attendees are advised to use public transport, if possible.

Contact Details: If you would like further information in relation to the workshop and ongoing training programme, please contact the 'Pilot' TCHC Co-ordinator Ali Harvey (MIPI AILI) at aharvey@heritagecouncil.ie – **M. 087 419 3458.**

Appendix A: 'Pilot' 15-Step TCHC Methodology

Briefing Note for Third-Level Institutes – September 2016

Proposed Work Programme for Third-Level Institutes during October–January/early February 2016		
	Action/Task	*Deliverable and Deadline*
1	Confirm **Town Centre Health Check study area boundary** with local authority (and Department of Housing, Planning and Local Government (DoHPLG), if required) – ideally area should be based on statutory development plan – proposed changes to the boundary should be discussed and agreed by all at the outset – reduce potential project risks. **Briefing/Inception Meeting** to be held with Third-level institute/organisation, Local Authority (LA), Chamber of Commerce, Civic sector reps and Heritage Council at outset of the process (i.e. after the workshop in Naas). Work programme to be discussed and agreed by all partners. Gaps to be identified and communicated to Heritage Council in order to communicate them to government as part of the pilot process – i.e. gaps in all towns. Undertake socio-economic assessment of contextual and regional arrangements – where is the town located in the regional hierarchy – 'Street to Region Concept'. Map relationships with other towns – connections by road, rail, cycleway, etc. **What is the function of the town? What is its historic role?** Feed into overall approach. Undertake SWOT analysis using exercise from TCHC Workshop No.1.	Early October 2016
2	**I. Landuse Survey (ground floor plus other floors, where possible) of Town Centre** study area and production of GIS map using GOAD classification system – in order to establish the overall vacancy rate in the town centre (%) and the specific 'retail' vacancy rate (%) (e.g. vacant retail units/total vacant retail units) and residential vacancy rate (see below). Examine crowd sharing as tool for information/data gathering – see Reusing Dublin – http://www.reusingdublin.ie/. Explore potential links to social enterprises in the locality. Other vacancy rates can be established including public houses, residential, etc. Photographic record to be linked to GIS map, where possible. Designations to be included on map layers – Architectural Conservation Areas (ACAs), Special Areas of Conservation (SACs), Special Protection Areas (SPAs), etc. Protected Structures and records of monuments and places (RMP) to be included in mapping exercise. See relevant databases – www.myplan.ie – www.heritagemap.ie etc. Assessment of overall historic form and fabric. Identify areas experiencing *transition.* **Land ownership to be explored and discussed with Local Authority – see below**. **Analysis** – identify character areas and key 'anchors' – retail, leisure,	During October–November 2016

