



June 27th, 2022

**TO: The Right Worshipful the Mayor, Aldermen and Councillors  
of Lisburn & Castlereagh City Council**

A **Meeting of Lisburn & Castlereagh City Council** will be held on **Tuesday, 28th June 2022** at **7:00 pm** in the Council Chamber and remote locations for the transaction of the business on the undernoted agenda.

For those Members attending this meeting remotely, the Zoom details are included in the Outlook invitation that has been issued.

A light buffet will be available in Lighters Restaurant from **6.00 pm**.

Members are requested to attend.

**DAVID BURNS**  
**CHIEF EXECUTIVE**  
**LISBURN & CASTLEREAGH CITY COUNCIL**

# Agenda

## 1.0 BUSINESS OF THE RIGHT WORSHIPFUL THE MAYOR

 *Mayor and Deputy Mayor Engagements for Council Meeting 28 June 2022.pdf*

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## 2.0 APOLOGIES

## 3.0 DECLARATIONS OF MEMBERS' INTERESTS

- (i) conflict of interest on any matter before the meeting (Members to confirm the specific item)
- (ii) pecuniary or non-pecuniary interest (Member to complete disclosure of interest form)

## 4.0 COUNCIL MINUTES

### 4.1 Meeting of Council - 24 May 2022

 *MM 24.05.2022 Draft Minutes for Adoption.pdf*

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### 4.2 Annual Meeting of Council - 7 June 2022

 *AM 07.06.2022 Draft Minute for Adoption.pdf*

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### 4.3 Special Meeting of Council - 13 June 2022

 *(S) Council 13062022 update Minutes for Adoption.pdf*

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## 5.0 MATTERS ARISING

## 6.0 DEPUTATIONS

None

## 7.0 BUSINESS REQUIRED BY STATUTE

### 7.1 Signing of Legal Documents

- Lisburn and Castlereagh City Council and Northern Ireland Local Government Association (NLGA), Department of Health of Castle Buildings, Stormont Estate, Belfast, Co Down – Lease Extension First Floor Bradford Court
- Lisburn and Castlereagh City Council and Ulster Supported Employment Limited, 182-188 Cambrai Street, Belfast BT13 3JH – Letter of Offer to award an annual match funding contribution to USEL – LCCC-ESFMF-03: £30,000

- Lisburn and Castlereagh City Council and Stepping Stones NI, 39 Seymour Street, Lisburn BT27 4SY – Letter of Offer to award an annual match funding contribution to Stepping Stones – LCCC-ESFMF-08: £23,156.67
- Lisburn and Castlereagh City Council and The Princes Trust, Unit 8, Weavers Court, Belfast – Letter of Offer to award an annual match funding contribution to Princes Trust – LCCC-ESFMF-10: £41,274.45
- Lisburn and Castlereagh City Council and Specialisterne NI, Skainos, 239 Newtownards Road, Belfast BT4 1AF – Letter of Offer to award an annual match funding contribution to Specialisterne – LCCC-ESFMF-13: £3,219.87
- Lisburn and Castlereagh City Council and Specialisterne NI, Skainos, 239 Newtownards Road, Belfast BT4 1AF – Letter of Offer to award an annual match funding contribution to Specialisterne – LCCC-ESFMF-14: £2,349.01
- Lisburn and Castlereagh City Council and DGS Service Solutions Ltd, Unit 14, Forty8 North, 48 Duncrue Street, Belfast BT3 9BJ – T21/22-047 Tender for the Provision of Caretaker and Reception Services at Bradford Court

## 8.0 ADOPTION OF MINUTES OF COMMITTEES

- |            |   |                |
|------------|---|----------------|
| <b>8.1</b> | <b>Environmental Services Committee - 1 June 2022</b><br><a href="#"> ESC 01.06.2022 Draft Minutes for Adoption.pdf</a>    | <i>Page 25</i> |
| <b>8.2</b> | <b>Development Committee - 1 June 2022</b><br><a href="#"> DC 01 06 2022 Draft Minutes for Adoption.pdf</a>                | <i>Page 32</i> |
| <b>8.3</b> | <b>Leisure &amp; Community Development Committee - 7 June 2022</b><br><a href="#"> LCDC 070622 Minute for Adoption.pdf</a> | <i>Page 48</i> |
| <b>8.4</b> | <b>Corporate Services Committee - 8 June 2022</b><br><a href="#"> CSC 08 06 2022 Draft Minute for Adoption.pdf</a>         | <i>Page 57</i> |
| <b>8.5</b> | <b>Governance &amp; Audit Committee - 9 June 2022</b><br><a href="#"> G A 09.06.2022 Draft Minutes for Adoption.pdf</a>    | <i>Page 72</i> |

- 8.6 Capital Projects Committee - 22 June 2022**  
📄 *CPC 22.06.2022 Draft UPDATED.pdf* *Page 77*
- 8.7 Special Governance & Audit Committee - 23 June 2022**  
📄 *(S) G A 23.06.2022 Draft Minutes for Adoption.pdf* *Page 80*
- 8.8 Planning Committee - 9 May 2022 (For Noting)**  
📄 *PC 09 05 2022 Ratified minute.pdf* *Page 82*

## **9.0 REPORT FROM CHIEF EXECUTIVE**

- 9.1 Street Naming - Off Rathfriland Road, Dromara**  
📄 *Item 1 Station Court Street Naming Proposal.pdf* *Page 99*
- 📄 *Item 1 Appendix - CE Station Court Appendix drawings.pdf* *Page 102*

## **10.0 REPORTS FROM MEMBERS ON BOARDS**

### **11.0 REPORTS ON DECISIONS SUBJECT TO THE RECONSIDERATION PROCEDURE**

#### **11.1 Governance & Audit Committee - Update**

To be considered under Confidential Business - Agenda item 13.1 refers

## **12.0 NOTICES OF MOTION**

- 12.1 Sustainability Officer**  
📄 *NoM Sustainability Officer.pdf* *Page 104*

## **13.0 CONFIDENTIAL BUSINESS**

#### **13.1 Governance & Audit Committee - Update**

Confidential for reason of: information relating to the financial or business affairs of any particular person (including the Council holding that information), and information in relation to which a claim to legal professional privilege could be maintained in legal proceedings.

- 📄 *Item 11 - G&A Update.pdf* *Not included*

## **13.2 Tender for the Provision of Agency Workers**

Confidential for reason of: information relating to the financial or business affairs of any particular person (including the Council holding that information),

📄 *Confidential Item HR and OD Report - Tender Agency Provision.pdf*

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📄 *Confidential item HR and OD - Appendix 1.pdf*

## **14.0 ANY OTHER BUSINESS**

**MAYOR'S ENGAGEMENTS FOR FULL COUNCIL MEETING****Wednesday 8<sup>th</sup> June**

Mayor to visit staff in Island Hall - Reconnect Event

Mayor to visit Mrs Martha McKeown on her 100<sup>th</sup> Birthday

Mayor to host Lisburn Principals Retirement Reception, Lagan Valley Island

**Thursday 9<sup>th</sup> June**

Mayor to attend Maghaberry W.I. QPJ Tea Party

**Friday 10<sup>th</sup> June**

Mayor to attend Breakfast at Habitat ReStore, Young Street, Lisburn

**Saturday 11<sup>th</sup> June**

Mayor to attend Dromara Community Group - Queen's Platinum Jubilee celebration

Mayor to attend Lanaway Cultural Society - Platinum Jubilee Tea Party, Glenavy Protestant Hall

Mayor to attend Dundonald Angling Club Ltd Queen's Platinum Jubilee BBQ, Creevy Lough

**Tuesday 13<sup>th</sup> June**

Mayor to take part in Interview with 98FM for Queen's Platinum Jubilee Events

**Wednesday 14<sup>th</sup> June**

Mayor to attend NILGA Regional Pay Consultation Briefing – NI Councils, Via Zoom

Mayor to attend Lisburn Half Marathon Bomb Memorial Service

**Thursday 15<sup>th</sup> June**

Mayor to attend Homestart Lisburn & Colin Queen's Platinum Jubilee Family Party, Trinity Methodist Church hall

**Saturday 17<sup>th</sup> June**

Mayor to attend Session of Prayer, Drumbeg Parish Church

Mayor to attend 2<sup>nd</sup> Dromara Girls Brigade Queen's Platinum Jubilee Tea Party, Dromara Presbyterian Church Hall

Mayor to attend LCCC Queen's Platinum Jubilee Pop Up Event, Castle Gardens

Mayor to attend North of Ireland Tennis, Open Tennis Championships, Downshire Tennis Club

Mayor to attend Crewe United Football Club's Annual Dinner, Clayton Hotel, Belfast

**Monday 20<sup>th</sup> June**

Mayor to host Armed Forces Day Flag Rising Ceremony, Lagan Valley Island

Mayor to attend Damask Community Outreach Group AGM, Seymour Street Methodist Church

**Tuesday 21<sup>st</sup> June**

Mayor to attend 25th "Ireland's Best Kept Towns" Presentation Awards, Titanic Hotel, Belfast

**Wednesday 22<sup>nd</sup> June**

Mayor to attend and start races for the Lisburn Half Marathon and Fun Run

**Thursday 23<sup>rd</sup> June**

Mayor to attend Atlas Centre A.G.M. Bachelors Walk, Lisburn

Mayoral reception for Annahilt & Magherconluce Community Association to acknowledge their recent success in securing the Housing Executive Rural Community Award

Mayor to attend Church Service and tree planting 'An event to remember.....post pandemic'  
St.Columba's Church Derryvolgie

**Friday 24<sup>th</sup> June**

Mayor to take part in School Assembly, McKinney Primary School

**Saturday 25<sup>th</sup> June**

Mayor to attend Hillsborough Ranger Guides Queen's Platinum Jubilee Street Party, Hillsborough Parish Church

**Sunday 26<sup>th</sup> June**

Mayor to attend Knockagh Memorial Service, Annual Battle of the Somme Remembrance Parade and Service, Knockagh War Memorial, Carrickfergus

Mayor to attend Annual Parade & Service - Regimental Association of 1st & 9th (Co Antrim) Battalion, The Ulster Defence Regiment

**DEPUTY MAYOR'S ENGAGEMENTS FOR FULL COUNCIL MEETING****Monday 13<sup>th</sup> June**

Deputy Mayor to attend Dundonald W.I. QPJ Community Party, Ballyoran Community Centre

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**LISBURN & CASTLEREAGH CITY COUNCIL**

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**Minutes of the Remote Monthly Meeting of Council held on Tuesday 24 May, 2022 at 7:00 pm****PRESENT IN CHAMBER:**

The Right Worshipful the Mayor  
Alderman S Martin

Deputy Mayor  
Councillor T Mitchell

Aldermen W J Dillon MBE, A G Ewart MBE, O Gawith,  
A Grehan and S P Porter

Councillors N Anderson, S Carson, D J Craig, A P Ewing,  
A Givan, A Gowan, M Gregg, M Guy, S Hughes,  
J Lavery BEM, S Lee, S Lowry, G McCleave, C McCready,  
R McLernon and S Swan

**PRESENT IN REMOTE LOCATION:**

Aldermen J Baird, D Drysdale and M Henderson MBE  
Councillors Jenny Palmer and S Skillen

**IN ATTENDANCE IN CHAMBER:**

Lisburn & Castlereagh City Council

Director of Environmental Services  
Director of Finance and Corporate Services  
Director of Leisure and Community Wellbeing  
Director of Service Transformation  
Acting PCSP/Member Services Manager  
Member Services Officer  
Technician  
IT Officer

**IN ATTENDANCE IN REMOTE LOCATION:**

Reverend Cheryl Meban

**Commencement of the Meeting**

At the commencement of the meeting, The Right Worshipful the Mayor, Alderman S Martin, welcomed those present to this meeting of Council, which was being live-streamed to enable members of the public to hear and see the proceedings. He requested that all mobile phones be put on silent or switched off for the duration of the meeting and pointed out that, in accordance with the Council's Standing Orders, whilst the meeting was being live-streamed, unauthorised recording was not permitted.

The Director of Service Transformation, outlined the evacuation procedures in the case of an emergency. The Acting PCSP/Member Services Manager read out the names of the Elected Members and Officers in attendance at the meeting.

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Councillor M Guy arrived to the meeting at 7.03 pm.

### Prayers

The Right Worshipful the Mayor, Alderman S Martin, expressed condolences in relation to the following bereavements:

- Mother of Robert Cunningham, Waste & Operational Services Unit;
- Sadie, mother of Tommy Hillicks, Waste & Operational Services Unit;
- Pearl, mother of Councillor Andrew Gowan.

Councillor A Gowan expressed his appreciation for the kindness, support and words of sympathy he had received over recent weeks from his Elected Member colleagues, the Council's Management Team and members of staff. This had meant a lot to him and his family at this difficult time.

The Right Worshipful the Mayor, Alderman S Martin, welcomed his Chaplain, Reverend Cheryl Meban, Presbyterian Chaplain at Ulster University, to the meeting. Reverend Meban gave an address during which she too remembered the bereaved families referred to by the Mayor. As this was the last meeting of Council during Alderman Martin's tenure as Mayor, he thanked Reverend Meban for all she had done during the past year in terms of support for him and his family. Reverend Meban's honour, grace and dignity had been an inspiration to everyone. Alderman Martin referred to Reverend Meban's thought-provoking contributions and down-to-earth style when interacting with the public at engagements, which had been a comfort to many. Reverend Meban stated that it had been her privilege to support the Mayor and the Council over the past year.

At this point, The Right Worshipful the Mayor, Alderman S Martin, expressed best wishes to Councillor U Mackin for his continued recovery from a recent health scare.

Reverend Meban left the meeting at this point (7.18 pm).

## 1. Business of The Right Worshipful the Mayor

### 1.1 Mayor's Engagements

The Council noted a number of engagements attended by The Right Worshipful the Mayor, Alderman S Martin, and the Deputy Mayor, Councillor T Mitchell, since the last meeting of Council.

In particular, the Mayor highlighted:

- the Mayor's Carnival Parade and Family Fun Day, the theme of which had been 'Rainbows and Umbrellas – Brighter Days Ahead'. Alderman Martin paid tribute to all those involved in organising this event, which had been well supported by the community;

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### 1.1 Mayor's Engagements (Contd)

- a visit to the Camlin Group, together with the Lord Lieutenant. This innovative company was seeking to recruit within the wider Lisburn and Castlereagh area and the Mayor looked forward to working with it to assist in its future expansion plans;
- the Balmoral Show, which had been very well attended;
- International Nurses Day, hosted at Lagan Valley Island. This had been an opportunity to thank staff for their extraordinary contribution over the last few years during the pandemic;
- Colour Run at Dundonald, which had been well supported;
- Official launch of the Mayor's Umbrella Project, a 3 year programme supported by the Department for Communities, aimed at raising awareness of those with ADHD and neurodiversity in the Council area. The Mayor was extremely grateful to Lisburn City Centre Management, as well as staff from the Assets Unit and Building Control Unit, for their efforts in progressing this project;
- Freedom of the City for the Health Service, which had been an opportunity for the Council to show its appreciation for the staff in the Health Service;
- Mayoral reception for Phoenix Basketball Team, which had accomplished a great deal as a youth basketball team in the local area;
- Visit to Lisburn Central to promote the Council's Jubilee Programme;
- Mayoral reception for the local Northern Ireland Housing Executive District Office to thank its staff who were essential workers during the pandemic;
- Meeting with Reverend A Thompson, Elmwood Presbyterian Church, as he hosted an English class for those from Hong Kong who had accessed the BN(O) Visa Scheme and were now living in our community.

### 2. Apologies

It was agreed to accept apologies for non-attendance at the meeting on behalf of Alderman J Tinsley, Councillors R T Beckett, R Carlin, J Gallen, H Legge, J McCarthy, A McIntyre, U Mackin and John Palmer and the Chief Executive.

Councillor Jenny Palmer having apologised on behalf of Councillor John Palmer, who was unwell, The Right Worshipful the Mayor, Alderman S Martin, wished him all the best for a speedy recovery.

### 3. Declarations of Interest

There were no declarations of interest expressed at this point. However, during the meeting, Councillor M Guy expressed an interest in item 14.3 'Carryduff Colts – Delegated Authority to Leisure and Community Development Committee', due to her husband being a coach at the Club and her son being a player.

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4. Council Minutes

It was proposed by Councillor S Lowry, seconded by Councillor M Gregg and agreed that the minutes of the meeting of Council held on 26 April, 2022 be confirmed and signed.

5. Matters Arising

There were no matters arising.

6. Deputations

There were no deputations.

7. Business Required by Statute(i) Signing of Legal Documents

It was proposed by Councillor J Laverty, seconded by Councillor A Givan and agreed that the following legal documents be signed at the meeting:

- Lisburn and Castlereagh City Council and Laird Grass Machinery Limited, 5a Island Road Lower, Ballycarry, Carrickfergus BT38 9HB – Tender for Electric Golf Carts – Sports Services
- Lisburn and Castlereagh City Council and First Aid Supplies NI, 24 Belfast Road, Lisburn BT27 4AS – Tender for the Supply of Cleaning Materials – Sports Services/Parks and Amenities
- Lisburn and Castlereagh City Council and Western Building Systems Ltd – Contract for Tender Welfare Unit at Blaris Cemetery and Office Unit at Carryduff Household Recycling Centre
- Lisburn and Castlereagh City Council and E Watt & Sons, 2 Bush Road, Dungannon BT71 6QD – Contract for Royal Hillsborough Toilet Refurbishment

8. Adoption of Minutes of Committees**Leisure and Community Development Committee****3 May, 2022**

Proposed by Councillor S Skillen

Seconded by Councillor D J Craig

Page 268, Item 5.6Ulster Grand Prix 2022

Alderman W J Dillon referred to information that was to have been circulated to Members by the Head of Parks and Amenities in respect of a breakdown of the anticipated costs for the above event. The Director of Service Transformation confirmed that this information had been emailed to Members. The Right Worshipful the Mayor, Alderman S Martin, stated that this would be re-sent to Alderman Dillon.

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**Environmental Services Committee**

4 May, 2022

Proposed by Councillor A P Ewing  
Seconded by Councillor C McCready

**Development Committee**

4 May, 2022

Proposed by Alderman A Grehan  
Seconded by Councillor R McLernon

**Corporate Services Committee**

16 May, 2022

Proposed by Councillor J Laverty  
Seconded by Alderman M Henderson

**Planning Committee**

4 April, 2022

The minutes of the Planning Committee meeting of 4 April, 2022 had been circulated for noting only as these minutes had been agreed at the subsequent meeting of the Planning Committee on 9 May, 2022. It was proposed by Councillor A Swan, seconded by Councillor D J Craig and agreed that their contents be noted.

9. Report from Chief Executive

There were no reports from the Chief Executive.

10. Reports from Members on Boards10.1 NAC Meeting – 25 May, 2022

Alderman M Henderson reminded Members that an NAC meeting was due to take place the following day in Belfast.

11. Reports on Decisions Subject to the Reconsideration Procedure

There were no reports on decisions subject to the reconsideration procedure.

12. Notice of Motion

There were no Notices of Motion.