	civic/cultural, etc. Identify core locations for day-time and evening economies. Identify patterns in land use clustering, etc. Assess links and permeability between and within various core areas – walkability – time and ease. Examine landuse patterns between existing historic core and edge and out-of-town developments. Revisit SWOT analysis. Landuse Survey analysis to be checked by Local Authority and GIS maps to be produced as a baseline.	
3	**Footfall/Pedestrian Survey** – based on findings of the landuse survey and discussions with the LA, Pedestrian count to be undertaken in Town Centre on two days (preferably): • **Friday** • **Saturday** Team of six to eight field workers required, depending on resources – survey points to be recorded on GIS map. Handheld clickers to be supplied by the Heritage Council. Suggested 15 minute surveys on each side of the street on each day – use clipboards – suggested times, as follows: • **1.15-1.30pm** • **3.15-3.30pm** • **5.15- 5.30pm**	October–November 2016
4	**Business/Retailer Surveys** (see below) – undertaken, data input and analysis – SPSS. Template provided – towns to amend and develop, as required. Consider focus groups with specific sectors – go beyond retail – leisure, civic in the surveys.	November 2016
5	**Shoppers Surveys** – undertaken, data input and analysis – SPSS. Consider focus groups, particularly with young people – explore potential for parallel social media campaign.	October–November 2016
6	**Rental Survey** – establish various rent levels for units in town centre – identify key pitch and 'anchors' for town centre in various land uses.	End of October 2016
7	**Ownership Map** – to be added to GIS, where possible.	End of October 2016
8	**Vehicle Count** – boxes in the town centre – source from Local Authority engineers. Compare with footfall survey.	End of October 2016
9	**Car parking** – collect information re on and off street car parking. Include in GIS mapping – examine links from car parks to town centre.	End of October 2016
10	**Accessibility Audit** – to be added to land use survey/GIS layer. See PAVANU demonstration.	End of October 2016
11	**Survey of natural 'Desire Lines' in main street** – identify pedestrian crossings and map desire lines compared to crossings.	November 2016
12	**Environmental Quality** – noise and pollution readings/data for the town centre? Quality of rivers, canals, coasts, etc.?	November 2016
13	**Crime figures** – number of break-ins or serious crimes taking place in the town centre? Map on GIS – analyse patterns, hot spots and impact of improved urban design measures?	November 2016
14	**II. Further analysis of land use survey using all the information and data collected above.** **Report Writing and presentation/mapping of TCHC Results (baseline) – to be overseen by each Local Authority TCHC Project Manager and input provided by Heritage Council's TCHC Co-ordinator.**	December 2016 – for presentation in January 2017

	Presentation to TCHC Partners.	
15	**TCHC Presentation of Findings, Exchange and Sharing :** **Drafting of National TCHC Action Plan to inform National Planning Framework /NPF – TCHC Workshop No.2. TCHC Workshop No. 2 will look at how to use the TCHC baseline and how to formulate action plans using pilot result, plus the need for a national TCHC Programme and associated supporting structures and processes.**	January–February/March 2017

Monitoring and Reporting: All of the above to be presented by the Third-level Institutes to the TCHC Teams (four pillars) in January 2017. Local Authority PMs to provide short fortnightly progress reports to Heritage Council – to be circulated by email. Progress Reports to be in bullet point format, structured as follows:

1. **Tasks undertaken in last two weeks;**
2. **Problems encountered – blockages and delays;**
3. **Tasks to be undertaken in weeks ahead;**
4. **Potential risks/delays during this period.**

Heritage Council Co-ordinator to liaise with relevant government departments and RGDATA to ensure 'pilot' blockages are removed/mitigated. **Evaluation:** these collective progress reports will feed into the overall evaluation of the 'pilot' and inform policy-makers of where blockages and risks occur during the TCHC process in Ireland along with a *Lessons Learned Workshop for Third-level Education Partners* to be held in early 2017.

Methodology prepared by Ali Harvey MIPI, for 'Pilot' TCHC Workshop No1. delivered on 29th September 2016 – reproduced for Workshop No.2 – Dublin Castle.

Appendix B: List of Attendees, Speakers and Guests

'Pilot' TCHC Workshop No. 2 (2 of 2) - Dublin Castle, 16th March 2017

Training Team:		*Organisation*	*Name*
	1	Heritage Council	Alison Harvey
	2	RDGDATA	Tara Buckley
	3	University College Dublin	Dr Luke Kelleher
	4	Monaghan County Council	Máire Cullinan
	5	Mayo County Council	Alan Di Lucia
	6	Mayo County Council	Carmel Austin
	7	Queen's University Belfast	Dr Neil Galway
	8	IT Tralee	Martha Farrell
	9	Kerry County Council	Kevin Burns
	10	DHPCLG	Terry Sheridan
	11	DAHRRGA	Martin Colreavy
	12	Irish Landscape Institute	Tony Williams
	13	Waterford IT	Miriam Fitzpatrick
	14	Irish Planning Institute (IPI)	Dr William Hynes
	15	RIAI	Carole Pollard
	16	University College Dublin	Orla Murphy
	17	IMCA	Jennifer Kennedy
	18	Purple Flag ATCM	Carmen Cronin
	19	Teagasc	Dr David Meredith
	20	Heritage Council	Anne Barcoe

Attendees:			
Pilot' Town		*Organisation*	*Name*
Ballina	1	*Mayo County Council*	Deirdre Cunningham
	2	*Mayo County Council*	Bernadette Cunningham
	3	*Chamber of Commerce*	Mags Martin
	4	*GMIT*	Kevin O'Callaghan
	9	*Student GMIT x 5*	
Cashel	1	*Tipperary County Council*	Marion Carey
	2	*Cashel Voluntary Centre*	Aiden Hynes
	3	*Tipperary County Council*	Carmel Daly
	4	*LIT Thurles*	Ciaran Lynch
Ennis	1	*Clare County Council*	Brian McCarthy
	2	*Clare County Council*	Tara Lynch
	3	*Ennis Chamber of Commerce*	Jean Mc Cabe
Dundalk	1	*Louth County Council*	Brendan McSherry

2	*Louth County Council*	Anthony Abbott-King
3	*Louth County Council*	Marguerite Quinn
4	*Dundalk BID*	Martin Mc Elligott
5	*Dundalk BID*	Fiona Cunningham
6	*ILI Mentor - Dundalk*	Peter Hutchinson
26	*Students from QUB x 20*	

Monaghan Town

1	*Monaghan County Council*	Shirley Clerkin
2	*Monaghan County Council*	Trevor Connolly
3	*Monaghan County Council*	Donal McElwain
4	*Monaghan County Council*	Deirdre Smyth
5	*UCD*	Professor Paula Russell
6	*UCD*	Professor Declan Redmond
11	*UCD Students x 5*	

Naas

1	*Kildare County Council*	Sonya Kavannagh
2	*Kildare County Council*	Bridgit Loughlin
3	*Kildare County Council*	Bebhinn O'Shea
4	*Chamber of Commerce*	John O'Reilly
5	*Chamber of Commerce*	Gerry Prendergast
6	*Civic Groups - Rep*	Alice Fennelly
7	*Kildare County Council*	Karen Kenny
8	*Kildare County Council*	Bill Clear
9	*Kildare LEADER*	Helen Mulhall
10	*URBACT Naas*	Mary Keane
22	*WIT Students x 12*	

Rush

1	*Fingal County Council*	Dr Gerry Clabby
2	*Rush Tidy Towns*	Fintan Price
3	*Rush Tidy Towns*	Mary Buckley
4	*Rush Tidy Towns*	Fergus Casey
5	*Fingal County Council*	Sarah Ryan

Tralee

1	*Kerry County Council*	Dr Noreen O'Mahony
2	*Chamber of Commerce*	Kieran Ruttledge

Guests:

IPI	1	*IPI President*	Deirdre Fallon
	2	*IPI Director*	Sean O'Leary
Reusing Dublin	3	*Reusing Dublin*	Philip Crowe
Housing Agency	4	*Housing Agency*	Isoilde Dillon
NESC	5	*NESC*	Jeanne Moore
Carlow	5	*Carlow Chamber of Commerce*	Brian O'Farrell

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	6	*Love Carlow*	Yvonne Jones
	7	*Carlow County Council*	Ken Murnane
Limerick	8	*Limerick City and County Council*	Bernie Collins - Cassidy
	9	*Limerick City and County Council*	Karen Burke
Wicklow	10	*Bray*	Myra Porter
	11	*Wicklow County Council*	Ruairi O'Hanlon
	12	*Wicklow County Council*	Christine Flood
	13	*Wicklow County Council*	Linda McDonald
	14	*Wicklow County Council*	Liam Burke
	15	*Wicklow County Council*	David Forde - Bray
	16	*Wicklow County Council*	Deirdre Burns
	17	*Wicklow County Council*	David Porter
	18	*PAVANU*	Natalia Shiel
	19	*PAVANU*	AN Other
	20	*Liberties Dublin*	Stephen Coyne
	21	*Westmeath County Council*	Eoin Lynch (photographer)
	22	*Irish Landscape Institute (ILI)*	Keith Mitchell
	23	*ILI*	Joanne Coughlan
	24	*ILI*	Colm O'Meara
	25	*Waterford City & County Council*	Vincent O'Shea
	26	*Carroll Planning Design*	Darren Carroll
	27	*Architect - RIAI*	Peter Twamley
	28	*IPI*	Tricia Sullivan
	29	*IPI*	Tadhg Daly