13. Confidential Business

There was no confidential business circulated in advance of the meeting. However, Councillor N Anderson stated that he wished to raise a confidential matter.

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"In Committee"

It was proposed by Councillor N Anderson, seconded by Councillor C McCready and agreed that the following item be considered "in committee", in the absence of members of the press and public being present. The live stream of the meeting was paused (7.34 pm).

13.1 Carryduff Greenway – Linkages Update

Councillor N Anderson referred to the above matter having been considered at the Leisure and Community Development Committee meeting on 3 May, 2022. He requested that it be put on record that, as part of the Carryduff Greenway Project, investigations would be extended to include Queensfort Road. The Director of Leisure and Community Wellbeing agreed to take these comments on board.

Resumption of Normal Business

It was proposed by Councillor G McCleave, seconded by Councillor A Givan and agreed to come out of committee and normal business was resumed. The live stream of the meeting was recommenced at this stage (7.36 pm).

14. Any Other Business14.1 Special Council Meeting – 13 June, 2022  
The Right Worshipful the Mayor, Alderman S Martin

The Right Worshipful the Mayor, Alderman S Martin, referred to the forthcoming special meeting of Council on 13 June, 2022 which had been convened to receive presentations from NI Water and the Department for Infrastructure (DfI) Roads Service. He reported receipt of notification from DfI that its presentation required to be postponed until its budgets had been established. It was noted that arrangements remained in place for NI Water to attend the special meeting.

14.2 Platinum Jubilee  
Councillor A Gowan

Councillor A Gowan referred to having enjoyed a successful breakfast last weekend hosted by Baillies Mills Accordion Band, which he understood was the first Council-supported Platinum Jubilee event held, with many more planned for coming weeks to celebrate the wonderful achievement of Her Majesty The Queen. Councillor Gowan requested that the Council, through the Office of the Mayor, and on behalf of the residents of the Council area, convey its thanks to Her Majesty Queen Elizabeth II for her service to the nation and express its best wishes for her future reign. The Right Worshipful the Mayor, Alderman S Martin, advised that on the occasion of Her Majesty's birthday he had written on behalf of Lisburn and Castlereagh residents. He also confirmed that, as part of the Jubilee celebrations, the Council was due to send to the Palace a photobook of Royal Hillsborough commemorations and celebrations over the last number of months with a congratulatory letter.

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14.3 Carryduff Colts – Delegated Authority to Leisure and Community Development Committee  
Councillor S Lee

Councillor S Lee proposed that delegated authority be granted to the Leisure and Community Development Committee, at its meeting due to be held on 7 June, 2022, to give consideration to (a) the setting aside of relevant Council Bye-Laws to allow a barbeque to take place at a Carryduff Colts football tournament on 11 and 12 June at Lough Moss; and (b) the waiving of pitch hire fees for this event. This proposal was seconded by Councillor N Anderson and agreed.

14.4 Recent Civic Events – Tribute to Staff  
Councillor N Anderson

Councillor N Anderson referred to a number of civic events held during recent weeks, such as the Mayor's Dinner, Freedom of the City and the Mayor's Carnival Parade. He put on record his thanks to the Chief Executive, Directors and all staff involved in the organisation of those events. As this was the last meeting of Council during the Mayor's tenure, Councillor Anderson thanked Alderman Martin for the kindness shown to him personally over the past year and wished him well for the future.

14.5 Grass Cutting in the Council Area  
Councillor A Givan

Councillor A Givan referred to grass cutting within the Council area. This was outside the Council's responsibility and rather the vast majority of grass cutting was the responsibility of DfI. Councillor Givan understood that the Department had budgetary restraints; however, to leave grass in the state it was in was dangerous in certain areas, eg. Knockmore Road. This was a continual problem year on year. Councillor Givan had advocated in the past that, within all 30 mph speed limits, the Council should be responsible for grass cutting. He appreciated that the Council did not have the budget for that, but considered that such a budget should be made available to the Council.

14.6 Mayor's Carnival Parade and Commemorative Medal  
Councillor A Givan

Councillor A Givan thanked The Right Worshipful the Mayor, Alderman S Martin, for the kindness he had shown him over the past year and for the professionalism and fairness he had applied to the role of Mayor. He thanked Alderman Martin for the invitation, together with Councillor N Trimble, to take part in the Mayor's Carnival Parade, not having had such an event during their tenures as Mayor due to the pandemic. He also thanked the Mayor for the commemorative medal presented to him.

14.7 Attendance by DfI Roads Service  
Alderman S P Porter

Having referred to the notification received from DfI Roads Service that its presentation required to be postponed until its budgets had been established (as outlined in item 14.1), it was proposed by Alderman S P Porter, seconded by

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14.7 Attendance by DfI Roads Service (Contd)  
Alderman S P Porter

Councillor Jenny Palmer and agreed that a letter be sent to Roads Service advising that the Council would appreciate representatives attending a meeting at the earliest opportunity and seeking an indication of when that might be.

At the request of Councillor M Gregg, it was agreed that the above letter, which would be issued through the Office of the Mayor, would also be sent to the new Minister for Infrastructure.

The Director of Service Transformation pointed out that the Chief Executive had requested a meeting with the new Permanent Secretary to discuss a range of issues and this matter would be included.

14.8 Local Grass Cutting – Resurgam Trust and Northern Ireland Housing Executive  
Councillor Jenny Palmer

Further to comments by Councillor A Givan, under item 14.5 above, Councillor Jenny Palmer referred to Resurgam Trust and the Northern Ireland Housing Executive having come to an agreement whereby a third sector in business had started up its own gardening company and was now taking responsibility for grass cutting in local estates. She stated that that may be a way forward in addressing some issues.

Conclusion of the Meeting

At the conclusion of the meeting, The Right Worshipful the Mayor, Alderman S Martin, thanked those present for their attendance.

There being no further business for consideration, the meeting was terminated at 7.50 pm.

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Mayor

AM 07.06.2022

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**LISBURN & CASTLEREAGH CITY COUNCIL****Minutes of the Annual Meeting of Lisburn & Castlereagh City Council held remotely and in the Council Chamber, Island Civic Centre, The Island, Lisburn, on Tuesday 7 June, 2022 at 12.03 pm****PRESENT IN****COUNCIL CHAMBER**

The Right Worshipful the Mayor  
Alderman S Martin (Outgoing)  
Councillor S Carson (Incoming)

Deputy Mayor  
Councillor T Mitchell (Outgoing)  
Councillor M Guy (Incoming)

Aldermen J Baird, W J Dillon MBE, D Drysdale,  
A G Ewart MBE, O Gawith, A Grehan, M Henderson MBE,  
S P Porter and J Tinsley

Councillors N Anderson, R T Beckett, F Cole, D J Craig,  
J Gallen, A Givan, M Gregg, S Hughes, J Lavery BEM,  
S Lee, H Legge, S Lowry, C McCready, A McIntyre,  
R McLernon, U Mackin, S Mulholland, Jenny Palmer,  
John Palmer, S Skillen, A Swan and N Trimble

**PRESENT IN A****REMOTE LOCATION**

Councillors R Carlin, A Gowan and G McCleave

**IN ATTENDANCE IN****COUNCIL CHAMBER**

Lisburn & Castlereagh City Council

Chief Executive  
Director of Environmental Services  
Director of Finance and Corporate Services  
Director of Leisure and Community Wellbeing  
Director of Service Transformation  
Acting PSCP/Member Services Manager  
Member Services Officers  
Technician  
IT Officer

Pastor Y Wilkinson, Lagan Valley Vineyard Church

**Commencement of Meeting**

At the commencement of the meeting, The Right Worshipful the Mayor (Outgoing), Alderman S Martin, welcomed those present to the Annual Meeting of Council which was being live-streamed to enable members of the public to both hear and see the proceedings. He particularly welcomed all those in the public gallery and stated that it was good to have so many people able to be present in person at the meeting, as this had not been the case during the pandemic.

The Member Services Officer read out the names of the Elected Members and Officers in attendance at the meeting.

The Outgoing Mayor, Alderman S Martin, requested that all mobile phones be put on silent or switched off for the duration of the meeting and pointed out that, in accordance with the Council's Standing Orders, whilst the meeting was being live-streamed, unauthorised recording was not permitted.

The Chief Executive outlined the evacuation procedures in the case of an emergency.

The Outgoing Mayor, Alderman S Martin, welcomed newly-appointed Members Councillor S Mulholland (Killultagh DEA) and Councillor F Cole (Castlereagh South DEA). They had replaced Councillors D Honeyford and S Eastwood who had been elected as MLAs in last month's NI Assembly Elections and Alderman Martin wished them all the best for their time on Council.

At this point, the Outgoing Mayor expressed condolences in respect of the following bereavements:

- Martin, father of Sarah Parkinson, member of staff in the Environmental Health Service Unit;
- Jim McLaughlin, Chairman of Derriaghy Village Community Association, who was held in high esteem by Elected Members in the Lisburn North DEA.

Councillor D J Craig stated that, whilst the sudden death of Mr McLaughlin was a sad occasion for Elected Members who had worked with him during his 14 years as Chairman of Derriaghy Village Community Association, he was mindful of the great loss his passing was for his wife Ruth, son, daughter, their spouses, and his grandson. Councillor Craig stated that Mr McLaughlin was a larger-than-life character who had been very passionate about his local community. To his credit, he had fought for the past year to have Milltown estate resurfaced and that had been carried out in the last few months. He had also strived for the past decade to have the former Derriaghy Primary School site used to bring about a community facility for Milltown and had recently seen a major step forward in that programme. Earlier this year, Mr McLaughlin had received a Mayor's Award for Volunteering. The night before he passed away, he had been in attendance at the Queen's Platinum Jubilee Beacon Lighting event in Royal Hillsborough and was enormously proud to have been invited. Councillor Craig stated that thoughts and prayers were with the McLaughlin family at this sad time.

At this point, the Outgoing Mayor, Alderman S Martin, advised that his Mayor's Chaplain, Reverend C Meban, was unable to be present at the meeting. In her place, Alderman Martin welcomed Pastor Y Wilkinson, Lagan Valley Vineyard Church. Pastor Wilkinson thanked the Mayor for inviting her to attend and stated that it was a great joy and privilege to have the opportunity to be present. She gave an address, followed by prayer, and wished the Incoming Mayor well in their new position.

#### 1. Business of The Right Worshipful The Mayor

The Council noted a number of engagements attended by The Right Worshipful the Mayor (Outgoing), Alderman S Martin, and the Deputy Mayor (Outgoing), Councillor T Mitchell, since the last meeting of Council.

## 2. Apologies

It was agreed to accept apologies for non-attendance at the meeting on behalf of Councillors A P Ewing and J McCarthy.

## 3. Declarations of Interest

There were no Declarations of Interest made.

## 4. Minutes of Annual Meeting held on 7 June, 2021

The minutes of the Annual Meeting of Council held on 7 June, 2021, as adopted and signed at the Meeting of Council held on 22 June, 2021, were noted.

## 5. Election of Members to Positions of Responsibility 2022/2023

### 5.1 Election of Mayor 2022/2023

The Right Worshipful the Mayor (Outgoing) Alderman S Martin, stated that it had been an honour to have been Mayor over the last year. He had set out his Mayoral theme as 'Joining the Dots', with the aspiration of promoting inclusivity and equality for all in community life.

It had been a particular honour to be Mayor when Royal Status had been conferred on Hillsborough Village and to be able to represent the people of Lisburn & Castlereagh as part of those celebrations. Alderman Martin referred to a number of other significant events that had occurred during this term in office, such as awarding Freedom of the City to HSC staff at a Garden Party in Castle Gardens and participating in a number of Centenary-related activities

Alderman Martin was proud to have been the first Mayor of Lisburn & Castlereagh City Council to welcome members of the Rainbow Project to a reception at Lagan Valley Island. His chosen Mayoral Charities had been MACS and ADD-NI, whose work in supporting children and young people who faced additional challenges was exceptional. Alderman Martin had also brought about the installation of multi-coloured umbrellas across Lisburn City Centre and he hoped people would see those as a reminder of the valuable contribution that everyone made to a positive and happy community. The theme of umbrellas and rainbows for brighter days ahead had been carried through to the Mayor's Parade. The Outgoing Mayor had been privileged to recognise the work of local heroes through the Mayor's Community Awards. Local community and voluntary groups had demonstrated what could be achieved to support each other through difficult times. Throughout the year, Alderman Martin had celebrated the lives and work of many local people and organisations. He had hosted International Nurses Day, recognised the work of St John's Ambulance, nurses and midwives and raised a flag for NHS and Front Line Workers Day. He had also celebrated 40 years of integrated education with some very talented young people from integrated schools.

### 5.1 Election of Mayor 2022/2023 (Contd)

It had been a privilege to be in office during the Queen's Platinum Jubilee celebrations, which had provided a much-welcomed opportunity to come together to celebrate and this would live long in Alderman Martin's memory.

Alderman Martin paid tribute to the Deputy Mayor, Councillor T Mitchell, his wife Michelle and his children, for their support and help over the past year, especially to the Deputy Mayor for stepping in when the Mayor had Covid-19. He paid tribute to the Chief Executive and Directors for their support and invaluable advice during his term in office. Alderman Martin further paid tribute to the Head of Corporate Communications and Administration, as well as the team in the Mayor's Office, for their hard work through challenging times. He thanked all those who had supported him, attended events and been involved with his Mayoral Charities.

Finally, the Outgoing Mayor paid tribute to his wife, Joanna, his three daughters and wider family circle. He stated that the Mayoress also wished to pass on her gracious thanks and appreciation for the support received in the last year.

The Outgoing Mayor, Alderman S Martin, now invited the Outgoing Deputy Mayor, Councillor T Mitchell, to address the meeting. Councillor Mitchell thanked Alderman Martin for his kind words and stated that it had been an honour and privilege to serve the community of Lisburn & Castlereagh over the last 12 months. Three occasions that had stood out for Councillor Mitchell had been representing the Council at the Ulster Tower Commemoration in autumn 2021, hosting an event for International Nurses Day and representing the Council at various events associated with the Queen's Platinum Jubilee. Councillor Mitchell extended his thanks to the Outgoing Mayor and his family for their support; the Chief Executive, Directors, staff in the Mayor's Office and the Head of Corporate Communications and Administration. Finally, he thanked his wife and family for the support they had given him during the last year.

On behalf of their parties, a number of Members paid tribute to the Outgoing Mayor and Deputy Mayor, namely Alderman J Tinsley, Alderman A Grehan, Councillor N Trimble, Councillor S Lee, Councillor J Gallen, Councillor R Carlin and Councillor N Anderson. Reference was made to the fact that the Chains of Office for Mayor and Deputy Mayor had been carried with distinction by Alderman Martin and Councillor Mitchell; they had worked harmoniously together and had both represented the Council very well. Alderman Martin had been a 'Mayor for everyone', provided strong leadership and had been ably assisted by Councillor Mitchell.

At this point, The Right Worshipful the Mayor (Outgoing), Alderman S Martin, declared the offices of Mayor and Deputy Mayor vacant. Alderman Martin and Councillor Mitchell removed their Chains of Office. Councillor Mitchell vacated his seat at the top table.

The Outgoing Mayor having sought nominations for the position of Mayor of Lisburn & Castlereagh City Council for 2022/23, Alderman J Tinsley (Nominating Officer for the DUP) stated that it gave him great pleasure in nominating Councillor S Carson. He had known Councillor Carson as a friend and Council colleague for

### 5.1 Election of Mayor 2022/2023 (Contd)

quite a lot of years and had no doubt that he would be an ambassador for the Council. This proposal was seconded by Alderman A G Ewart and agreed.

The Outgoing Mayor, having declared Councillor S Carson elected as Mayor for 2022/23, vacated his seat at the top table.

The Right Worshipful the Mayor, Councillor S Carson, put on the Mayoral Chain, signed the Declaration of Office and took his seat at the top table.

The Right Worshipful the Mayor, Councillor S Carson, began by thanking the Outgoing Mayor and Mayoress and their family for having had a very successful and busy year. He stated that Alderman Martin had chaired meetings with fairness and had represented the Council with distinction. It was with pleasure that Councillor Carson now presented the Outgoing Mayor with his Past-Mayor's Jewel for his year in office.

The Right Worshipful the Mayor, Councillor S Carson, stated that to have been elected to this Council had been a very humbling experience and he thanked the electorate of Lisburn North for their support and faith in him. He further thanked his party colleagues and, in particular, Alderman J Tinsley, for having nominated him now for the position of Mayor, as well all those who had encouraged him in politics through the years. To assume the position of First Citizen was the most prestigious accolade in local government and one that Councillor Carson looked forward to with eagerness. He stated that he was proud to come from Lisburn, proud of its history, its people and what it had achieved. He wanted to see that continue this year and into the future. Councillor Carson went on to explain his involvement in politics since 2006 and stated that he was very grateful to the many individuals who had offered timely advice, practical assistance and gentle encouragement.

The Right Worshipful the Mayor, Councillor S Carson, thanked his wife, Ruth, for being by his side and looked forward to having her with him as much as possible in her capacity as Mayoress. He also spoke about his daughters Isabella and Penelope and stated that he was very pleased to have family and friends along with him today, for whose support he was grateful.

The Right Worshipful the Mayor advised that his Mayor's Chaplain for the year ahead would be Reverend Roger Higginson, Lisburn Free Presbyterian Church.

Councillor Carson advised of a previous period of ill-health that his daughter had experienced, when she had received treatment in the Royal Belfast Hospital for Sick Children, and spoke of the support provided to him and his wife by the Atlas Centre in Lisburn at that time. For those reasons, The Right Worshipful the Mayor stated that his Mayoral Charities would be the Royal Belfast Hospital for Sick Children and the Atlas Centre. He would welcome the support of Elected Members, staff and the public in his fundraising efforts for these charities during the course of the year ahead.

Councillor Carson stated that, as Mayor, his door would always be open. Regardless of political party, he advised all Members that if they had an event or a

### 5.1 Election of Mayor 2022/2023 (Contd)

group they wished to bring in, his door would be open to that. He encouraged them to come forward at any stage and stated that he wanted to be a Mayor for all Members of Council.

### 5.2 Election of Deputy Mayor 2022/2023

The Right Worshipful the Mayor, Councillor S Carson, sought nominations for the position of Deputy Mayor for the ensuing year 2022/2023.

Alderman A Grehan (Nominating Officer for the APNI) stated that it gave her great pleasure to nominate Councillor M Guy for the position of Deputy Mayor of Lisburn & Castlereagh City Council for 2022/23. She stated that, since her election to Council in 2019, Councillor Guy had thrown herself into the role of Councillor for Castlereagh South and had been a real asset to the APNI group; her level-headedness and insight was very much valued. She was not only a colleague, but a friend to Alderman Grehan. Councillor Guy had shown great leadership as Chairman of the Lisburn & Castlereagh PCSP and had championed inclusivity and accessibility across all services of the Council. This proposal was seconded by Councillor A McIntyre and agreed.

The Deputy Mayor, Councillor M Guy, put on the Deputy Mayoral Chain, signed the Declaration of Office and took her seat at the top table.