TOTAL = 131 no. attendees

Appendix C: Glossary and Useful Terms

Term	Description
Accessibility	The ability of people to move around an area and to reach places and facilities, including elderly and disabled people, those with young children and those encumbered with luggage or shopping.
Adaptability	The capacity of a building or space to be changed so as to respond to changing social, technological and economic conditions.
Appropriate Assessment (AA)	Pursuant to Article 6(3) of the Habitats Directive, development or activity within (or with potential to incur adverse effects upon) Natura 2000 sites must be subject to an Appropriate Assessment. Following Articles 6.3 and 6.4 of the Habitats Directive, an Appropriate Assessment follows a series of steps and stages that need to be observed in establishing whether a plan or project can be implemented without damaging a Natura 2000 site.
Archaeology	The systematic study of past human life and culture by the recovery and examination of remaining material evidence, such as graves, buildings, tools, and pottery.
Architectural Conservation Area (ACA)	An Architectural Conservation Area (ACA) is a place, area, group of structures or townscape which is either of special architectural, historical, archaeological, artistic, cultural, scientific, social or technical interest in its own right, or which contributes to the appreciation of protected structures. This could include, for example, a terrace of houses, buildings surrounding a square, or any group of buildings, which together give a special character to an area. In a rural setting an ACA could include a group of structures associated with a mill or with a country house estate. An architectural conservation area could also include protected structures. If a Planning Authority considers that any 'place, area, group of structures or townscape' requires preservation, then it must declare the area to be an Architectural Conservation Area and define it as such in the Development Plan. Works to the exterior of a building in an ACA normally require planning permission. The planning application is made in the usual way, but with additional information on how the proposed development would affect the character of the area. The planning authority will notify other bodies, including the Department of Environment, Heritage and Local Government, the Heritage Council and An Taisce, before making a decision.
Biodiversity	Biological diversity – or biodiversity – is the term given to the variety of life on Earth. It is the variety within and between all species of plants, animals and micro-organisms and the ecosystems within which they live and interact.
Blueways	A recreational water activity trail that is developed for use by non-motorised water activity enthusiasts. It is *defined* by trail heads, put in and take out points and readily available trail information.
Building Elements	Doors, windows, cornices and other features which contribute to the overall design of a building.
Bulk	The combined effect of the arrangement, volume and shape of a building or group of buildings. Also called massing.
Catchment Area	The sphere of influence from which the retailer is likely to draw its customers. It is the area from where they expect to gather footfalls and run their business.
Character Assessment and Appraisal	An area appraisal identifying distinguishing physical features and emphasising historical and cultural associations and assets.
City/County Heritage Plans	County & City Heritage Plans highlight the strategic importance of heritage and each plan outlines proposals for managing and promoting heritage at a county level.
Collaborative Planning	Collaborative planning is a conceptual framework for resolving complex, multi-stakeholder planning scenarios. This approach is often applied to planning cases for the purposes of encouraging public participation, and resolving and mediating stakeholder disagreements.
Conservation area character appraisal	A published document defining the special architectural or historic interest which warranted the area being designated.