The Right Worshipful the Mayor, Councillor S Carson, congratulated Councillor Guy on her appointment to the position of Deputy Mayor and stated that he looked forward to getting to know her more and working with her at engagements they would share during the coming year.

Councillor Guy thanked The Right Worshipful the Mayor for his words and congratulated him on his appointment to the position of Mayor today, which was a really special day for him and his family. In her capacity as Deputy Mayor, Councillor Guy would be delighted and committed to supporting Councillor Carson. She would embrace all opportunities and assist with fundraising for the Mayoral charities. She also commended the Outgoing Mayor and Deputy Mayor for their very successful year in office and stated that they had set a high bar for herself and Councillor Carson. Alderman Martin had been inclusive, positive and hard-working.

The Deputy Mayor, Councillor M Guy, stated that she was sincerely grateful to her party colleagues for nominating her for this position. Embarking on the journey as Councillor had pushed her out of her comfort zone and that had been a good thing. This role as Deputy Mayor would be challenging her again. Councillor Guy was delighted to have her husband, children and parents in attendance at today's meeting. She stated that she was grateful for their patience and support. Councillor Guy thanked her friend and mentor, Paula Bradshaw MLA, as well as Alderman A Grehan, both of whom were very much her kind of politicians. They were focussed on work and without their example and encouragement, Councillor Guy would not be here in any capacity today. The Deputy Mayor referred to her 'Team of 9' APNI colleagues and welcomed newly-appointed Members Councillors

## 5.2 Election of Deputy Mayor 2022/2023 (Contd)

F Cole and S Mulholland, who had replaced former Councillors S Eastwood and D Honeyford, to that team. On behalf of the party, she congratulated them on their appointments and welcomed them.

Finally, the Deputy Mayor, Councillor M Guy, thanked Council Officers, particularly the Acting PCSP/Member Services Manager who had briefed her on today's proceedings.

## 5.3 Election of Chairmen and Vice-Chairmen for 2022/2023

The Right Worshipful The Mayor, Councillor S Carson, invited the Nominating Officers as set out below to advise of their party nominations for the posts of Chairmen and Vice-Chairmen of the Standing Committees for 2022/2023:-

DUP	Alderman J Tinsley
UUP	Councillor N Trimble
APNI	Alderman A Grehan
Green Party	Councillor S Lee

Arising from the nominations made by the Nominating Officers, the following appointments of Chairmen and Vice-Chairmen for 2022/2023 were agreed on a proposal made by Councillor A Givan and seconded by Councillor N Anderson:

### (i) Planning Committee

Chairman	Alderman J Tinsley
Vice-Chairman	Councillor John Palmer

### (ii) Governance & Audit Committee

Chairman	Alderman D Drysdale
Vice-Chairman	Councillor Jenny Palmer

### (iii) Leisure & Community Development Committee

Chairman	Councillor A McIntyre
Vice-Chairman	Councillor A Gowan

### (iv) Environmental Services Committee

Chairman	Councillor M Gregg
Vice-Chairman	Councillor C McCready

### (v) Development Committee

Chairman	Alderman A G Ewart
Vice-Chairman	Alderman A Grehan

(vi) Corporate Services Committee

Chairman	Councillor S Hughes
Vice-Chairman	Councillor U Mackin

(vii) Capital Projects Committee

Chairman	Councillor S Lowry
Vice-Chairman	Councillor S Lee

6. Election of Members to Committee Positions 2022/2023

The Right Worshipful The Mayor, Councillor S Carson, invited the Nominating Officers as set out below to advise of their party nominations for membership of the Standing Committees for 2022/2023:-

DUP	Alderman J Tinsley
UUP	Councillor N Trimble
APNI	Alderman A Grehan
SDLP	Councillor J Gallen
SF	Councillor R Carlin
Green Party	Councillor S Lee

Whilst nominations for SF places had been submitted previously by the SF Nominating Officer, Councillor R Carlin, the nominations were put forward at the meeting by Councillor G McCleave. Arising from the nominations made by the Nominating Officers, the following appointments for Committee membership were agreed on a proposal made by Councillor A Givan and seconded by Councillor N Anderson:

6.1 Planning Committee

Councillor D J Craig  
 Alderman W J Dillon  
 Alderman D Drysdale  
 Alderman O Gawith  
 Councillor M Gregg  
 Alderman A Grehan  
 Councillor J McCarthy  
 Councillor U Mackin  
 Councillor A Swan

6.2 Governance & Audit Committee

Alderman J Baird  
 Councillor D J Craig  
 Councillor J Gallen  
 Alderman O Gawith  
 Councillor S Lowry  
 Alderman S Martin  
 Councillor J McCarthy

## 6.2 Governance & Audit Committee (Contd)

Councillor G McCleave  
Councillor C McCready  
Councillor John Palmer  
Alderman S P Porter  
Councillor A Swan  
Alderman J Tinsley

It was noted that The Right Worshipful the Mayor, Councillor S Carson, and the Deputy Mayor, Councillor M Guy, were ex-officio Members of the above Committee.

## 6.3 Leisure & Community Development Committee

Councillor N Anderson  
Councillor R T Beckett  
Councillor R Carlin  
Councillor D J Craig  
Alderman A Grehan  
Alderman M Henderson  
Councillor J Lavery  
Councillor H Legge  
Alderman S Martin  
Councillor T Mitchell  
Councillor S Mulholland  
Councillor Jenny Palmer  
Councillor S Skillen

It was noted that The Right Worshipful the Mayor, Councillor S Carson, and the Deputy Mayor, Councillor M Guy, were ex-officio Members of the above Committee.

## 6.4 Environmental Services Committee

Alderman J Baird  
Councillor F Cole  
Alderman D Drysdale  
Councillor A P Ewing  
Councillor A Givan  
Alderman M Henderson  
Councillor S Lee  
Councillor S Lowry  
Councillor A McIntyre  
Councillor R McLernon  
Councillor T Mitchell  
Alderman S P Porter  
Councillor S Skillen

It was noted that The Right Worshipful the Mayor, Councillor S Carson, and the Deputy Mayor, Councillor M Guy, were ex-officio Members of the above Committee.

#### 6.5 Development Committee

Alderman J Baird  
Councillor F Cole  
Alderman W J Dillon  
Alderman D Drysdale  
Councillor J Gallen  
Councillor A Givan  
Councillor A Gowan  
Councillor H Legge  
Councillor G McCleave  
Councillor C McCready  
Councillor U Mackin  
Councillor S Mulholland  
Councillor A Swan

It was noted that The Right Worshipful the Mayor, Councillor S Carson, and the Deputy Mayor, Councillor M Guy, were ex-officio Members of the above Committee.

#### 6.6 Corporate Services Committee

Councillor R Carlin  
Alderman A G Ewart  
Councillor A P Ewing  
Alderman O Gawith  
Alderman M Henderson  
Councillor J Lavery  
Councillor S Lowry  
Councillor J McCarthy  
Alderman S Martin  
Councillor T Mitchell  
Alderman S P Porter  
Alderman J Tinsley  
Councillor N Trimble

It was noted that The Right Worshipful the Mayor, Councillor S Carson, and the Deputy Mayor, Councillor M Guy, were ex-officio Members of the above Committee.

#### 6.7 Capital Projects Committee

Councillor R T Beckett  
Alderman D Drysdale  
Alderman A G Ewart  
Councillor A Gowan  
Councillor M Gregg  
Alderman A Grehan  
Councillor S Hughes  
Councillor J Lavery  
Councillor H Legge  
Councillor G McCleave

6.7 Capital Projects Committee (Contd)

Councillor R McLernon  
Councillor N Trimble

It was noted that The Right Worshipful the Mayor, Councillor S Carson, and the Deputy Mayor, Councillor M Guy, were ex-officio Members of the above Committee.

7. Partnership Panel

Councillor N Trimble, Nominating Officer for the UUP, advised that the Replacement Nomination on the Partnership Panel was Alderman M Henderson. This information was noted.

8. Lisburn & Castlereagh Policing & Community Safety Partnership (PCSP) Chairman 2022/2023

In accordance with the Justice (NI) Act 2011 under which the position of Chairman of the Policing & Community Safety Partnership was rotated in turn by each of the four largest parties represented on the Council immediately after the last local general election, it was noted that the Chairman of the Lisburn & Castlereagh PCSP for 2022/2023 was an SDLP Member.

Councillor J Gallen, Nominating Officer for the SDLP, advised that he would be Chairman of the Lisburn & Castlereagh PCSP for 2022/2023. This information was noted.

Councillor N Trimble, Nominating Officer for the UUP, advised that Councillor John Palmer would be replacing Councillor R McLernon on the PCSP. This information was noted.

At the conclusion of the meeting, The Right Worshipful the Mayor, Councillor S Carson, thanked those present for their attendance and, there being no further business for consideration, the meeting concluded at 1.20 pm.

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Mayor

**LISBURN & CASTLEREAGH CITY COUNCIL****Minutes of the Special Meeting of the Council held in the Island Civic Centre on Monday 13<sup>th</sup> June 2022 at 6.00pm**

**PRESENT:** The Right Worshipful the Mayor Councillor S Carson  
Aldermen A Ewart, A Grehan and J Tinsley

Councillors D J Craig, Gallen, U Mackin, C McCready,  
Jenny Palmer and Hon Councillor N Trimble

**PRESENT IN A REMOTE LOCATION:** The Deputy Mayor Councillor M Guy  
Alderman D Drysdale

Councillors F Cole, A Givan, A Gowan, M Gregg,  
J Lavery, S Lee, S Lowry, S Mulholland, G McCleave,  
A McIntyre and John Palmer.

**IN ATTENDANCE:** Lisburn & Castlereagh City Council  
Director of Finance and Corporate Services  
Director of Service Transformation (via Zoom)  
Member Services Officers (BF and EW)

**Commencement of the Meeting**

The Right Worshipful the Mayor, Councillor S Carson, welcomed those present to the meeting and advised that unauthorised recording was not permitted.

(Deputy Mayor Councillor M Guy joined the meeting at 6.04pm)

1. **Apologies**

Apologies for non-attendance were recorded on behalf of Aldermen J Baird, O Gawith, M Henderson, S Martin and S P Porter, together with Councillors R Carlin, H Legge and R McLernon.

2. **Declarations of Interest**

No declarations were made.

3.2 **Northern Ireland Water - Price Control 2021 to 2027**

The Right Worshipful the Mayor reminded the Council that the meeting had been convened to enable representatives of Northern Ireland Water to present its infrastructure plans, specifically those for the Council area. Accordingly, he welcomed the following representatives to the meeting:

- Dr Stephen Blockwell - Head of Investment Management, Asset Delivery Directorate
- Mr Mark Mitchell – Head of Capital Delivery, Asset Delivery Directorate

- Dr Gary Curran - Head of Metering and Billing, Customer and Operations Directorate

Dr Blockwell provided an overview of the organisation's investment plan, known as PC21 (Price Control 2021-2027), which aimed to deliver wastewater services and capital infrastructure across Northern Ireland. The Council was advised that there was a requirement for central government to identify and provide sufficient funding to enable the investment needed for water and wastewater across Northern Ireland and the Council area in particular. Dr Blockwell indicated that the a capital investment of approx. £2.2bn was required for that purpose, which would enable the organisation to deliver services as efficiently and effectively as possible for the benefit of all of its customers. The officials emphasised that it was important that PC21 was fully funding and requested that Members convey that message to Assembly members on behalf of their constituents.

Regarding work carried out within the Council area, the officials referred to a number of schemes. Specifically, the £4million investment which had been made to upgrade the wastewater treatment works at Maghaberry, which had provided a direct benefit to approx. 5,000 residents. In addition, he reported that upgrades to the Dromara, and Kinnegar wastewater treatment works, and to the Newtownbreda sewer system, were programmed to be delivered within the PC21 period, subject to statutory approvals and funding. The Council was provided also with an overview of the feasibility study which is currently being undertaken in respect of a proposed new wastewater treatment works within the Lisburn west area.

The Right Worshipful the Mayor then invited questions from Members in respect of the presentation. During discussion, the following matters were clarified and undertakings noted in response to Members' questions:

- In response to a question from Councillor D J Craig, regarding the timescale for the replacement of pipework in Rosevale Park, Barley Hill and Huguenot Drive, to enable the resurfacing of roads, Dr Blockwell provided an assurance that that work would be commenced within the current financial year;
- Councillor Jenny Palmer referred to the level of chlorine in the drinking water in the general Grand Street area and, in response, the officials indicated that a water quality test would be undertaken at an address to be provided to NI Water officials;
- The Deputy Mayor, Councillor M Guy, sought clarity on the timescales for a resolution to issues which residents had experienced at new developments in the vicinity of Ballymaconaghy Road. She pointed out that concerns had been raised that residents might be faced with longer-term cost and waste management issues should the situation remain unresolved. In response, the officials provided an update on the steps which NI Water were taking, the ongoing discussions with two developers, and how any solution in the short or medium term was likely to be developer-led;
- Councillor A Givan raised issues relating to water shortages and the contingencies which NI Water had introduced to preclude hosepipe bans, should

there be a prolonged spell of dry weather. The officials gave an overview of the steps which had been taken in this regard;

- In response to a query raised by Alderman J Tinsley, the officials provided an update on the status and potential future use for both Stoneyford and Leathemstown reservoirs. In addition, clarity was provided on a specific planning issue regarding single dwelling developments. Also, the officials outlined the powers which the organisation had to detect individuals or companies that overused water in an irresponsible manner;
- Clarification was provided to Councillor John Palmer, who had raised issues regarding the infrastructural capacity to deal with flooding in the several areas as a result of new developments;
- The officials undertook to investigate reports of lime-scale build-up in kettles which had been reported to Councillor C McCreedy in the west Lisburn/Moira Road vicinity.

(The Deputy Mayor Councillor M Guy and Hon Councillor N Trimble left the meeting at 07.05pm)

- Alderman A Grehan referred to the proposed development of a wastewater treatment works in the Lisburn area and requested that NI Water would agree to present to the Council its engagement and consultation strategy with residents, the public and developers for Members' consideration prior to the commencement of any work in this regard. In response, Mr Mitchell indicated that NI Water would be happy to present to the Council as requested.

The Right Worshipful the Mayor, Councillor S Carson, thanked the officials for attending. He paid particular tribute to the organisation for the manner in which its Customer and Elected Representatives phone number service was managed and the help that it provided to both elected representatives and communities.

There being no further business special meeting concluded at 7.27pm.

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Mayor

ESC 01.06.2022

**LISBURN & CASTLEREAGH CITY COUNCIL**

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**Minutes of the Remote Meeting of the Environmental Services Committee held on Wednesday, 1 June, 2022 at 5:35 pm****PRESENT IN CHAMBER:**

Councillor A P Ewing (Chairman)

Councillor C McCready (Vice- Chairman)

The Right Worshipful the Mayor  
Alderman S MartinDeputy Mayor  
Councillor T Mitchell

Aldermen J Baird and S P Porter

Councillors A Givan, M Gregg, S Lee, H Legge and  
R McLernon**PRESENT IN REMOTE LOCATION:**

Alderman M Henderson MBE

Councillors N Anderson, A McIntyre and S Skillen

**OTHER MEMBERS PRESENT IN CHAMBER:**

Alderman D Drysdale

Councillor A Swan

**IN ATTENDANCE:****In Chamber:**Director of Environmental Services  
Head of Service (Building Control)  
Head of Service (Environmental Health)  
Head of Service (Waste Management and Operational  
Services)

Environmental Health Managers (BT and DMcL)

IT Officer

Technician

Member Services Officers

**In Remote Location:**

Environmental Health Manager (SC)

Mr A Thompson, Technical Director, Taggarts

**Commencement of the Meeting**

At the commencement of the meeting, the Chairman, Councillor A P Ewing, welcomed those present to the remote meeting of the Environmental Services Committee, which was being live streamed to enable members of the public to hear and see the proceedings.

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At this point, the Member Services Officer read out the names of the Elected Members and Officers in attendance at the meeting.

The Chairman, Councillor A P Ewing, stated that, whilst the meeting was being live streamed, unauthorised recording was not permitted, as per the Council's Standing Orders. He asked that mobile phones be put on silent or switched off for the duration of the meeting and proceeded to outline the evacuation procedures in the case of an emergency (during which Alderman S P Porter arrived to the meeting 5.37 pm).

1. Apologies

It was agreed to accept an apology for non-attendance at the meeting on behalf of Councillor S Lowry.

2. Declarations of Interest

There were no declarations of interest.

The Chairman, Councillor A P Ewing, advised that item 6.1 on the agenda 'Waste Transfer Station Outline Business Case' would be considered at this point, followed by the remainder of the confidential business.

3. Confidential Business

This matter would be dealt with "In Committee" due to containing information relating to the financial or business affairs of any particular person (including the Council holding that information).

Councillors A Swan and S Lee arrived to the meeting (5.38 pm and 5.39 pm respectively).

"In Committee"

It was proposed by Councillor S Lee, seconded by The Right Worshipful the Mayor, Alderman S Martin, and agreed that the following matters be considered "in committee", in the absence of members of the press and public being present.

The live-stream was paused at this point (5.40 pm).

3.1 Waste Transfer Station Outline Business Case  
(Report will not be made available)

The Chairman, Councillor A P Ewing, welcomed Mr Adrian Thompson, Technical Director at Taggarts, to the meeting.

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### 3.1 Waste Transfer Station Outline Business Case (Contd) (Report will not be made available)

During Mr Thompson's presentation, Councillor S Skillen, Alderman M Henderson and Councillor N Anderson joined the meeting (5.41 pm, 5.47 pm and 5.55 pm respectively). Councillor A Swan left, and returned to the meeting (5.50 pm and 6.01 pm).

Mr Thompson made a presentation to Members in respect of the Outline Business Case for the Waste Transfer Station. A number of queries were addressed by Mr Thompson, following which the Chairman thanked him for his attendance and he left the meeting (6.04 pm).

Alderman D Drysdale arrived to the meeting at this point (6.04 pm).

The Director of Environmental Services responded to a number of queries raised by Members (during which time The Right Worshipful the Mayor, Alderman S Martin, left the meeting 6.15 pm). She took note of a request that any future presentations to Committee be delivered in person rather than via Zoom, where possible.

Members having been provided with a copy of the Outline Business Case for the Waste Transfer Station, it was proposed by Alderman J Baird, seconded by Councillor A Givan and agreed to recommend that the recommendations contained within the Outline Business Case be approved, it being noted that no specific site had yet been identified for the location of a Waste Transfer Station.

### 3.2 Fume Extraction System for Garage Workshop (Report will not be made available)

The Committee, at its meeting on 5 January, 2022, had approved the purchase and installation of a fume extraction system for the garage workshop. The Director having set out in her report, information regarding an increased cost for this purchase, it was proposed by Councillor C McCready, seconded by Alderman J Baird and agreed to recommend that the increased cost, as outlined in the report, be approved.

### Verbal Matters

#### 3.3 Mullaghglass Odour Complaints and Judicial Review

The Head of Service (Environmental Health) gave a verbal update in respect of Mullaghglass odour complaints and advised that a written update would be provided to Members. He took note of Members' comments regarding updates also being provided to local MLAs and MPs.

The Head of Service provided a verbal update in respect of the Mullaghglass Landfill Site Judicial Review.

### 3.4 Residual Waste Treatment Project – Update

The Environmental Health Manager (DMcL) left, and returned to, the meeting during consideration of this item of business (6.30 pm and 6.35 pm).

The Director of Environmental Services provided a verbal update in respect of the Residual Waste Treatment Project (RWTP) and advised that, once further information and advice had been received, a further update would be brought to Council. Alderman D Drysdale, as Chair of the arc21 Joint Committee, also spoke on this issue and Councillor S Lee commended him for his work with arc21 on this matter.

### 3.5 Update on Ruby's Dundonald Entertainment Licence Extension

At the request of Councillor M Gregg, the Head of Service (Environmental Health) provided an update in respect of Ruby's Dundonald Entertainment Licence Extension.

### Resumption of Normal Business

It was proposed by the Deputy Mayor, Councillor T Mitchell, seconded by Councillor C McCready and agreed to come out of committee and normal business was resumed. The livestream was resumed at 6.40 pm.

## 4. Report from Director of Environmental Services

### 4.1 Environmental Services Performance Report

Members were provided with a copy of (a) management accounts summary for the period 1 January – 28 February, 2022 (figures did not include March 2022 as the year end had not yet been concluded); (b) the outturn of operational metrics/service KPIs for Quarter 4 (January to March 2022); (c) the outturn of Performance Improvement KPI for Quarter 4 (January to March 2022); (d) Directorate Risk Dashboard; and (e) proposed operational metrics/service KPIs for 2022/23.

It was proposed by Alderman J Baird, seconded by Councillor S Lee and agreed to recommend that the information contained in (a) to (d) above be scrutinised and noted and that item (e) be approved.

## 5. Report from Head of Service (Building Control)

### 5.1 Street Naming – Off Hillsborough Road, Dromara

The Head of Service (Building Control) reported that J.A. Smith Developments had proposed names (first and second preference), as set out in his report, for a development of 14 dwellings situated off Hillsborough Road, Dromara.

Members were provided with copy of the development layout and were advised that the request met the requirements of the Council's Street Naming Policy in

### 5.1 Street Naming – Off Hillsborough Road, Dromara (Contd)

that the name proposal reflected the site topography and proximity to the River Lagan.

Building Control Service having received no objections to the proposed names from Elected Members of the relevant District Electoral Area, nor the Royal Mail Address Management Team in respect of the first preference name, it was proposed by Alderman J Baird, seconded by Councillor S Lee and agreed to recommend that the name River Heights be approved for this development of 14 dwellings off Hillsborough Road, Dromara.

### 5.2 Street Naming – Off Lurgan Road, Moira

The Head of Service (Building Control) reported that Topco Moira Limited had proposed names (first and second preference), as set out in his report, for a development of 5 dwellings situated off Lurgan Road, Moira.

Members were provided with copy of the development layout and were advised that the request met the requirements of the Council's Street Naming Policy in that the name proposal reflected the existing street name of the initial phase of this development.

Building Control Service having received no objections to the proposed names from Elected Members of the relevant District Electoral Area, nor the Royal Mail Address Management Team, it was proposed by Councillor C McCready, seconded by Councillor H Legge and agreed to recommend that the name Moira Gate Manor be approved for this development of 5 dwellings off Lurgan Road, Moira.

## 6. Report from Head of Service (Environmental Health)

### 6.1 Review of LCCC Entertainment Licensing Conditions

The Committee was reminded that, at its meeting held on 4 May, 2022, it had noted the Department for Communities revised Model Terms, Conditions and Restrictions for Entertainment Licences. Further to this, Officers had reviewed the LCCC Entertainment Licensing Conditions and Members were provided with a copy. It was proposed by Councillor M Gregg, seconded by Councillor A Givan and agreed to recommend that the revised LCCC Conditions for an Entertainment Licence be approved.

### 6.2 SBNI Strategic Plan for 2022-2026

The Head of Service (Environmental Health) reported receipt of the draft Safeguarding Board for Northern Ireland (SBNI) Strategic Plan for 2022-2026. The consultation had been reviewed by the Council's Safeguarding Managers and a response (copy of which Members had been provided with) had been submitted to the Department of Health by the closing date of 15 April, 2022. It

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## 6.2 SBNI Strategic Plan for 2022-2026 (Contd)

was proposed by Councillor M Gregg, seconded by Councillor C McCready and agreed to recommend that retrospective approval be given to the consultation response.

## 6.3 Water, Flooding and Sustainable Drainage Consultation

The Head of Service (Environmental Health) advised that the Department for Infrastructure was seeking views on a number of policy proposals to improve how water, sewerage and flooding services were delivered in Northern Ireland. The Emergency Preparedness Group had met to discuss the consultation and the implications which it may pose on councils and emergency planning. Members having been provided with a copy of a response to the consultation collated by the Emergency Preparedness Group, it was proposed by Councillor R McLernon, seconded by Councillor A Givan and agreed to recommend that it be approved and submitted to the Department.

## 7. Confidential Business

It was noted that all confidential business had been considered under item 3.

## 8. Any Other Business

### 8.1 Child Funeral Fund Councillor H Legge

Councillor H Legge welcomed the Child Funeral Fund which had been introduced today in Northern Ireland.

### 8.2 Gated Allies Alderman D Drysdale

In response to a query by Alderman D Drysdale, the Head of Service (Environmental Health) confirmed that there were currently no gated allies within the Council area.

### 8.3 Thanks to Outgoing Chairman

A number of Members (Councillor M Gregg, Alderman S P Porter, Councillor A Givan, Councillor C McCready and Councillor N Anderson) paid tribute to the Chairman, Councillor A P Ewing, for the manner in which he had conducted meetings during his term as Chairman. Councillor Ewing thanked the Vice-Chairman, Councillor C McCready, for his support during the year, as well as the Director of Environmental Services, Heads of Service and Member Services staff.

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There being no further business, the meeting was terminated at 6.55 pm.

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Mayor/Chairman

**LISBURN & CASTLEREAGH CITY COUNCIL****Minutes of the proceedings of the Development Committee Meeting of Lisburn & Castlereagh City Council held in the Civic Centre, Lisburn, BT27 4RL on Wednesday, 1 June 2022 at 7.15 pm****PRESENT IN  
THE CHAMBER:**

Alderman A Grehan (Chairperson)

Councillor H Legge (Vice Chairperson)

Deputy Mayor, Councillor T Mitchell

Aldermen D Drysdale and A G Ewart MBE

Councillors A Givan, C McCready, U Mackin,  
S Mulholland and A Swan**PRESENT IN A  
REMOTE LOCATION:**Councillors S Carson, J Gallen, M Guy, G McCleave and  
Jenny Palmer**IN ATTENDANCE  
IN THE CHAMBER:**Lisburn & Castlereagh City Council

Director of Service Transformation (Remote)

Head of Planning &amp; Capital Development (Remote)

Head of Economic Development (Council Chamber)

Head of Assets (Council Chamber)

Portfolio Manager (Council Chamber)

Member Services Officers (BS and RN)

IT Officer

Technician

**Commencement of Meeting**

The Chairperson, Alderman A Grehan extended a welcome to all present to the June meeting of the Development Committee. The Chairperson advised that the meeting was being live streamed to enable members of the public to hear and see the proceedings and extended a welcome to those watching on the livestream.

At this point, Member Services Officer read out the names of the Elected Members in attendance at the meeting.

Prior to considering the business for the meeting, the Chairperson, Alderman A Grehan, extended a welcome to the two new Members of Council who had replaced Councillor D Honeyford and Councillor S Eastwood following their election to the NI Assembly the previous month, and who were in attendance at the meeting, namely; Councillor S Mulholland and Councillor F Cole.

## Commencement of Meeting (Cont'd)

The Chairperson asked that any Member entering or leaving the meeting to advise the Member Services accordingly so that this might be accurately reflected in the minutes.

The Chairperson stated that, whilst the meeting was being live streamed, unauthorised recording was not permitted, as per the Council's Standing Orders. The Chairperson also reminded everyone to ensure mobile phones were turned off or on silent mode for the duration of the meeting and proceeded to outline the evacuation procedures in the case of an emergency.

Councillor U Mackin entered the meeting at 7.18 pm.

The Head of Economic Development read out the safety announcement in the case of an emergency.

Councillor Jenny Palmer entered the meeting during the safety announcements (7.20 pm).

At this point the Chairperson, Alderman Grehan, extended a welcome to Councillor U Mackin who was in attendance at the meeting that evening following a short period of ill health.

### 1. Apologies

It was agreed to record apologies for non-attendance at the meeting on behalf of The Right Worshipful the Mayor, Alderman S Martin, and Councillor R McLernon.

### 2. Declarations of Interest

There were no declarations of interest declared at the meeting.

### 3. Report by the Director of Service Transformation

#### 3.1 Service Transformation - Budgets/Performance/Risk

The Head of Economic Development presented this item of business.

The Director of Service Transformation's report outlined the background and key issues in relation to the quarterly reports in respect of performance and budgets for the Service Transformation Directorate.

The Committee had been furnished with a copy of the undernoted documents:

- the Service Transformation Trading Accounts covering periods 11 and 12
- outturn of operational metrics/service KPIs for Q4 (January to March 22)
- Directorate Risk Dashboard, and
- proposed operational Metrics/Service KPIs for 2022/2023

### 3.1 Service Transformation - Budgets/Performance/Risk (Cont'd)

It was noted that Period 12 figures were not available currently due to the ongoing financial year-end work and that the draft accounts will be presented to the Governance and Audit Committee on 23rd June 2022.

The Head of Economic Development responded to a questions from the Committee in connection with the Service Transformation KPIs 2022/23, namely:

- the target for the delivery of the Council's Covid-19 Small Settlements Grant Scheme. Members were reminded that this programme had been presented to the Committee shortly before Christmas last year with the necessary approvals in place after Christmas.
- the removal of 'Number of Strategic Partnerships that leverage resources'. The Head of Economic Development having provided some clarification thereon undertook to re-instate this area of focus into the Service Transformation KPIs.
- the length of time it was taking to progress the public realm scheme for Hillsborough Village. The Head of Economic Development explained that this project had been transferred to the Belfast Region City Deal project.

It was proposed by Councillor U Mackin, seconded by Alderman A G Ewart, and agreed to recommend that:

- a) the content of the undernoted reports be noted:
  - Trading accounts covering periods 10 and 11
  - The outturn of operational metrics/service KPIs for Q4 (January to March 22)
  - Directorate Risk Dashboard, and
- b) The proposed operational Metrics/Service KPIs for 2022/2023 be approved, subject to the above-mentioned area of focus being reinstated.

## 4. Report by the Head of Planning & Capital Development

### 4.1 Feedback on Guidance for Councils on Building Preservation Notices/Schemes of Delegation

The Head of Planning & Capital Development's report outlined the background and key issues in connection with Guidance for Councils on Building Preservation Notices/Schemes of Delegation.

The Head of Planning and Capital Development advised Members that on 8 April 2022, Historic Environment Division issued an email alerting the Council that it was undertaking part of an informal review of Department for Communities' Historic Environment Division guidance notes in respect of BPNs. Comments and/or suggested improvements were

#### 4.1 Feedback on Guidance for Councils on Building Preservation Notices/Schemes of Delegation (Cont'd)

invited in relation to the guidance on or before 01 July 2022. A copy of the good practice guide had been furnished to the Committee.

The Head of Planning & Capital Development advised that an internal meeting with representatives from Local Development Plan, Enforcement, and Development Management teams was scheduled to take place on 15 June 2022 to discuss the operational and technical implications of following the guidance. An informed response would be prepared prior to 15<sup>th</sup> June, 2022.

The Head of Planning & Capital Development responded to questions from the Committee in connection with key issues raised.

It was proposed by Councillor A Swan, seconded by Councillor A Givan, and agreed to recommend that:

- a) the response to the consultation on the Historic Environment Division guidance notes in respect of BPN's be delegated to Council Officers,
- b) individual comments by any Member wishing to contribute to the process be provided to the Planning Unit, and
- c) the final response be added to the noting schedule for the Development Committee in due course.

### 5. Report by the Head of Economic Development

#### 5.1 Regional Tourism Partnership – Visit Belfast Annual Service Level Agreement

The Head of Economic Development's report outlined the background and key issues in connection with the Visit Belfast Annual Service Level Agreement.

The Head of Economic Development reminded the Committee that the cost per annum for local authority membership had remained at £30,000 since 2015. In addition for the last four years, the Council had agreed to purchase the additional Gold Sponsorship Package for a further £6,000 per year. This cost had been reduced to £4,500 last year due to reduced visitor numbers and the closure of Belfast Welcome Centre at times due to government guidelines associated with COVID-19). With visitor numbers continuing to increase and it being unlikely that Belfast Welcome Centre will have to close again, this bolt-on proposal was costed once more at £6,000 for 2022/23. Details of what the Gold package included were set out in the report circulated.

A copy of an evaluation report providing a detailed breakdown of activity for the 2021/22 financial year had been furnished to the Committee.

### 5.1 Regional Tourism Partnership – Visit Belfast Annual Service Level Agreement (Cont'd)

It was proposed by Alderman D Drysdale, seconded by the Deputy Mayor, Councillor T Mitchell, and agreed to recommend that that Lisburn & Castlereagh City Council continues its longstanding membership of Visit Belfast, at a cost of £30,000 plus a further £6,000 for the 'Gold' promotional package for a further year.

### 5.2 Business Development Collaboration Programme 2022-2023

The Head of Economic Development's report outlined the background and key issues in connection with the Council's annual collaboration programme of business development activity that supported the Council's overall strategy of engagement and collaborative working with businesses, business groupings and government.

The Head of Economic Development elaborated on the purpose of the ongoing activity of the Business Development Collaboration Programme, and also the various projects currently envisaged for 2022-23.

The Head of Economic Development reported that given the ongoing impact of the current macro-economic climate on the business environment, it was proposed that an element of flexibility was built into the Collaboration theme to enable the team to respond effectively and explore new or challenging emerging trends and needs.

The Head of Economic Development advised that a key emerging theme was to support local businesses that want to plan to alleviate or limit carbon consumption, and to reduce energy costs while still focusing on growth. It was proposed that expert advice and consultancy support in this specialist field would be procured as part of this programme, to ensure key business support in relevant areas including network linkages, project delivery, programme recruitment, securing keynote speakers and organising hybrid digital/event management support. The proposed overall budget for business collaborative activity during 2022-2023 was £40,500. A copy of a summary of the Business Development Collaboration Programme had been circulated to the Committee.

It was proposed by Alderman A G Ewart, seconded by Councillor A Givan, and agreed to recommend that the annual business collaborative programme of activities for 2022-2023, as outlined, be agreed.

### 5.3 Enterprise Lisburn Castlereagh Programme 2022-23

The Head of Economic Development's report outlined the background and key issues in connection with the Enterprise Lisburn Castlereagh Programme 2022-2023.

The Head of Economic Development advised that growing the local economy was a key aim highlighted in Theme 2 of both the Community Plan and the Interim Corporate Plan. It was noted that this programme of activity formed an integral part of the transferred functions to local government under RPA. To deliver on the duties associated with the

### 5.3 Enterprise Lisburn Castlereagh Programme 2022-23 (Cont'd)

transferred functions, and to foster an eco-system that encouraged a growth in entrepreneurship, it was proposed that the Council develops programmes to target a number of key sectors, details of which were outlined in the report.

The Committee had been furnished with a paper outlining the proposed Enterprise Lisburn Castlereagh Programme for 2022-23 along with the proposed budget breakdown.

It was proposed by Vice Chairperson, Councillor H Legge, seconded by Councillor U Mackin, and agreed to recommend that the Enterprise Lisburn Castlereagh Programme of activities for 2022-2023 as outlined, be agreed.

### 5.4 Investment Programme 2022-2023

The Head of Economic Development's report outlined the background and key issues in connection with the Council's annual investment programme as part of its overall strategy to position the city area as a place in which to do business and to invest.

A number of key activities that had taken place as part of the Investment Programme were detailed in the report circulated.

The Head of Economic Development drew Members' attention to a number of outcomes that the Council had achieved through this Investment Programme.

The Committee had been furnished with a copy of a proposed outline of investment promotion related activity for 2022-2023 in terms of maintaining and strengthening the Council's existing investment links, namely;

- Westminster 2-Day Event September 2022 - (£35,000)
- Manchester, Liverpool, London & ROI Civic Visits as part of the Sales Accelerator Trade Programmes for Lisburn and Castlereagh businesses (£35,000 for total programme of civic visits, including dedicated consultancy support)
- Continued participation on the Dublin-Belfast Economic Corridor - (£12,000 or c.€14,300 Euro)

The Head of Economic Development advised that the proposed investment activity assumed that travel remains open and restrictions remain eased.

The Head of Economic Development and the Director of Service Transformation responded to questions from the Committee in connection with the value of the Council's participation in the Dublin-Belfast Economic Corridor. The Head of Economic Development advised the Committee that this project was still very much at the research stage. Following further discussion the Director undertook to bring back a more detailed report on the Dublin-Belfast Economic Corridor to the Committee in due course.

#### 5.4 Investment Programme 2022-2023 (Cont'd)

It was proposed by the Deputy Mayor, Councillor T Mitchell, seconded by Councillor U Mackin, and agreed to recommend that:

- a) the proposed Investment programme of activity for 2022-2023 as outlined above, be agreed,
- b) the Dublin-Belfast Economic Corridor continued participation budget of £12,000 (or c. €14,300 Euro) be approved, and
- c) the previous approval by the Development Committee in connection with the Westminster event in September 2022 and the programme of civic trade visits be noted.

#### 5.5 International Trade Programme 2022-2023

The Head of Economic Development's report outlined the background and key issues in connection with the Council's International Trade Programme, including budget and resource implications. The report detailed a number of recent examples of how the Council had been actively involved in supporting its business base by assisting them to explore new export markets and win new export business.

The Head of Economic Development advised that due to the Covid-19 pandemic, all planned travel activity had been put on hold during 2020-2021 and that the pandemic had severely restricted what was achievable in the short-medium term. It was argued that now in 2022, as restrictions eased, it was appropriate to revisit international linkages already established and look at developing new ones.

The Committee had been furnished with an outline of the proposed international trade programme for 2022-2023 which included a number of delivery options in terms of maintaining and strengthening the Council's existing international linkages. The proposed activity was based on a number of considerations as set out in the report.

The Head of Economic Development highlighted the breakdown for the proposed activity for 2022-23 as follows:

- Second China Virtual Trade Programme and planned civic inbound visit from Foshan
- NI-NL Re-engagement and Membership of Joint Agreement
- Trade Mission to the Netherlands

The Head of Economic Development noted a number of comments and concerns from some Members in relation to: (a) the Council's plans to visit certain European countries in light of the ongoing war in Ukraine and (b) the Council's plans to visit China.

Alderman D Drysdale left the meeting at 8.04 pm and returned again at 8.06 pm.

### 5.5 International Trade Programme 2022-2023 (Cont'd)

One Member spoke in support of the Council's previous trade development with China and was of the opinion that the Council should endeavour to keep these channels open.