Conservation and Management Plans	A document which sets out the significance of a heritage asset, and how that significance will be retained in any future use, management, alteration or repair.
Community-led Village Design Statements (CLVDSs)	An action-based planning document for urban and rural villages, usually produced by the community in partnership with the local authority and others setting out the Shared Vision and Design Principles for the settlement and providing a clear path as to how the village's distinctiveness and character can be enhanced, promoted and celebrated – usually includes a phased CLVDS Action Plan. Also, addresses how new development might be carried out in harmony with the village and its setting in the landscape. A CLVDS can be given weight by being supported by planning objectives and policies in the county/city development plan. The concept of *Community-led VDSs* has been developed and promoted by the Heritage Council.
Cycle-ways	A path, road or track used for bicycles, which restricts motorised vehicle use.
Density (built)	The floorspace of a building or buildings or some other unit measure in relation to a given area of land. Built density can be expressed in terms of plot ratio (for commercial development), number of units or habitable rooms per hectare (for residential development); site coverage plus the number of floors or a maximum of building height or a combination of these.
Demesne (Historic)	An area of land attached to a manor and retained by the owner for their own use.
Design Assessment	An independent assessment of a design usually carried out for a local authority by consultants, another local authority or some other agency.
Design Principle	An expression of one of the basic design ideas at the heart of an urban design framework design guide or development brief of a development.
Desire Line	An imaginary (or informally used) route linking facilities or places which people would find it convenient to travel between easily.
Development Brief	A document, prepared by a local planning authority, a developer or jointly, providing guidance on how a site of significant size or sensitivity should be developed. Site-specific briefs are sometimes known as Planning Briefs, Design Briefs, and Development Frameworks.
Development Management (DM)	Development Management is the general term used to describe the functions relating to the processing of planning applications.
Development Plan (DP)	Development plans set out the overall planning policies of your local authority for a 6-year period. It consists of a written statement and a series of maps. Work on putting together a new development plan must begin 4 years after the date of the last plan. The development plan sets out your local authority's objectives for the use of particular areas where you live (for example, residential areas, industrial areas, agricultural areas). It also sets out your local authority objectives for development in the area, road improvements, renewal of obsolete areas and for improving amenities.
Ecosystem Services	The direct and indirect contributions that ecosystems make to human wellbeing. They support directly or indirectly our survival and quality of life. Ecosystem services (ESS) may be divided into: - Provisioning services, e.g. products obtained from ecosystems such as food, fresh water, wood, fibre, genetic resources and medicines; - Regulating services, e.g. climate regulation, natural hazard regulation, water and air purification and waste management, pollination and pest control; - Habitat services, to maintain biodiversity and the viability of gene pools; - Cultural services, i.e. the non-material benefits people obtain from ecosystems such as spiritual enrichment, intellectual development, recreation, and amenity/aesthetic values.
Elevation	The facade of a building or the drawing of a facade.
Enclosure	The use of buildings to create a sense of defined space.
Energy Efficiency	The extent to which the use of energy is reduced through the way in which buildings are constructed or arranged on site.
Environmental Impact Assessment (EIA)	The process by which the anticipated effects on the environment of a proposed development or project are measured. If the likely effects are unacceptable,