It was proposed by Councillor U Mackin, seconded by Alderman A Givan, and agreed to recommend that the annual international trade programme of activities for 2022-2023 as outlined, be agreed.

### 5.6 Foshan, China Trade Programme & Friendship City Agreement - Update

The Portfolio Manager left the meeting at 8.17 pm.

The Head of Economic Development's report outlined the background and key issues in connection with the Foshan, China Trade Programme and Friendship City Agreement and in particular the delivery of a virtual trade mission.

The Head of Economic Development advised that during the pandemic, all planned travel activity had been put on hold for 2020 in 2021, and the planned inbound Civic and Business Visit from Foshan in June 2020 and the reciprocal visit to participate in the Foshan Autumn Parade in November 2020 had not taken place. The Committee had agreed during this time to continue a bridging communications programme as part of this work with all the key players in Foshan (City government, Foreign Affairs Office, CCPIT, Culture Bureau etc.) on a regular monthly basis.

It was noted that a formal civic meeting was held remotely on 26<sup>th</sup> January 2022 between the Council (led by the Right Worshipful the Mayor Alderman Martin), the Mayor of Foshan, CCPIT, FAO and the Chinese Consul General in NI. This virtual meeting proved positive event and confirmed CCPIT's commitment to supporting the trade mission. Also, as per the target number, HMC Global, Consultants, had recruited five Lisburn & Castlereagh businesses to participate on the virtual trade programme.

The Head of Economic Development's report outlined a summary of the outcomes and success stories following on from this virtual event. An evaluation report on the virtual trade programme had been circulated to the Committee.

The Portfolio Manager returned to the meeting at 8.22 pm.

Alderman A G Ewart left the meeting at 8.23 pm.

It was proposed by Vice Chairperson, Councillor H Legge, seconded by Councillor S Carson, and agreed to recommend that:

- a) the contents of the update report on the Foshan, China Trade Programme & Friendship City Agreement be noted,

## 5.6 Foshan, China Trade Programme & Friendship City Agreement – Update (Cont'd)

- b) Officers commence to tentatively work towards a future formal visit by Foshan representatives to Lisburn & Castlereagh, with the key theme of strengthening business and tourism links,
- c) the Chairperson and Vice-Chairperson of the Development Committee, together with appropriate Officer representation, be nominated to attend the breakfast networking event in Hinch Distillery, and
- d) the Council proceeds with a further virtual trade programme with Foshan up to a maximum cost of £10,000 to take place during 2022-2023.

## 5.7 Current Regeneration and City Centre priority areas – High Street Task Force; Proposed Study Visit

The Head of Economic Development's report outlined the background and key issues in connection with the Council's existing Regeneration and City Centre Management programme and also the broad range of ongoing activities that linked to various Council developments and programmes.

The Head of Economic Development reminded the Committee that The Executive Office of the NI Assembly had formed the High Street Task Force (HSTF) to identify the challenges and issues that high streets across NI face, and to oversee the development of solutions and actions that could be taken to support NI's high streets. The HSTF had issued a call for evidence at the end of 2021 which the Council had fed into and after considering the findings, the HSTF produced the "Delivering a 21<sup>st</sup> Century High Street" report which included 14 recommendations. The findings of the Call for Evidence had been summarised in the "Call for Evidence 2022 Report". A link to both reports on The Executive's website had been included in the report circulated.

The Head of Economic Development's report outlined a number of key issues in connection with the HSTF's recommendations from the "Delivering a 21<sup>st</sup> Century High Street" report. It was noted that Officers would review the recommendations with a view to applying any new learning points to the scope and design of the Council's Regeneration and City Centre Management programme going forward. Further reports would be provided to the Committee in this regard as the initiative progresses.

The Head of Economic Development drew the Committee's attention to a proposed study visit to the Liverpool area to see first-hand a number of regeneration projects in that area and which would draw on key learning from others.

Alderman A G Ewart returned to the meeting (8.24 pm).

### 5.7 Current Regeneration and City Centre priority areas – High Street Task Force; Proposed Study Visit (Cont'd)

The Head of Economic Development responded to a question from the Committee in connection with the proposed public realm scheme in Moira and undertook to keep the Member informed on this matter.

It was proposed by Vice Chairperson, Councillor H Legge, seconded by Councillor A Swan, and agreed to recommend that:

- a) the update and recommendations of the High Street Task Force be noted,
- b) further reports be received by the Committee as the initiative progressed, and
- c) the Chair and Vice Chair of the Committee, or their nominees, lead a cross party delegation with appropriate officers to a regeneration study trip to England with the learning reported back at a future meeting of the Committee.

### 5.8 Covid Recovery Small Settlements Regeneration Programme – Update

The Head of Economic Development's report outlined the background and key issues in connection with the Covid-19 Recovery Small Settlements Regeneration Programme.

The Head of Economic Development reminded the Committee that delegated authority had been granted at February's Development Committee to the Chairperson of the Committee and the Director of Service Transformation to agree the final plan for a Covid-19 Recovery Revitalisation Scheme prior to submitting to DfC in order to secure the release of a Letter of Offer. Delegated authority also had been granted by the Council in March 2022 to the Chairperson and Vice Chairperson of the Development Committee and the Director of Service Transformation to agree the guidance and Terms of Reference for the delivery of the Rural Investment Fund, the Heritage Shop Front Grant Scheme and the Shop Front Scheme.

The Committee had been furnished with the Expression of Interest and application documents as agreed by the Chairperson, Vice Chairperson and Director under the agreed delegated authority for the heritage shop front scheme to be delivered in Hillsborough and Moira. It was noted that the Guidance and Terms of Reference for the delivery of the Rural Investment Fund and the Shop Front Scheme were currently being drafted for approval under the agreed delegated authority by the Chairperson and Vice Chairperson of the Development Committee and the Director of Service Transformation for approval as agreed at March's Development Committee. These documents would be presented to the Committee for noting in due course.

## 5.8 Covid Recovery Small Settlements Regeneration Programme – Update (Cont'd)

The Head of Economic Development confirmed that a Letter of Offer had been signed and returned to the Department for Communities, and Council match funding of £232,333 had been ring-fenced from the 2022/2023 corporate budget estimates.

The report circulated set out a number of progress areas which had been agreed following a number of meetings by the cross-directorate Small Settlements Project Board.

A copy of the overall plan which had been refined had been appended to the report, it being noted that Officers had sought to balance the planned investment across as many of the eligible settlements and the DEAs as possible whilst ensuring good prospect of delivery and positive impact within the restricted timeframe. A breakdown of the proposed projects to be delivered in each eligible settlement also had been circulated to the Committee.

The Head of Economic Development responded to questions from two Members in connection with issues arising from the report.

It was proposed by Councillor C McCreedy, seconded by Councillor A Givan, and agreed to recommend that:

- a) the appended documents for delivery of the Covid-19 Recovery Revitalisation grant programme be noted,
- b) the table of projects as presented, be agreed, and
- c) further updates be presented to the Committee as the projects progressed.

## 5.9 Covid-19 Recovery Revitalisation Scheme - Update

The Head of Economic Development's report outlined the background and key issues in connection with the Covid-19 Recovery Revitalisation Scheme. The Covid Revitalisation Programme had delivered a range of projects across the Council area delivering numerous benefits to the City Centre and beyond. The various projects were listed in the report, together with details of two specific projects and the related spend to date.

The Committee also had been furnished with an update on the current status of the key initiatives within the Revitalisation Scheme. It was noted the Department for Communities had extended the funding deadline until 30<sup>th</sup> September 2022 to allow the remaining projects to be delivered.

It was proposed by the Deputy Mayor, Councillor T Mitchell, seconded by the Vice Chairperson, Councillor H Legge, and agreed that the update on the projects as part of the Recovery Revitalisation Scheme be noted.

## 6. Confidential Report by the Director of Service Transformation

The Chairperson, Alderman A Grehan, advised that the reason for confidentiality in respect of the items contained in the Director's Confidential Report was due to information relating to the financial or business affairs of any particular person organisation (including the Council holding that information).

It was proposed by the Alderman D Drysdale, seconded by Councillor C McCready, and agreed that the Confidential Business be considered "in Committee" in the absence of press or members of the public.

At this juncture the livestream was stopped for the purpose of consideration of the confidential business at 8.47 pm.

### "In Committee"

#### 6.1 Belfast Region City Deal (BRCD) Update (Report to be published in December 2022)

The Portfolio Manager presented this item of business and the Director of Service Transformation also addressed the Committee in relation to this item of business.

The Director's report outlined the background and key issues in connection with the Belfast Region City Deal (BRCD) Programme.

The Committee had been furnished with a copy of the final version of the Memorandum of Understanding (MoU) for delivery of the BRCD programme, together with a paper that had been presented to the BRCD Executive in February which outlined pertinent information on programme costs.

It was proposed by Councillor A Swan, seconded by Alderman A G Ewart, and agreed to recommend that:

- a) the Memorandum of Understanding for delivery of the Belfast Region City Deal (BRCD) be agreed to include:
  - (i) a commitment in relation to programme costs over an estimated 10 year period, and
  - (ii) a commitment to a separate contribution per annum (initially for 2 years until March 2024) for contribution towards a shared Council BRCD Employability & Skills post, as detailed in the report, and
- b) the progress of the Destination Royal Hillsborough City Deal proposal to include the approval timelines in advance of Letter of Offer issue, be noted.

## 6.2 Full Fibre Network NI (FFNI) Update (Redacted Report to be published in January 2023)

The Portfolio Manager presented this item of business.

The Director's report outlined the background and key issues in connection with the progress of the Full Fibre Network NI (FFNI).

The Committee had been furnished with a paper setting out the details all the sites included in the FFNI project.

It was proposed by Alderman A G Ewart, seconded by Councillor A Givan, and agreed to recommend that the Council agrees to:

- a) the continued engagement with Openreach to ensure that the unconnected Council sites as detailed in the report, were committed to,
- b) further detail on respective installation dates be provided to the Council as soon as scheduling had been agreed,
- c) the continued engagement with FFNI Council partners to participate in a shared procurement framework being led by Armagh, Banbridge & Craigavon District Council that would appoint a suitable contractor to 'light up' and connect the sites to a refreshed IT network services contract, and
- d) the additional request to contribute to the cost of the FFNI Operations team for the period March 2022 to September 2022, as outlined in the report.

## 6.3 Tender Report for Blaris Car Park and Update (Report to be published in July 2022)

This item of business was presented by the Head of Assets.

The Director's report outlined the background and key issues in connection with the Blaris Road Car Park project and the associated tender exercise.

A copy of the tender report for the Blaris Road Car Park project had been furnished to the Committee.

It was proposed by Councillor Jenny Palmer, seconded by Councillor C McCreedy, and agreed to recommend that:

- a) the award of the tender for the construction of the Blaris Road Car Park, including the project update report, be noted,
- b) the initial proposed summer and winter opening times of the car park as detailed in the report, be approved, and

### 6.3 Tender Report for Blaris Car Park and Update (Cont'd)

- c) any alteration to opening and closing times to be delegated to Council Officers in consultation with local residents.

### 6.4 Annual Tender Report for award of Play Park Repairs and Supply of Electrical Goods Call-Off Contracts

(Report to be published following award of contract in July 2022)

This item of business was presented by the Head of Assets.

Councillor S Mulholland left the meeting and returned (9.07 pm) during consideration of this item of business.

The Director's report outlined the background and key issues in connection with the Annual Tender exercises for the award of Play Park Repairs and also the award of supply of Electrical Goods, both of which were Call-Off Contracts.

A copy of both the above-mentioned tender reports had been furnished to the Committee.

It was proposed by Councillor Jenny Palmer, seconded by Alderman A G Ewart, and agreed to recommend that:

- a) the award of the tenders to those contractors and suppliers for the call-off of services for Play Area Repairs and Supply of Electrical Goods as required as detailed within the tender reports be approved, and
- b) the tenders are referred for signing and sealing by the Council as required by the Council's standing orders.

### Resumption of Normal Business

It was proposed by the Deputy Mayor, Councillor T Mitchell, seconded by the Vice Chairperson, Councillor H Legge, and agreed to come out of Committee and normal business was resumed. The livestream was re-commenced at 9.10 pm.

## 7. Any Other Business

### 7.1 Thanks and Appreciation Chairperson, Alderman A Grehan

The Chairperson, Alderman A Grehan, this being the last meeting in her role as Chairperson of the Development Committee, wished to express a number of sentiments of thanks and appreciation to the Committee Members, past Chairmen, and also to Council Officers.

### 7.1 Thanks and Appreciation (Cont'd) Chairperson, Alderman A Grehan

Alderman Grehan at the outset put on record her sincere thanks to the Members of the Development Committee for their support and patience during the past year, and also for the scrutiny that all Members had provided during that time. She also expressed her thanks and appreciation to her Alliance Party colleagues on the Development Committee.

Alderman Grehan acknowledged the particular difficulties for the Committee during the year due to the Covid-19 pandemic and referred to specific projects under the Covid-19 Recovery and Revitalisation projects. Alderman Grehan expressed thanks to the team in Economic Development, under the leadership of the Head of Economic Development, for their dedication which required flexibility and adaptability as a result of the necessary changes due to the ongoing pandemic, and for their huge efforts in attracting new monies for various projects from the relevant Government Departments.

Alderman Grehan having commended the efforts of Officers across the Service Transformation Directorate in progressing various projects during the year, highlighted and elaborated on the many major projects that had been progressed.

Alderman Grehan also indicated that this year had been a particularly busy year which had been affected by a number of key staff having left the Council's employ.

Alderman Grehan wished also to thank the Vice Chairperson, Councillor H Legge, for her support and commitment during the past year and stated that they had both learned a lot during their time in office working closely with Council Officers.

Alderman Grehan also thanked the staff in the Member Services Unit for their help and support throughout the year, particularly in regard to the new digital technology.

In concluding, Alderman Grehan, wished to pay a personal thanks to the Director of Service Transformation for his support during the year. Alderman Grehan commended the leadership demonstrated by the Director of Service Transformation whose commitment to the ratepayers and businesses was exceptional.

### 7.2 Thanks and Appreciation Vice Chairperson, Councillor H Legge

The Vice Chairperson, Councillor H Legge, expressed thanks to the Director of Service Transformation, Heads of Service and Council Officers for the support they had provided to her in her role as Vice Chairperson during the past year. Councillor Legge also thanked the Members of the Committee for their support during the year.

Councillor Legge expressed appreciation on having been involved in the many Development projects and initiatives in her role as Vice Chairperson, and welcomed the opportunity to visit many businesses during the past year.

7.2 Thanks and Appreciation (Cont'd)  
Vice Chairperson, Councillor H Legge

In concluding, Councillor Legge paid tribute to the work of the Chairperson, Alderman A Grehan, for the professional and efficient manner in which she had carried out her duties during an interesting and productive term of office.

7.3 Sentiments of Thanks and Best Wishes to the Chairperson and the Vice Chairperson

A number of Committee Members on behalf of their respective political parties conveyed thanks and appreciation to the Chairperson, Alderman A Grehan, and the Vice Chairperson, Councillor H Legge, during their term of office (Aldermen D Drysdale and A G Ewart, Councillors J Gallen, M Guy, G McCleave and Jenny Palmer). Members also expressed thanks to the Director of Service Transformation, Head of Service and Council Officers for their efforts during the year.

Councillor Guy wished to put on record the efforts of the former Councillor D Honeyford during his time on the Development Committee, David Honeyford having been elected to the Assembly the previous month. Councillor Guy stated that she was delighted that Councillor S Mulholland had filled the vacant Alliance position on the Development Committee.

7.4 Refurbishment of Hillsborough Toilet Block  
Councillor Jenny Palmer

At the request of Councillor Jenny Palmer the Director of Service Transformation provided a verbal update on the refurbishment of Hillsborough toilet block, it being noted that the toilet block was scheduled to open the following morning. The Director paid tribute to the efforts of the Head of Assets and his team in ensuring the refurbishment of the Hillsborough toilet block was completed in a timely manner.

The Chairperson, Alderman A Grehan, thanked Members for their attendance and there being no other business the meeting was terminated at 9.31 pm.

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Chairperson

## LISBURN & CASTLEREAGH CITY COUNCIL

### Minutes of the Meeting of the Leisure and Community Development Committee held in the Island Civic Centre, The Island, Lisburn, and remotely, on Tuesday 7th June 2022 at 6:00pm

<b><u>PRESENT:</u></b>	Councillor A McIntyre (Chairman)
	The Right Worshipful the Mayor, Councillor S Carson
	Aldermen A Grehan and J Tinsley
	Councillors R T Beckett, D J Craig, J Lavery BEM, H Legge, S Mulholland, Jenny Palmer
<b><u>PRESENT IN A REMOTE LOCATION:</u></b>	Deputy Mayor, Councillor M Guy
	Alderman S Martin
	Councillors N Anderson, R Carlin, T Mitchell and S Skillen
<b><u>IN ATTENDANCE:</u></b>	<u>Lisburn &amp; Castlereagh City Council</u> Director of Leisure and Community Wellbeing Head of Communities Head of Parks and Amenities Head of Sports Services Member Services Officers (BF & EW) Technician IT Support

### Commencement of Meeting

A number of Members congratulated the newly-elected Chairman, Councillor A McIntyre, and he paid tribute to Councillor S Skillen for the manner in which she had overseen the Committee's business during her tenure. He reminded attendees that, in accordance with the Council's Standing Orders, unauthorised recording was not permitted. The Director of Community and Leisure Wellbeing read the safety announcement and the Member Services Officer read out the names of the Elected Members and officers in attendance.

#### 1. Apologies

An Apology was reported on behalf of Alderman M Henderson MBE.

#### 2. Declarations of Interest

In respect of item 4.7, Community Bursary Submission, Councillor S Skillen declared non-pecuniary interest in that she was a member of a sub-group of the Ballybeen Improvement Group, which had applied for funding under the scheme.

### 3. Report of the Director of Community and Leisure Wellbeing

#### 3.1 Leisure and Community Wellbeing Department – Performance Report

The Director outlined the principal aspects of the above-mentioned report, together with the details contained within a table of key performance indicators, which gave an overview of the Department's performance to the end of quarter 4 of the financial year 2021/22. The Director reported that eight of the nine key performance indicators had been met during that period, which was notable, given the impact which the pandemic had had on operational efficiency. She pointed out that the Department's performance had demonstrated an adherence to the principles of continuous improvement and then she proceeded to outline the contents of an operational matrix and the key performance indicators for 2022/23.

After discussion, it was proposed by Alderman A Grehan, seconded by Councillor T Mitchell, and agreed that the Committee note:

- the trading accounts covering the period 1st January to 28th February, 2022;
- the outturn of operational metrics/service key performance indicators for Quarter 4;
- the outturn of performance improvement key indicators for Quarter 4;
- the Directorate Risk Dashboard.

In addition, the Committee approved the operational metrics/service key performance indicators for 2022/23.

### 4. Report of the Head of Communities

#### 4.1 DEA Investment Plan 2022/23 – DIY Community Fund

The Head of Communities reported that the Council's District Electoral Area (DEA) Investment Programme 2022/23 included provision for the development of a DIY Community Fund, which would have an indicative budget of £30,000, with a maximum grant of £1,000 per successful application. She outlined the aims and objectives, together with the guidance notes and essential criteria relating to the programme, which would be open for applications from constituted community groups and voluntary organisations within the Council's seven DEAs.

The Committee was informed that the DIY Community Fund would be established to support general improvements to existing community facilities, enhance income opportunities to make the facility more user-friendly to the local community. It was noted that only facilities which were not Council-owned would be eligible for support, and that the scheme would open for applications during the summer months, with a closing date in early-September.

The Head of Communities outlined the measures that would be taken, such as the hosting of information sessions, to assist groups in submitting applications, and outlined how the scheme would be publicised across the DEAs. She indicated that, with regard to groups which operated currently from within leased properties, should such groups obtain the permission of the leaseholder and demonstrate sufficient community-based use of the premises, it was anticipated that applications from these groups could be considered within the criteria for funding.

#### 4.1 DEA Investment Plan 2022/23 – DIY Community Fund (Cont'd)

In response to further questions relating to the eligibility of newly-established groups to apply, that being, those which had been operational for less than one-year, the Director indicated that the funding criteria would concur with existing grant aid streams, such as the Community Support Grant Aid. However, she outlined the range of support measures which were available to assist groups who would not yet be eligible to apply and undertook to signpost Members should they raise a query in this regard.

After discussion, it was proposed by Councillor Jenny Palmer, seconded by Alderman A Grehan, and agreed that the Committee endorse the contents of the report, together with the associated timescale for the delivery of the DIY Community Fund. In addition, it was noted that a report in relation to the outcome of the application process would be submitted to the Committee in due course.

#### 4.2 Queen's Platinum Jubilee – Working Group Minutes

The Committee noted the contents of the minutes of the meeting of the Queen's Platinum Jubilee Working Group, which was held on 27th April.

Arising from discussion, the Chairman, together with several Members, including Councillor H Legge as Chairman of the Working Group, placed on the record their appreciation to officers on the success of the recent programme of events to mark the Queen's Platinum Jubilee.

#### 4.3 Good Relations Project Fund 2022/23

The Committee was reminded that, at its meeting on 1st March, it had approved the Good Relations Action Plan for 2022/23, which included provision for a £30,000 Good Relations Project Fund, 75% of which would be funded by the Executive Office. She reported that, in response to an open call, 15 applications had been submitted for support, 14 of which had been deemed eligible for assistance. The total amount requested, she reported, had exceeded the budget and, in order to keep the fund within budget, she recommended that all applications be funded, based on their weighted score after assessment, with a reduction of 8% applied to each grant recipient.

It was proposed by Councillor Jenny Palmer, seconded by Councillor H Legge, and agreed that the Committee approve the allocation of funding in accordance with the recommendation of the Head of Communities.

#### 4.4 DEA Investment Plan 2022/23 – 'Connecting You' Programme

The Head of Communities informed the Committee that the 'Connecting You' Programme had been extended for 2022/23. She reported that in 2021/22 the programme had succeeded in providing 80 devices and/or data bundles to eligible applicants who had demonstrated that they were digitally excluded either through access to a device or internet connection. The current programme would have a financial commitment of £27,500 to be divided across the Council's seven DEAs. She outlined the three key elements of the programme, together with its key aims, objectives and proposed outcomes.

#### 4.4 DEA Investment Plan 2022/23 – ‘Connecting You’ Programme (Cont’d)

It was proposed by Councillor Jenny Palmer, seconded by Councillor T Mitchell, and agreed that the Committee approve terms for the programme for 2022/23. It was noted also that officers would investigate the feasibility of re-using redundant Council devices as part of the programme.

#### 4.5 Requests for Seeding Grants

The Committee was advised that requests for Seeding Grant funding for had been received from Lisburn Walking and Wellbeing Group, Ballymacash Community Craft Group and Live Life Wellbeing Centre. The Head of Communities reminded the Committee that Seeding Grants sought to assist newly-established groups to meet running costs, with a maximum amount of £200 available for such purposes.

It was proposed by Alderman A Grehan, seconded by Councillor J Lavery, and agreed that the Committee approve the allocation of £200 to each group under the Seeding Grant fund.

#### 4.6 DEA Investment Plan 2022/23 - Phone Box Environmental Programme

The Head of Communities outlined the aims and objectives of the above-mentioned programme, which sought to transform traditional red telephone boxes across the Council area through community-led environmental enhancements. The ‘Adopt a Kiosk’ scheme had been successful in transforming unused phone boxes and preserving the heritage of the red kiosk, particularly in rural locations. She reported that an initial scoping exercise had identified six phone boxes, that being, at Ballyskeagh Road, Drumbeg; Magheragall Road, Ballinderry; Tullynacross Road, Lisburn; Church Close, Ballyleson; Main Street, Royal Hillsborough and Main Street, Moira. It was noted that a further exercise would be carried out in conjunction with BT to identify additional telephone boxes eligible for adoption.

The Committee was advised of the next steps in the programme, which had a budget of £5,000, would include the provision of community support in identifying and guiding groups through the adoption and transformation process for designated phone boxes.

It was proposed by The Right Worshipful the Mayor, Councillor S Carson, seconded by Councillor N Anderson, and agreed that the Committee approve the report outlining the Council’s involvement in the programme.

#### 4.7 DEA Investment Plan 2022/23 – Community Development Bursary

(Councillor S Skillen, withdrew from the meeting whilst this item was under discussion.)

Further to its decision of 1st March, to approve the above-mentioned bursary, the Committee was informed that two applications had been received in response to an open call, that being, from the Ballybeen Improvement Group and the Resurgam Trust. The Head of Communities reported that both applications had been assessed against a pre-agreed criteria and had been deemed successful. She recommended that each applicant be awarded £1,000 for the purpose of further educational study which would contribute to community development.

#### 4.7 DEA Investment Plan 2022/23 – Community Development Bursary (Cont'd)

It was proposed by Councillor D J Craig, seconded by Councillor Jenny Palmer, and agreed that the Committee adopt the recommendation of the Head of Communities.

#### 4.8 PEACE PLUS Partnership – Appointment of Social Partners

The Committee was reminded that, at its meeting on 1st March, it had agreed the structure, composition and recruitment process for the filling of places on the PEACE PLUS Partnership. The Head of Communities reported that, after an extended recruitment period, a number of places allocated to social partners on the Partnership remained unfilled. She indicated that it would be necessary to extend the recruitment process to ensure that those positions were filled in advance of an inaugural meeting of the Partnership, would take place in late-June.

Accordingly, the Head of Communities sought the Committee's approval to delegate authority to the Chairman and Vice-Chairman, in consultation with the Elected Members on the Partnership, to appoint the social partners at the completion of the extended recruitment process.

It was proposed by Councillor N Anderson, seconded by Councillor Jenny Palmer, and agreed that the Committee note the update provided and delegate authority to appoint the remaining social partners to the Partnership on the terms outlined by the Head of Communities.

### 5. Report of the Head Parks and Amenities

#### 5.1 Carryduff – Community Engagement Survey

The Head of Parks and Amenities spoke to a report which outlined the findings of an engagement exercise which had been conducted to gauge the local community's views in relation to the redevelopment of an area of waste land within Lough Moss Playing Fields. He indicated that the survey had received 329 responses and he gave an overview of the range of suggestions submitted.

The Committee was informed that, after considering the feedback and suggestions, it was being proposed that Phase 1 of the re-development would see the establishment of a community garden with a range of amenities, the delivery of which could, if approved, commence in the autumn of 2022. The Head of Parks and Amenities reported that Phase 2 of the project could see the establishment of a youth activity area, subject to planning approval and a financial appraisal. He added that, should the Committee approve progression to Phase 1, it was anticipated that a process of further community engagement would take place,

After discussion, it was proposed by Deputy Mayor, Councillor M Guy, seconded by Councillor N Anderson, and agreed that the Committee approve the progression to Phase 1 of the project and that officers explore the delivery of Phase 2, with a report to be submitted in due course to detail the costs, financial appraisal and potential funding opportunities to enable progression.

## 5.2 Carryduff Colts Football Club

The Head of Parks and Amenities reminded Members that the Council, at its meeting on 24th May, had delegated authority to the Committee to consider to a request which had been received from Carryduff Colts FC, seeking permission to set aside of relevant Council bye-law to permit a barbeque to take place at a football tournament on 11th and 12th June at the Lough Moss Playing Fields, together with the waiving of the pitch hire fees for the event.

On the proposal of Alderman A Grehan, which was seconded by Councillor R Carlin, the Committee acceded to the request to waive the costs associated for the hire of pitches for the tournament and set aside the relevant bye-law for the purpose outlined.

## 5.3 Request by Lisburn Feile

The Head of Parks and Amenities reported that the above-mentioned request, which related to the use of Wallace Park for a musical event, had been withdrawn from the agenda. It was noted that having ascertained more information, the organiser would be providing musical accompaniment to the Park Run and, as such, would be dealt with as an operational event booking.

Arising from discussion in the matter, the Head of Parks and Amenities noted a number of suggestions for future musical events which might be hosted within the Council's parks and open spaces.

## 6. Report of the Head Sports Services

### 6.1 Junior Belfast Giants Ice Hockey Tournament

The Committee was advised that a request had been received from the Junior Belfast Giants to host an under-13 hockey tournament in June 2023 at Dundonald International Ice Bowl over a two-day period of a date to be determined. The Head of Sports Services explained that the club had requested that fourteen hours' complimentary ice time be granted for this purpose. He outlined the benefits which the event would bring to the Council district and recommended that the Committee approve the complimentary use of the ice rink as outlined.

The Committee, on the proposal of Alderman A Grehan, which was seconded by Councillor N Anderson, agreed to adopt the recommendation of the Head of Sport Services.

### 6.2 Commonwealth Games Northern Ireland – Request for Support

The Committee was advised that an invitation had been received from the above-mentioned organisation to attend a team function at Belfast City Hall on 27th June. It was reported that the correspondence had requested also that the Council consider providing financial support to each team member from within the Council area selected to represent Northern Ireland at the games.

The Head of Sports Services reminded the Committee that the Council had acceded to similar-type requests in the past and that, in 2018, it had donated £750 to each Council-

## 6.2 Commonwealth Games Northern Ireland – Request for Support (Cont'd)

based team member selected to attend that year's games in Queensland, Australia. However, he recommended that, since the 2022 games would take place in Birmingham, an amount of £250 and it was estimated that the total amount would be in the region of £3,750.

It was proposed by Councillor T Beckett, seconded by Alderman A Grehan, and agreed that the Committee approves that a sum of £250 be donated to each team member from the Council area chosen to represent Northern Ireland in 2022. In addition it was agreed that the Chairman and Vice-Chairman (or their nominees) be authorised to attend the function at Belfast City Hall on 27th June.

Arising from discussion, Councillor T Beckett placed on the record his disappointment at the ruling of the International Gymnastics Federation which had precluded Rhys McClenaghan, Eamon Montgomery and Ewan McAteer from participating at the Commonwealth Games, since they had previously represented Ireland. A number of Members concurred with the foregoing comments and expressed their desire that the matter be resolved to enable the gymnasts to represent Northern Ireland.

## 7.0 Confidential Report of the Director of Leisure & Community Wellbeing

The Chairman advised that the reasons for confidentiality were by virtue of the Local Government Act (2014) Northern Ireland, specifically for the reasons as set out in the agenda.

“In Committee”

It was proposed by The Right Worshipful The Mayor, Alderman S Martin, seconded by Councillor D J Craig, and agreed that the confidential report of the Director of Leisure and Community Wellbeing be considered “in committee” in the absence of members of the press and public.

### 7.1 Sam McBratney Public Art and Literature Trail – Draft Licence Agreement (Report to remain confidential)

The Committee was reminded that, at its meeting on 7th November 2021, it had been advised that the Council had been successful in a funding bid to Tourism NI to establish a public art and literature trail in Lisburn, based on Sam McBratney's children's book 'Guess How Much I Love You!' The Head of Communities outlined the main aspects of a draft licence agreement which had been drawn up to enable the walking tour to be progressed and implemented and sought the Committee's approval for the document.

The Committee approved the document as submitted.

### 7.2 Twilight Night by Fairy Light – Review of Event and Proposals for 2022 (Report to be made available following ratification after Council meeting in June)

The Head of Communities outlined a number of proposed changes to the Twilight Night by Fairy Light event which had traditionally taken place at the end of October in Wallace Park.

## 7.2 Twilight Night by Fairy Light – Review of Event and Proposals for 2022 (Cont'd)

After discussion, during which The Head of Communities responded to a range of Members' questions, it was proposed by Councillor D J Craig, seconded by Councillor T Beckett and agreed that the Committee adopt the proposals in respect of the event for 2022.

## 7.3 Lock and Unlock Tender

(Report to be made available following ratification after Council meeting in June)

It was proposed by Councillor H Legge, seconded by Councillor J Palmer, and agreed that the Committee note the outcome and award of contract in respect of the above-mentioned tendering exercise.

## 7.4 Procurement and Two Tracked 360 Degree Excavators

(Report to be made available following ratification at Council meeting on in June)

It was proposed by Councillor T Mitchell, seconded by Councillor A Gowan, and agreed that the Committee note the outcome and award of contract in respect of the above-mentioned tendering exercise.

## 7.5 Sports Services Catering Contract

(Report to be made available following Council meeting in June)

It was moved by Councillor S Skillen, seconded by Alderman A Grehan, and agreed that the Committee note the outcome of the tendering exercises in respect of the above mentioned contract. It was agreed also that the Chairman and the Vice-Chairman be granted delegated authority during the summer recess to endorse the award of the remaining lots within the contract and any related matters.

## 7.6 Lisburn Classic Fire Engine (raised under AOB in confidential)

In response to a query from Councillor Jenny Palmer, the Director undertook to explore a number of options regarding the future maintenance and upkeep of the classic fire engine which was currently located within the Lisburn Museum.

### "Resumption of Normal Business"

It was proposed by Councillor T Mitchell, seconded by Councillor D J Craig, and agreed to come out of Committee and normal business be resumed.

## 8. Any Other Business

### 8.1 Provision of Infrastructure Support

The Committee agreed that the Head of Parks and Amenities be authorised to provide infrastructure support at the following events:

- at the request of Councillor Jenny Palmer, the provision of portable toilet facilities outside Lisnagarvey High School to coincide with the Royal Black Institution demonstration on Saturday 27<sup>th</sup> August; and

### 8.1 Provision of Infrastructure Support (Cont'd)

- at the request of Councillor H Legge, on behalf of Alderman James Baird, the provision of infrastructure support at the Drumbo and Temple vintage runs on 14<sup>th</sup> and 28<sup>th</sup> July respectively.

In addition, in a response to a query from Councillor D J Craig, the Head of Parks and Amenities undertook to examine the removal of a pole at Milltown shops which was formerly the location of a CCTV camera which had been erected by the Council.

There being no further business, the meeting ended at 7:02pm.

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Chairman

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**LISBURN & CASTLEREAGH CITY COUNCIL****Minutes Meeting of the Corporate Services Committee held remotely and in the Council Chamber, Island Civic Centre, The Island, Lisburn on Wednesday 8<sup>th</sup> June 2022 at 6.00 pm.****PRESENT IN COUNCIL CHAMBER (COMMITTEE):**

Councillor S Hughes (Chairman)

Councillor U Mackin (Vice Chairman)

The Right Worshipful The Mayor  
Councillor S Carson

Aldermen A Ewart MBE, O Gawith, S Martin, P Porter and J Tinsley

Councillors J Lavery BEM and The Hon N Trimble

**PRESENT IN A REMOTE LOCATION (COMMITTEE):**

Councillors R Carlin, S Lowry and J McCarthy

**OTHER MEMBERS OF COUNCIL PRESENT IN COUNCIL CHAMBER**

Councillor A Swan

**OTHER MEMBERS OF COUNCIL PRESENT IN A REMOTE LOCATION**

Councillor A Gowan

**IN ATTENDANCE IN COUNCIL CHAMBER:**Chief Executive  
Director of Finance & Corporate Services  
Director of Service Transformation  
Director of Leisure & Community Wellbeing  
Head of Corporate Communications & Administration  
Head of Human Resources & Organisation Development  
Head of Finance  
Head of Assets  
Equality Officer  
Acting PCSP/Member Services Manager  
IT Officer  
Events Technician  
Member Services Officer**IN ATTENDANCE IN A REMOTE LOCATION:**Head of Service (Parks & Amenities)  
Portfolio Manager

### Commencement of Meeting

The Chairman, Councillor S Hughes, welcomed everyone to the meeting, this being the first meeting of the new Committee following the Council's Annual Meeting the previous day, and advised that the meeting was being live-streamed to enable members of the public to both hear and see the proceedings.

The names of those Elected Members who were in attendance at the meeting, both in person and on a remote basis, were read out by the Acting PCSP/Member Services Manager.

The Chairman stated that, although the meeting was being live-streamed, unauthorised recording was not permitted, as per 8.5 of the Council's Standing Orders. The Chairman also reminded everyone to ensure that mobile phones were turned off or on silent mode for the duration of the meeting.

The Director of Finance & Corporate Services proceeded to outline the evacuation procedures in the case of an emergency.

Alderman S P Porter entered the meeting during the emergency evacuation announcement (6.02 pm).

The Chairman then asked that any Member entering or leaving the meeting alert the Member Services Officer accordingly so that this might be accurately reflected in the minutes.

#### 1. Apologies

Apologies for non-attendance at the meeting were accepted and recorded on behalf of Alderman M Henderson MBE, Councillors A P Ewing and T Mitchell.

#### 2. Declarations of Interest

The Chairman invited Members to declare any interests they might have in relation to the business of the meeting and reminded them of the requirement that they complete Declaration of Interest forms in this regard which had been provided with the papers for the meeting and which were also available in the Chamber.

There were no declarations of interest declared at the meeting.

The Right Worshipful the Mayor entered the meeting at 6.06 pm.

### 3. Report of the Director of Finance & Corporate Services

#### 3.1 Finance & Corporate Services Performance Report

The report by the Director of Finance & Corporate Services outlined the background and key issues in relation to the quarterly reports in respect of performance and budgets for the Finance & Corporate Services Directorate.

The Committee had been furnished with a copy of the undernoted documents:

- a) the Finance & Corporate Services Trading Accounts for Q4 (P10 and P11)
- b) operational metrics/service KPIs for Q4 (January to March 22)
- c) proposed operational Metrics/Service KPIs for 2022/2023, and
- d) Directorate Risk Dashboard

It was noted that Period 12 Trading Account figures were not available currently due to the ongoing financial year-end work and that the draft accounts will be presented to the Governance and Audit Committee on 23rd June 2022.

It was proposed by Alderman J Tinsley, seconded by Alderman A G Ewart, and agreed to recommend that:

- a) the content of the reports at a), b) and d) above, be noted, and
- b) the proposed operational Metrics/Service KPIs for 2022/2023 be approved.

#### 3.2 Proposal to Lease Part of Antrim Street Car Park to Facilitate Opening of New Business

The Director of Service Transformation presented this item of business.

The Committee considered a report by the Head of Assets outlining the background and key issues in connection with a proposal to lease part of Antrim Street Car Park to facilitate the opening of a new business.