	design measures or other relevant mitigation measures can be taken to reduce or avoid those effects. Projects listed in Annex I have mandatory EIA requirements. The Planning Authority makes decisions on a case-by-case basis on whether Annex II projects require an EIA. Thresholds have been set for Annex II projects. But even projects which do not meet the threshold may require an EIA. EIA requirements in Ireland are incorporated into planning laws and other infrastructural consent systems.
Environmental Impact Statement (EIS)	The document or report that is produced from the EIA process.
Figure and Ground diagram (Nolli)	A plan showing the relationship between built form and publicly accessible space (including streets) by presenting the former in black and the latter as a white background (or the other way round).
Form and Fabric	The layout (structure and urban grain). Density, scale (height and massing), appearance (materials and details) and landscape of development and/or place.
Fruin analysis	A method of analysing pedestrian movement devised by Bernard Fruin. It applies a level of service concept to pedestrian flows. Fruin defined capacity and speeds of movement in various forms of corridors, pavements and other pedestrian routes.
Geographic Information Systems (GIS)	A geographic information system (GIS) lets us visualise, question, analyse, and interpret data to understand relationships, patterns, and trends.
Green Infrastructure (GI)	Green Infrastructure can be broadly defined as a strategically planned network of high quality natural and semi-natural areas with other environmental features, which is designed and managed to deliver a wide range of ecosystem services and protect biodiversity in both rural and urban settings.
Greenways/ Community Greenways	A corridor of land that is reserved and developed to facilitate recreational use, specifically as a route for non-motorised transport, or environmental protection.
Heritage (cultural)	Cultural Heritage is an expression of the ways of living developed by a community and passed on from generation to generation, including customs, practices, places, objects, artistic expressions and values. Cultural Heritage is often expressed as either Intangible or Tangible Cultural Heritage.
Heritage Objects	Objects over 25 years old which are works of art or of industry (such as books, documents and other records, including genealogical records) of cultural importance.
Historic Landscape Characterisation (HLC)	Identifies the contribution of the human past to the landscape as it exists in the present.
Human Scale	The use within design of elements which relate well in size to an individual human being and their assembly in a way in which makes people feel naturally comfortable rather than overwhelmed.
Inland Waterways	Canals, canalised sections of rivers and lakes, navigation channels in rivers and lakes, and their associated navigational features.
Isochrones	A line on a map or diagram connecting places from which it takes the same time to travel to a certain point.
Landmark	A building or structure that stands out from its background by virtue of height, size or some other aspect of design.
Landscape Architecture	The art or profession of arranging or modifying the features of a landscape, an urban area, etc. for aesthetic or practical reasons.
Landscape	Landscape means an area, as perceived by people, whose character is the result of the action and interaction of natural and/or human factors.
Landscape Character Assessment (LCA)	LCA is a tool used to help us understand, and articulate the character of the landscape. It helps us to identify the features – including ecological, cultural, social and economic – that gives a locality a 'sense of place' and pinpoints what makes it different from neighbouring areas.
Landuse Survey	A survey of the socioeconomic use(s) made of land (for example, agriculture, commerce, residential use or recreation), at any one place. There may be multiple and alternate land uses.
Layout	The way buildings, routes and open spaces are placed in relation to each other.

'Leakage' (retail)	The difference between the volume of retail sales (supply) generated by retail businesses and the volume of retail potential (demand) produced by household spending on retail goods within the same industry. Leakage in an area represents a condition where demand exceeds supply. In other words, retailers outside the market area are fulfilling the demand for retail products; therefore, demand is 'leaking' out of the trade area. Such a condition highlights an opportunity for new retailers to enter the trade area or for existing retailers to extend their marketing outreach to accommodate the excess demand.
Legibility	The degree to which a place can be easily understood and navigated.
Local Area Plan (LAP)	Local area plans provide more detailed planning policies for areas where significant development and change is anticipated, without having to prepare very detailed local planning policies and objectives for many specific areas within city and county development plans. Local Area Plans are 'statutory documents', and, together with the Development Plan, establish a key element of the policy context for making decisions on planning applications and appeals.
Local Distinctiveness	The positive features of place and its communities which contribute to its special character and sense of place.
Maritime (Marine) Spatial Planning (MSP)	The public process of analysing and allocating the spatial and temporal distribution of human activities in maritime (marine) areas to achieve ecological, economic, and social objectives that usually have been specified through a political process. Characteristics of maritime (marine) spatial planning include ecosystem-based, area-based, integrated, adaptive, strategic and participatory.
Massing	The combined effect of the height, bulk and silhouette of a building or group of buildings.
Modal Split	How the total number of journeys in an area or to a destination is split between different means of transport such as train, bus, car, walking, and cycling.
Monument	Any artificial or partly artificial building, structure or erection or group of such buildings, structures or erections; or, any cave, stone or other natural product, whether or not forming part of the ground, that has been artificially carved, sculptured or worked upon or which (where it does not form part of the place where it is) appears to have been purposely put or arranged in position; or, any, or any part of any, prehistoric or ancient (i) tomb, grave or burial deposit, or (ii) ritual, industrial or habitation site, or, any place comprising the remains or traces of any such building, structure or erection, any such cave, stone or natural product or any such tomb, grave, burial deposit or ritual, industrial or habitation site, situated on land or in the territorial waters of the State, but does not include any building, or part of any building, that is habitually used for ecclesiastical purposes.
Movement	People and vehicles going to and passing through buildings, places and spaces. The movement network can be shown on plans, by space syntax analysis, by highway designations, by figure and ground diagrams, through data on origins and destinations or pedestrian flows, by desire lines, by details of public transport services, by walk bands or by details of cycle routes.
Node	A place where activity and routes are concentrated, often used as a synonym for a junction.
Permeability	The degree to which an area has a variety of pleasant, convenient and safe routes through it.
Perspective	Illustration showing the view from a particular point as it would be seen by the human eye.
Pinch point	A place or point where congestion occurs or is likely to occur, especially on a road or space.
'Place-making'	*Place-making* is a multi-faceted approach to the planning, design and