A discussion ensued during which the Director responded to questions and comments from Members in relation to key issues arising from the report.

Following discussion it was proposed by the Vice Chairman, Councillor U Mackin, seconded by Alderman S P Porter and agreed that:

- a) the report on the proposed lease of part of Antrim Street car park be withdrawn from the agenda, and
- b) a revised report on this matter, which would take account of the issues raised, be brought back to the Committee at a future meeting with a recommendation thereon.

The Head of Assets left the meeting at 6.21 pm.

#### 4. Report of Head of Corporate Communications & Administration

##### 4.1 Annual Battle of the Somme Remembrance Parade and Service, Knockagh War Memorial, Carrickfergus – Sunday 26 June, 2022

The Head of Corporate Communications and Administration reported that the Council was due to receive its annual invitation from Mid & East Antrim Borough Council inviting Members to their annual Battle of the Somme Remembrance Parade and Service at Knockagh War Memorial, Carrickfergus.

It was proposed by Alderman O Gawith, seconded by Alderman S P Porter, and agreed to recommend that:

- a) the attendance of any Member, who so wished, at the annual Somme Remembrance Parade & Service at Knockagh War Memorial on Sunday, 26<sup>th</sup> June 2022 be approved,
- b) approval be granted for any Members' attendance at any future such Somme Remembrance events at Knockagh War Memorial,
- c) Members' robes be worn at this event, including future events,
- d) The Right Worshipful the Mayor lay a wreath on behalf of the Council,
- e) any Member attending should notify Members Services accordingly, and
- f) Members make their own way to Knockagh War Memorial.

##### 4.2 Request for Financial Assistance: The Wallace High School – First Lego League World Championships

The Committee had been provided with a copy of correspondence from The Wallace High School, Lisburn, seeking financial assistance in the form of sponsorship to raise funds for a school trip to the Lego League World Championships event. This request had been considered under the Policy on Requests for Financial Assistance which had been appended to the report for reference purposes.

It was agreed to recommend, on a proposal by Alderman A G Ewart, seconded by Councillor N Trimble, that as the above-mentioned request had failed to meet the criteria of the policy, the request be declined.

##### 4.3 National Association of Councillors (NAC)

The Committee was reminded that notification had been received previously from the National Association of Councillors (NAC) of the current list of scheduled conferences. It was noted that all of the scheduled conferences, with the exception of the Regional AGM & Conference in Nottingham from 23<sup>rd</sup>-25<sup>th</sup> September, 2022, had been reported to the Committee at its meeting

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#### 4.3 National Association of Councillors (NAC) (Cont'd)

in March 2022 when the attendance by NAC (NI Region) Members had been approved.

It was proposed by Councillor J Laverty, seconded by Councillor N Trimble and agreed to recommend that:

- a) the attendance of any NAC (NI Region) Member at the Regional AGM & Conference in Nottingham on 23<sup>rd</sup>-25<sup>th</sup> September 2022 be approved, the Council being responsible for the payment of Members' approved expenses thereon,
- b) in anticipation of receipt of the 2023 schedule of NAC events and conferences, the attendance of any NAC Member at any of those events/conferences which would take place during the current Council mandate be approved, the Council being responsible for the payment of Members' approved expenses thereon, and
- c) details of the 2023 events/conferences beyond the current Council mandate be reported to the first meeting of the Corporate Services Committee after the 2023 Local Government Elections and the Council's Annual Meeting in order that the necessary permissions be obtained for the Council's nominees to the NAC (NI Region) and its Executive Committee.

It was also agreed, at the request of Councillor N Trimble, that the attendance of Councillor S Lee, who was not one of the Council's eight NAC representatives, at the NAC Conference in Southport on 24<sup>th</sup>-26<sup>th</sup> June 2022 be approved. It was noted that there was not a full delegation of NAC representatives attending on this occasion.

#### 4.4 Policy on Memorials and Commemorative Spaces

The Committee considered a report outlining the background and key issues in connection with a new policy on memorials and commemorative spaces which had been developed to replace three existing policies, details of which were set out in the report.

A copy of the new policy had been furnished to the Committee together with the related Equality Screening and Rural Needs Assessment documents.

Comments were noted from a Member who requested that any amendments or revisions to documents be highlighted by some other means rather than being highlighted by a different colour of type print. The Member also stated he had provided comment to the Officer prior to the meeting in relation to memorials not listed.

Another Member made reference to the need to retain, as far as possible, the ability to list names on the Garden of Reflection.

#### 4.4 Policy on Memorials and Commemorative Spaces (Cont'd)

The Head of Corporate Communications and Administration responded to comments from a Member in connection with:

- a) the importance of all Council's memorials being listed in the new policy, it being noted that the memorial to those who have lost their lives through suicide and COVID were not listed. The Officer confirmed they could be listed in an appendix.
- b) the proposals outlined at paragraph 3.5.4 in the draft policy which referred to the introduction of an online book of memories at the point when there was no further space for names to be added to the three benches. It was suggested that a feasibility study be carried out at some point in the future in respect of some other structure being erected, such as a wall, which could accommodate the inscription of names in the future.

At this point Councillor J Laverty advised the Committee that he had been approached by a bereaved family recently and who had expressed their grateful thanks to the Council whose child's name had been engraved on one of the benches in the Garden of Reflection. The family in question had asked that their grateful thanks be conveyed to the Council.

It was proposed by the Vice Chairman, Councillor U Mackin, seconded by Alderman P Porter, and agreed to recommend that the draft policy on Memorials and Commemorative Places be approved, subject to the following amendments:

- a) an appendix be added to list all Council memorials including the recently agreed initiatives related to families affected by suicide and those who had lost their lives during the COVID-19 pandemic,
- b) paragraph 3.5.4 being removed, and
- c) Officers consider in the future how best to create additional space for more names to be added in the Garden of Reflection in future.

The Chairman, Councillor S Hughes, recognised the efforts of all the Officers involved in developing the policy on Memorials and Commemorative Spaces.

The Head of Service (Parks and Amenities) left the meeting.

#### 4.5 Request for Financial Assistance – Support for NI Children's Hospice

The Committee had been provided with a copy of correspondence from a young person raising funds for the Northern Ireland Children's Hospice which set out sponsorship options for a Gala Ball to mark the NI Children's Hospice's 21 years of providing Northern Ireland with specialised care for children with life limiting and life threatening conditions. This event was taking place on Saturday, 29<sup>th</sup> October 2022 at the Titanic Exhibition Centre in Belfast.

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#### 4.5 Request for Financial Assistance – Support for NI Children’s Hospice (Cont’d)

This request had been considered under the Policy on Requests for Financial Assistance a copy of which had been appended to the report for reference purposes.

It was proposed by Alderman S P Porter, seconded by Alderman A G Ewart, and agreed to recommend that:

- a) as the above-mentioned request failed to meet the criteria of the policy, it be considered as having an exceptional factor,
- b) the request for financial assistance be acceded to on this occasion, and
- c) the Council takes a table of 10 at the above-mentioned Gala Ball at a cost of £1,000.

### 5. Report of Head of Finance

#### 5.1 Northern Ireland Local Government Association (NILGA)

The Head of Finance reminded the Committee that at its meeting on 16<sup>th</sup> May 2022 the Committee had agreed that the annual payment to NILGA be processed and a letter be furnished to NILGA requesting the following information:

- NILGA’s future plans and in particular those sections in relation to “Planning for the Future” and “Elected Member Development,”
- the basis of cost calculations for Lisburn & Castlereagh City Council’s contribution to NILGA.

It was noted that a response from NILGA had been received the previous day. The Head of Finance provided the Committee with a verbal update on the cost of calculation and advised that information in relation to NILGA’s future plans was to be approved by the NILGA Executive Board and would be circulated once approved.

Members had been provided with copy of a letter from the Chief Executive of NILGA dated 27<sup>th</sup> May 2022 providing clarification on the issues raised by the Committee at its meeting on 16<sup>th</sup> April 2022, in regard to the Council’s annual contribution to Local Government Staff Commission (LGSC).

It was proposed by Councillor N Trimble, seconded by Alderman O Gawith, and agreed to recommend that:

5.1 Northern Ireland Local Government Association (NILGA) (Cont'd)

- a) the Head of Service's verbal update on the NILGA matters be noted,
- b) the content of the correspondence from NILGA on the LGSC matters be noted, and
- c) the Council's contribution of £31,359 (excluding VAT) to LGSC for the 2022/2023 financial year be processed for payment.

6. Report by the Head of Human Resources & Organisation Development

6.1 Draft Annual Progress Report on Equality, Good Relations and Disability Duties 2021/2022

The Committee considered a report outlining the background and key issues in connection with the Draft Annual Progress Report on Equality, Good Relations and disability Duties. A copy of the draft Progress Report had been furnished to the Committee together with a copy of the Equality Commission's response to the Council's Progress Report for 2020/2021.

The report set out the key achievements by the Council in relation to its Equality, Good Relations and Disability Discrimination duties, a number of which were highlighted by the Head of Service.

The Chairman, Councillor S Hughes, expressed thanks to the Equality Officer for the significant amount of work that had gone into preparing this draft Annual Report.

At the request of a Member the Equality Officer commented on two key areas of the Equality Commission's Feedback paper.

It was proposed by Alderman O Gawith, seconded by Councillor N Trimble, and agreed to recommend that:

- a) the content of the draft Annual Progress Report on Equality, Good Relations and Disability Discrimination Duties for 2021/2022 be approved and submitted to the Equality Commission for Northern Ireland by the stipulated closing date of 31 August 2022, and
- b) the content of the Equality Commission's Feedback paper in respect of the Council's Annual Progress Report for 2020/2021 be noted.

6.2 Workforce Reports

The Committee considered reports on the undernoted topics in relation to Council staff across all Departments, the contents of which were noted:

## 6.2 Workforce Reports (Cont'd)

- Attendance Management
- Workforce
- Recruitment

The Head of Service drew Members' attention to the different format of the Recruitment report.

## 6.3 Elected Member Development Steering Group

The Committee noted the content of a report and action notes arising from the meeting of the Elected Member Development Steering Group (EMDSG) held on 18<sup>th</sup> May 2022.

The Head of Service advised that the actions, as recorded, would progress through the EMDSG, working towards the Charter Plus standard for Elected Member Development.

The Head of Service also highlighted to the Committee that:

- a) a number of Personal Development plans from Members remained outstanding, and that these would be followed up with the relevant Members, and
- b) a nine-month training schedule for Members would be issued within the next two weeks.

The Equality Officer left the meeting (6.52 pm).

## 7. Agenda Item Brought Forward Any Other Business

As the remainder of the business before the meeting was of a confidential nature, the Chairman sought agreement to bring forward Item 8 of the agenda – Any Other Business – so that items of a non-confidential nature might be raised when the Committee was in Live Stream. This was agreed.

### 7.1 Freedom of the City Event – The Gettys

The Head of Corporate Communications and Administration informed the Committee that the Council had received a communication recently from the Gettys respectfully requesting that their Freedom of the City event due to take place on 16<sup>th</sup> June be postponed and that a new date be sought in May/June 2023.

The Chairman, Councillor S Hughes, thanked Officers for their efforts to date in connection with the organisation of this postponed event.

8. Confidential Report from Director of Finance & Corporate Services

The reasons for confidentiality were as set out in the agenda, ie:-

8.1 Financial Position

(Confidential for reason of information (i) relating to the financial or business affairs of any particular person (including the Council holding that information) and (ii) any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a Government Department and employees of, or office holders under, the Council.)

Report to be redacted following Council ratification on 28th June 2022.

8.2 Community Investment Fund - Phase II Pilot Extension

(Confidential for reason of information (i) relating to the financial or business affairs of any particular person (including the Council holding that information))

Report to be redacted following Council ratification on 28<sup>th</sup> June 2022.

8.3 DEA Local Investment Programme – Quarter 1 Report

(Confidential for reason of information relating to (i) the financial or business affairs of any particular person (including the Council holding that information))

Report to be redacted in September 2022.

8.4 Uniform Contract – Financial Appraisal

(Confidential for reason of information (i) relating to the financial or business affairs of any particular person (including the Council holding that information))

Report to be redacted when the contract commences.

8.5 Provision of Catering for Lagan Valley Island

(Confidential for reason of information (i) relating to the financial or business affairs of any particular person (including the Council holding that information))

Report to be redacted when contract commences.

8.6 Trade Unions and Pay Matters

(Confidential for reason of information (i) relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a Government Department and employees of, or office holders under, the Council.)

Report will never become unrestricted.

Reasons for confidentiality (Cont'd)

8.7 Digital LCCC: Local Area Network (LAN) Hardware Upgrade  
(Confidential for reason of information (i) relating to the financial or business affairs of any particular person (including the Council holding that information).)

Report to be published in December 2022 (or when new contract is in place).

8.8 Efficiency Review Steering Group  
(Confidential for reason of information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a Government Department and employees of, or office holders under, the Council.)

Report will never become unrestricted.

### In Committee

It was proposed by Councillor N Trimble, seconded by Alderman A G Ewart and agreed that the confidential business be considered "in Committee". The live-stream was paused at this stage in proceedings (6.54 pm).

#### 8.1 2022/2023 Financial Position

Presented by the Head of Finance.

The Committee considered a report prepared by the Head of Finance outlining the background to and key issues in connection with the 2022/2023 Financial Position.

The Head of Finance responded to a number of questions from the Committee and elaborated on a number of key issues arising from the report. The Director of Leisure & Community Wellbeing also addressed the Committee.

It was proposed by Councillor N Trimble, seconded by Councillor J Lavery, and agreed to recommend that the transfer of any balance within the earmarked fund to the capital fund, as detailed in the report, be approved.

The Portfolio Manager joined the meeting via Zoom at 6.59 pm.

#### 8.2 Community Investment Fund – Phase II Pilot Extension

Presented by the Director of Leisure & Community Wellbeing.

The Director of Leisure & Community Wellbeing outlined the proposals for the Community Investment Fund – Phase II Pilot extension.

The Director of Finance & Corporate Services and the Chief Executive also addressed the Committee.

## 8.2 Community Investment Fund – Phase II Pilot Extension (Cont'd)

It was proposed by Alderman J Tinsley, seconded by Councillor J Laverty, and agreed to recommend that:

- a) formal Letters of Offer be issued, as outlined in the report, subject to the return of a revised project delivery plan and community engagement plan, to commence the pilot scheme in September 2022,
- b) the two organisations, as outlined in the report, become the Council's partner projects under the Community Investment Fund Phase II Pilot, the total match funding offering having been set out in the report, and
- c) a process be incepted for the remaining applicants to provide feedback and support on a one-to-one basis in advance of the rollout of the wider Community Investment Fund.

## 8.3 DEA Local Investment Programme – Quarter 1 Report

Presented by the Director of Leisure & Community Wellbeing.

The Director outlined in detail the update for Quarter 1 of the DEA Local Investment Programme 2022-2023 and also on the progress of the DEA Investment Programme 2021-2022, as set out in the documents appended to the report.

It was proposed by Alderman A G Ewart, seconded by Alderman O Gawith, and agreed to recommend that:

- a) the updates on the DEA Local Investment Programme 2022-2023 and the DEA Local Investment Programme 2021-2022 be noted, and
- b) the actions taken to progress all the projects accordingly be approved

## 8.4 Uniform Contract – Financial Appraisal

Presented by Head of Corporate Communications and Administration

The Committee considered a report outlining the background and key issues in connection with the Uniform Contract Financial Appraisal.

A copy of the Preliminary Expenditure Application, the Financial Appraisal and the Equality Screening document in connection with the procurement of a Uniform Contract had been furnished to the Committee.

It was proposed by Alderman S P Porter, seconded by The Right Worshipful the Mayor, Councillor S Carson, and agreed to recommend that:

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#### 8.4 Uniform Contract – Financial Appraisal (Cont'd)

- a) the Uniform Contract financial appraisal and related documents, be approved, and
- b) a new procurement exercise for the provision of staff uniforms be commenced, in line with the existing policy.

#### 8.5 Provision of Catering for Lagan Valley Island

Presented by Head of Corporate Communications and Administration

The Committee considered a report outlining the background and key issues in connection with the provision of catering at Lagan Valley Island. A number of documents had been appended to the report, including the Preliminary Expenditure Application and the Financial Appraisal/Business Case.

It was proposed by Alderman A G Ewart, seconded by Councillor N Trimble, and agreed to recommend that:

- a) the Preliminary Expenditure Application and the Financial Appraisal/Business Case, be approved,
- b) option 2, as recommended in the Business Case, be agreed,
- c) delegated authority be granted to the Chairman and Vice Chairman of the Committee over the summer period to enable the team to progress the procurement and award process and any potential negotiations that may be required.

#### 8.6 Trade Union and Pay Matters

Presented by the Head of Human Resources and Organisation Development

Alderman J Tinsley left the meeting during the Head of Service's presentation of her report (7.38 pm).

The Head of Service's report outlined a number of issues in connection with Trade Union and pay matters.

A Member expressed thanks to the Council's senior Officers and the Union Officials for the manner in which they had conducted themselves in dealing with these matters and requested that the Head of Service convey these sentiments to the appropriate individuals.

Councillor N Trimble left the meeting at 7.45 pm.

It was proposed by Councillor J Laverty, seconded by Alderman O Gawith, and agreed that the recommendations of the Head of Service, as set out in the report, be approved.

Councillor N Trimble returned to the meeting at 7.49 pm.

### 8.7 Digital LCCC: Local Area Network (LAN) Hardware Upgrade

Presented by the Director of Service Transformation, assisted by the Portfolio Manager.

The Committee considered a report by the Director of Service Transformation outlining the background and key issues in connection with the Local Area Network Upgrade. A number of related documents had been appended to the Director's report, including the PIRSOC and the Business Case in respect of the Digital Council – LAN Upgrade initiative.

The Director responded to a number of comments and questions from the Committee.

It was proposed by Alderman O Gawith, seconded by Councillor N Trimble, and agreed to recommend that:

- a) the PIRSOC and Business Case, as circulated, be approved, and
- b) option 4 as outlined in the Business Case be progressed in order to realise enhanced resilience and cyber security, as well as connectivity for Council IT systems and infrastructure.

The Director advised that the above recommendations were subject to consideration by the Capital Projects Committee.

At this juncture the Chairman, Councillor S Hughes, asked that all Officers with the exception of the Chief Executive, the Director of Finance & Corporate Services and the Head of Human Resources & Organisation Development leave the Council Chamber for the duration of consideration of the next item of confidential business.

The following Officers left the meeting at 8.15 pm and returned at 8.37 pm:

- Director of Leisure & Community Wellbeing
- Director of Service Transformation
- Head of Finance
- Head of Service (Parks & Amenities)
- Acting PCSP/Member Services Manager
- Member Services Officer
- Technician
- IT Officer

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### 8.8 Tabled Report – Efficiency Review Steering Group

Presented by the Chief Executive, supported by the Head of Human Resources & Organisation Development.

The Chief Executive outlined the recommendation of the Efficiency Review Steering Group which had met on 27<sup>th</sup> May 2022.

The Chief Executive and the Head of Human Resources & Organisation Development responded to a number of comments and questions by Members.