	management of public spaces. *Place-making* capitalizes on a local community's assets, inspiration, and potential, with the intention of creating public spaces that promote people's health, happiness, and well-being.
Plot Ratio	A measurement of density generally expressed as gross floor area (GFA) divided by the net site area (NSA).
Protected Structure	A '*Protected Structure*' is a *structure* that a planning authority considers to be of special interest from an architectural, historical, archaeological, artistic, cultural, scientific, social, or technical point of view and is included in its *Record of Protected Structures* (RPS).
Public Art	Permanent or temporary physical works of art visible to the general public, whether part of the building or free-standing, can include sculpture, lighting effects, street furniture, paving, railings and signs.
Public Policy	*Public policy* is the principled guide to action taken by the administrative executive branches of the state with regard to a class of issues, in a manner consistent with law and institutional customs. The foundation of *public policy* is composed of national constitutional laws and regulations.
Public Realm	The parts of a village, town or city (whether publicly or privately owned) that are available, without charge, for everyone to use or see, including streets, squares and parks. Also called public domain.
Public Realm Plans	Promoted by the Heritage Council since 2006 – see Collaborative Public Realm Plans prepared in Balbriggan, Birr, Fethard, Roscrea, Wicklow, etc. http://www.heritagecouncil.ie/fileadmin/user_upload/Events/Landscape_Events /conferencefactsheets/No4.Factsheet.indd.pdf
Renewable Energy	Any naturally occurring, theoretically inexhaustible source of *energy*, such as biomass, solar, wind, tidal, wave, and hydroelectric power, that is not derived from fossil or nuclear fuel.
Retail Impact Assessment (RIA)	It is commonly accepted that there are five main steps to the assessment of retail impact: I. Identification of catchment or study area; II. Estimation of expenditure available within the defined catchment or study area; III. Estimation of the turnover of existing centres within the catchment area which is likely to be affected by a new development; IV. Estimation of the turnover of the new development for which a planning application is being lodged; and V. Estimation of the quantum of consumer retail spending available in the catchment area which will be diverted from existing centres to the new retail development.
Retail Impact Statement	This is the document or report outlining the results of a retail impact assessment.
Scale (built form)	The impression of a building when seen in relation to its surrounding or the size of parts of a building or its details, particularly as experienced in relation to the size of a person. Sometimes it is the total dimensions of a building which give its sense of scale; at other times it is the size of the elements and the way they are combined. The concept is a difficult and ambiguous one; often the word is used simply as a synonym for 'size'. See Human Scale.
Seascape	Areas and sites of coastal water including estuaries, bays and lagoons of significant scenic, geological, ecological or other scientific interest.
Seascape Assessment	Assessment of the values associated with (and potential impacts of changes to) areas and sites of coastal water including estuaries, bays and lagoons of significant scenic, geological, ecological or other scientific interest.
Sequential Test	A sequential approach to development goes to the heart of the planning system. Essentially it means going through a sequence of tests when considering the location of new development. This is to ensure that development is located in the most sustainable location first, i.e. town centre or edge of town centre, before other, less sustainable locations are chosen.
Settlement pattern	The distinctive way that the roads, paths and buildings are laid out in a particular

	place and/or landscape.
Sight line	The line of sight from a travelling vehicle or person. Sight lines help to determine how fast vehicles are likely to move and how safe other road users are likely to be.
Space syntax analysis	A technique for analysing movement through urban space and predicting the amount of activity likely to result from that movement.
Spatial Planning	Spatial planning is the activity of influencing the distribution of people and activities in spaces of various scales. Spatial planning can be defined as the coordination of practices and policies affecting spatial organization.
Spine Street	Streets along which activity is concentrated and focused.
Strategic View	The line of sight from a particular point to an important landmark or skyline.
Streetscape	The natural and built fabric of the street, and *defined* as the design quality of the street and its visual effect.
Street furniture	Structures in and adjacent to the roadway which contribute to the street scene, such as bus shelters, litter bins, seating, lighting, railings and signs.
Success factor	One of the characteristics of a place, or places in general, that tends to make it attractive to live in, work in, or visit. Success factors can be expressed as design principles.
Topograph	A description or representation of artificial or natural features on or off the ground.
Town Centre Management (TCM)	A co-ordinated pro-active initiative designed to ensure that our town and city centres are desirable and attractive places. In nearly all instances the initiative is a partnership between the public and private sectors and brings together a wide range of key interests.
Townscape	See also Landscape above.
Traffic Impact Assessment (TIA)	A technical appraisal of the traffic and safety implications relating to a specific development.
Urbanism	The study of the characteristic ways of interaction of inhabitants of towns and cities (urban areas) with the built environment. It is a direct component of disciplines such as urban planning (the physical design and management of urban structures) and urban sociology (the study of urban life and culture).
Urban Design	The art and science of making places, often referred to as 'Place-making'. Urban design involves the design of buildings, groups of buildings, spaces and landscapes, in villages, towns and cities, and the establishment of frameworks and processes which facilitate successful and sustainable development.
Urban Grain	The pattern of the arrangement and size of buildings and their plots in a settlement and the degree to which an area's pattern of street-blocks and street junctions is respectively small and frequent, or large and infrequent.
Vacancy Rate (%)	The number of units in a town without renters, expressed as a percentage of all units.
Vernacular	The way in which buildings and structures were built in a particular place, making use of local styles, techniques and materials and responding to local economic and social conditions.
Viability	A measure of a place's capacity to attract ongoing investment.
Vibrancy	Pulsing or thriving with energy or activity.
View	What is visible from a particular point – compare with 'Vista'.
Vista	An enclosed view, usually a long and narrow one.
Visual clutter	The uncoordinated and ad-hoc arrangement of street furniture, signs and other features in a town centre.
Vitality	A measure of how busy (with people) a place is.
Walk band	A line on a map or plan showing the furthest point that can be walked from a particular point at an average pace in a certain time (usually five or 10 minutes).

(Source: various including Heritage Council and Partners' *Community-led Village Design Statements in Ireland Toolkit* (2012), Fact Sheet No.2 (Glossary of Useful Terms); and DETR, *By Design: Urban Design in the Planning System: Towards Better Practice* (2000) – see also 'Pilot' Town Centre Health Check (TCHC) Workshop No.1 Pack, September 2016.