It was proposed by Alderman O Gawith, seconded by Councillor N Trimble, and agreed that the recommendations of the Chief Executive, as set out in the report, be approved.

### Resumption of Normal Business

It was proposed by Alderman A G Ewart, seconded by the Vice Chairman, Councillor U Mackin, and agreed to come “out of Committee”. Normal business was resumed.

There being no further business, the Meeting concluded at 8.40 pm.

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MAYOR/CHAIRMAN

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**LISBURN & CASTLEREAGH CITY COUNCIL**

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**Minutes of the Remote Meeting of the Governance and Audit Committee held on Thursday, 9 June, 2022 at 6:02 pm****PRESENT IN CHAMBER:**

Alderman D Drysdale (Chairman)

Councillor Jenny Palmer (Vice-Chairperson)

The Right Worshipful the Mayor  
Councillor S Carson

Aldermen J Baird and J Tinsley

Councillors John Palmer and A Swan

**PRESENT IN REMOTE LOCATION:**

Alderman S Martin

Councillors J Gallen, S Lowry and G McCleave

**INDEPENDENT MEMBER:**

Mr E Jardine (present in Chamber)

**IN ATTENDANCE:****In Chamber:**Chief Executive  
Director of Finance and Corporate Services  
Head of Human Resources and Organisation Development  
Performance Improvement Officer  
Risk Officer  
IT Officer  
Technician  
Member Services Officers**In Remote Location:**

Internal Audit Manager

**Northern Ireland Audit Office**

Mr P O'Sullivan (present remotely)

**Commencement of the Meeting**

At the commencement of the meeting, the Chairman, Alderman D Drysdale welcomed those present to the remote meeting of the Governance and Audit Committee, which was being live streamed to enable members of the public to hear and see the proceedings.

At this point, the Member Services Officer read out the names of the Elected Members and Officers in attendance at the meeting.

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The Chairman, Alderman D Drysdale, stated that, whilst the meeting was being live streamed, unauthorised recording was not permitted, as per the Council's Standing Orders. He asked that mobile phones be put on silent or switched off for the duration of the meeting. The Chief Executive outlined the evacuation procedures in the case of an emergency.

The Right Worshipful the Mayor, Councillor S Carson, arrived to the meeting at this point (6.04 pm).

The Chairman welcomed to the meeting Mr Peter O'Sullivan, Northern Ireland Audit Office (NIAO).

1. Apologies

It was agreed to accept apologies for non-attendance at the meeting on behalf of Councillors D J Craig, J McCarthy and C McCready.

2. Declarations of Interest

There were no declarations of interest.

3. Report from the Performance Improvement Officer

3.1 Complaints Report – Quarter 4

Members were provided with, and noted the contents of, a copy of a comparative report taken from the Council's Customer Care System detailing the number of comments, complaints and compliments in Quarter 4 of 2021/22.

3.2 Performance Improvement Objectives, Case Studies & Associated KPIs – 4<sup>th</sup> Quarter Review

Members were provided with a copy of:

- (a) a quarterly monitoring document (covering January – March 2022) on all projects that demonstrated improvement against the 2021/22 Performance Improvement Objectives, including the relevant Performance Improvement KPI. An additional section was included detailing some case studies and customer feedback that had demonstrated improvement during quarter 4; and
- (b) a report from the 'Performance Management System' detailing the Performance Improvement Key Performance Indicators (KPIs) for the period January – March 2022.

Members noted from the report of the Performance Improvement Officer, information in relation to KPI Reference 176.

It was proposed by Councillor A Swan, seconded by Alderman J Baird and agreed to recommend that the reports at (a) and (b) above be approved.

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### 3.3 Consultation Report on the Draft Performance Improvement Objectives 2022/23

Members having been provided with a copy of a Consultation Report on the Draft Performance Improvement Objectives for 2022/23, it was proposed by Councillor John Palmer, seconded by Councillor A Swan and agreed to recommend that this be approved for publication.

### 3.4 Performance Improvement Plan 2022/23

Members having been provided with a copy of the Performance Improvement Plan for 2022/23, as well as a summary version of the Plan, it was proposed by Alderman J Baird, seconded by Councillor Jenny Palmer and agreed to recommend that these be approved.

## 4. Report from the Risk Officer

### 4.1 Corporate Risk Register

The Risk Officer set out in her report, an update in respect of the quarterly review of the Corporate Risk Register. Members were provided with, and noted the contents of, a copy of the Corporate Risk Dashboard. It was further noted that the next two corporate risks, identified at the March meeting of the Committee, that would undergo a deep dive during the 2022/23 financial year would be considered as follows:

- (a) CRR4 Capital Programme – to be considered at the September 2022 meeting of Committee; and
- (b) CRR7 Financial Sustainability – to be considered at the December 2022 meeting of Committee.

## 5. Confidential Business

The matters contained in the confidential report would be dealt with “In Committee” due to containing information relating to the financial or business affairs of any particular person (including the Council holding that information).

### “In Committee”

It was proposed by Alderman J Baird, seconded by Councillor A Swan and agreed that the following matters be considered “in committee”, in the absence of members of the press and public being present. The live-stream was paused at this stage (6.17 pm).

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## 5.1 Report by Internal Audit Manager

The Head of Human Resources and Organisation Development, Performance Improvement Officer and Risk Officer left the meeting (6.18 pm).

### 5.1.1 Internal Audit Progress Report – June 2022 (Report will not be made available)

Members were provided with, and noted the contents of, a copy of an Internal Audit Progress Report – June 2022. This report summarised internal audit work and progress against the Operational Plan since the last meeting of the Committee on 10 March, 2022. A copy of any internal audit reports referred to in the progress report were also provided in full on SharePoint for Members' information.

### 5.1.2 Internal Audit Annual Report (Report will not be made available)

Members were provided with, and noted the contents of, a copy of the Internal Audit Annual Report.

### 5.1.3 Acceptance of the Six Monthly Statements of Assurance for the Period Extending from October 2021 to March 2022 and Acceptance of the Chief Executive's Annual Assurance Statement (Report will not be made available)

Members were provided with, and noted the contents of, Six Monthly Statements of Assurance for the period extending from October 2021 to March 2022, together with the Chief Executive's Annual Assurance Statement.

## Resumption of Normal Business

It was proposed by Councillor A Swan, seconded by Councillor Jenny Palmer, and agreed to come out of committee and normal business was resumed. The live-stream was resumed at 6.24 pm.

## 6. Any Other Business

### 6.1 Special Meetings of the Committee

The Chairman, Alderman D Drysdale, reminded Members of forthcoming special meetings of the Committee as follows:

- (a) 23 June, 2022 – for presentation of draft accounts; and
- (b) 22 September, 2022 – for presentation of final accounts.

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There being no further business, the meeting was terminated at 6.25 pm.

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Mayor/Chairman

**LISBURN & CASTLEREAGH CITY COUNCIL**

**Minutes of the Remote Meeting of the Capital Projects Committee held on Wednesday 22nd June 2022 at 5:00 pm**

**PRESENT IN CHAMBER:**

Councillor S Lowry (Chairperson)

Alderman D Drysdale

Councillors S Hughes, G McCleave,  
S Lee and Hon N Trimble.

**PRESENT IN REMOTE LOCATION:**

Alderman A Ewart MBE

Councillors T Beckett, A Gowan, M Gregg and H Legge

**ALSO ATTENDED:**

Alderman S Martin and Councillor U Mackin (via Zoom)

**Lisburn & Castlereagh City Council:**

Director of Service Transformation

Head of Planning and Capital Development

Member Services Officers (BF and BS)

IT Officer

Technician

**Commencement of the Meeting**

The Chairperson welcomed everyone to the meeting. She stated that, in accordance with the Council's Standing Orders, unauthorised recording was not permitted.

1. **Apologies**

It was agreed to accept apologies for non-attendance at the meeting on behalf of The Right Worshipful the Mayor Councillor S Carson, The Deputy Mayor Councillor M Guy, Alderman A Grehan and Councillor J Lavery BEM.

2. **Declarations of Interest**

There were no declarations of interest.

3. **Confidential Business**

The Chairperson pointed out that the matters contained in the confidential report were to be considered "in committee" by virtue of Paragraph 3, Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014, since they contained information relating to the financial or business affairs of any particular person or organisation (including the Council holding that information).

### 3. Confidential Business (Cont'd)

#### "In Committee"

It was proposed by Councillor S Lee, seconded by Councillor S Hughes, and agreed that the following matters be considered "in committee. The live stream of the meeting was paused at this stage.

#### 3.1 Changes and Movements in the Capital Programme

The Head of Planning and Capital Development outlined the main aspects of a report, which had been prepared by the Director of Service Transformation, in relation to proposed changes and movements within the Capital Programme. Both officers responded to queries and provided clarification on issues raised.

(Councillors U Mackin and A Gowan joined the meeting at 5.09pm)

Accordingly, it was proposed by Councillor N Trimble, seconded by Councillor S Hughes, and agreed that the Committee adopt the recommendations of the Director of Service Transformation in respect of the following projects:

- a) Local Area Network (LAN) hardware refresh and managed support; Server Area Network (SAN) replication and disaster recovery service; and Interim Break, fix and managed service contract – that the project move from Phase 0 (PIRSOC) to Phase 1 (OBC) within the capital programme on the associated budget as outlined; and
- b) Resurfacing of Council Assets Programme – that the project move from Phase 0 (PIRSOC) stage to Phase 1 (OBC) stage within the capital programme on the associated budget as outlined.

#### 3.2 Capital Programme Update and Financial Position

The Director of Service Transformation and the Head of Planning and Capital Development spoke to the report which gave an overview on the current financial status of the Council's Capital Programme. The report included details of updated spending profiles, which took into account the spend-to-date, up to and including, Year 3, Period 1 (April 2022), together with forecasted variations.

(Alderman A Ewart left the meeting at 5.24pm)

Both officers answered a range of Members' question in respect of the report and clarified spending profiles for several projects. In addition, the Committee was provided with an update in relation to the processes for managing risk in the Programme in respect of its overall governance and affordability.

### 3.2 Capital Programme Update and Financial Position (Cont'd)

At the request of Councillor S Hughes, it was agreed that clarification be sought from the Leisure and Community Wellbeing Department as to which pavilions had been identified to be brought forward in line with the profiled budget within the financial year from within the pavilions' programme.

It was proposed by Alderman D Drysdale, seconded by Councillor N Trimble, and agreed that the Committee note and approve the financial position of the Capital Programme as at Year 3, Period 1 (April 2022).

Arising from further discussion, it was noted that a meeting would be convened between officers from the Leisure and Community Wellbeing Department and those overseeing the delivery of the Capital Programme to discuss an issue related to a pitch development at Billy Neill Playing Fields, as raised by Alderman D Drysdale.

#### "Resumption of Normal Business"

It was proposed by Councillor S Lee, seconded by Councillor G McCleave, and agreed to come out of Committee and normal business be resumed.

There being no further business the meeting ended at 5.41pm.

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Chairperson

(S) GAC 23.06.2022

**LISBURN & CASTLEREAGH CITY COUNCIL**

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**Minutes of the Special Meeting of the Governance and Audit Committee held on Thursday, 23 June, 2022 at 6:02 pm****PRESENT IN CHAMBER:**

Alderman D Drysdale (Chairman)

Alderman O Gawith

Councillors D J Craig and A Swan

**PRESENT IN REMOTE LOCATION:**

Councillor Jenny Palmer (Vice-Chairperson)

Aldermen J Baird, S Martin and J Tinsley

Councillors S Lowry, G McCleave, C McCready and John Palmer

Mr E Jardine, Independent Member

**OTHER MEMBERS:**

Councillor M Gregg (present remotely)

**IN ATTENDANCE:****In Chamber:**

Chief Executive

Director of Finance and Corporate Services

Head of Finance

IT Officer

Technician

Member Services Officer

Administrative Assistant

**In Remote Location:**

Mr P O'Sullivan, Northern Ireland Audit Office

**Commencement of the Meeting**

At the commencement of the meeting, the Chairman, Alderman D Drysdale, welcomed those present to the special meeting, which was being live streamed to enable members of the public to hear and see the proceedings.

At this point, the Administrative Assistant read out the names of the Elected Members and Officers in attendance at the meeting.

The Chairman, Alderman D Drysdale, stated that, whilst the meeting was being live streamed, unauthorised recording was not permitted, as per the Council's Standing Orders. He asked that mobile phones be put on silent or switched off for the duration of the meeting.

The Chief Executive outlined the evacuation procedures in the case of an emergency.

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1. Apologies

It was agreed to accept apologies for non-attendance at the meeting on behalf of The Right Worshipful the Mayor, Councillor S Carson, the Deputy Mayor, Councillor M Guy, Alderman S P Porter and Councillor J Gallen.

2. Declarations of Interest

There were no declarations of interest.

3. Confidential Business

The matter contained in the confidential report would be dealt with "In Committee" due to containing information relating to the financial or business affairs of any particular person (including the Council holding that information).

"In Committee"

It was proposed by Councillor A Swan, seconded by Alderman O Gawith and agreed that the following matter be considered "in committee", in the absence of members of the press and public being present. The livestream was paused at this point (6.05 pm).

3.1 Draft Statement of Accounts for the Year Ending 31 March, 2022

Members were provided with a copy of the Draft Statement of Accounts for the Year Ending 31 March, 2022, which included the Governance Statement.

It was proposed by Alderman J Baird, seconded by Alderman O Gawith and agreed that the Draft Statement of Accounts be approved and submitted to the Northern Ireland Audit Office by the deadline of 30 June, 2022.

Resumption of Normal Business

It was proposed by Councillor A Swan, seconded by Alderman O Gawith and agreed to come out of committee and normal business was resumed.

There being no further business, the meeting was terminated at 6.09 pm.

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Mayor/Chairman

## LISBURN & CASTLEREAGH CITY COUNCIL

### Minutes of Meeting of the Planning Committee held remotely and in the Council Chamber, Island Civic Centre, The Island, Lisburn, on Monday 9 May 2022 at 10.00 a.m.

#### **PRESENT:**

##### Present in Chamber:

Councillor A Swan (Chairman)

Alderman J Tinsley (Vice-Chairman)

Aldermen WJ Dillon, D Drysdale, O Gawith and A Grehan

Councillors J Craig, M Gregg

##### Present in Remote Location

Councillor J Palmer

#### **IN ATTENDANCE:**

##### Present in Chamber:

Director of Service Transformation

Head of Planning and Capital Development

Principal Planning Officer (RH)

Senior Planning Officer (RT)

Senior Planning Officer (MB)

Member Services Officer (PS)

Member Services Officer (EW)

##### Present in Remote Location:

Legal Advisor – B Martyn, Cleaver Fulton Rankin

#### **Commencement of Meeting**

The Chairman, Councillor A Swan, welcomed everyone to the meeting which was being live streamed to enable members of the public to hear and see the proceedings.

He stated that planning officers would be present in the Council chamber and the legal advisor and some of those making representations would be attending remotely.

The Head of Planning and Capital Development advised on housekeeping and evacuation procedures. The Member Services Officer then read out the names of the Elected Members in attendance at the meeting.

The Chairman then expressed his congratulations to newly elected MLAs.

## 1. Apologies

It was agreed that apologies for non-attendance at the meeting would be recorded from Councillors U Mackin and J McCarthy. It was further indicated that Alderman A Grehan would be arriving late.

## 2. Declarations of Interest

The Chairman sought Declarations of Interest from Members and reminded them to complete the supporting forms which had been left at each desk. He indicated that a form would also be available for those Members attending remotely.

The following Declaration of Interest was made:

- During the course of the meeting, Alderman O Gawith referred to LA05/2020/0800/RM advising that - as he had called the application in - he would be withdrawing from the meeting during its determination.

At the end of the meeting, by way of a completed Declarations of Interest Form the following Declaration of Interest was made:

- Alderman D Drysdale said he had been contacted regarding LA05/2020/0800/RM on a matter of process and referred this query to the Planning Office.

## 3. Minutes of the Planning Committee Meeting held on 4 April 2022

It was proposed by Councillor M Gregg, seconded by Councillor J Craig, and agreed that the minutes of the Committee Meeting held on 4 April 2022 as circulated be signed.

## 4. Report from the Head of Planning and Capital Development

### 4.1 Schedule of Applications

The Chairman reminded Members that they needed to be present for the entire determination of an application. If absent for any part of the discussion they would render themselves unable to vote on the application.

The Legal Adviser highlighted paragraphs 43 - 46 of the Protocol for the Operation of the Lisburn & Castlereagh City Council Planning Committee which, he advised, needed to be borne in mind when determinations were being made.

- (1) LA05/2018/1030/F - Demolition of existing buildings and erection of service and associated forecourt and parking at 99 Moneyreagh Road, Moneyreagh

It was proposed by Councillor J Craig, seconded by Alderman D Drysdale and agreed by the Committee to defer the determination of the above planning application pending a site visit being arranged.

The Head of Planning and Capital Development then explained that Ms Celine Duff, the newly appointed Principal Professional Technical Officer from the Department for Infrastructure (Roads) had been present to assist with the determination of the above application which had been withdrawn from the schedule. In the absence of being able to make a contribution to the meeting, he took the opportunity to introduce Ms Duff to the Committee.

#### Adjournment of Meeting

The Chairman, Councillor A Swan, declared the meeting adjourned at 10.15 am to allow time for the next speaker to join the meeting remotely.

#### Resumption of Meeting

The Chairman, Councillor A Swan declared the meeting resumed at 10.25 am.

At the resumption of the meeting, the Chairman explained that he should have confirmed the previous proposal to defer the application by a show of hands from the Committee. He asked members to indicate whether they were content with the proposal, which had been made by Councillor J Craig and seconded by Alderman D Drysdale to defer the determination of the planning application pending a site visit being arranged and by a majority show of hands of 5:2 the proposal was carried.

- (2) LA05/2020/0862/O – Proposed 1 ½ storey private dwelling and garage with surrounding garden on land 20m east of No 52 Gransha Road, Gransha, Comber

The Senior Planning Officer (MB) presented this application as outlined within the circulated report.

(Alderman J Tinsley arrived at 10.30 am, the Director of Service Transformation left at 10.30 am)

The Committee received Mr D Donaldson who wished to speak in support of the application and who had provided the Committee with a written submission in advance of the meeting and highlighted the following:

- He said that the planning history was important as it indicates that it was accepted that there was a cluster.
- He said the application met all the requirements.
- He said there was clearly a visible entity and a focal point.
- He outlined why he felt this would not create harm to the rural character or visual amenity.
- He said there was more than adequate space for the new dwelling.
- He clarified proposals for a garage and driveway.
- He clarified the amenity space.
- He advised that there would be no demonstrable harm.

Mr Donaldson then responded to Members' queries as follows:

- Councillor J Craig said that the site visit had been helpful and he felt that the buildings around the site minimised any visual impact, he sought Mr Donaldson's comments on this. Mr Donaldson responded that he did not think there would be any impact from a westerly direction, from the east you would get a glimpse of the house but No 52 sat at a higher level and this would minimise visibility until it disappeared behind the church hall.
- Alderman D Drysdale sought more detail on policy requirements and Mr Donaldson replied that the planning unit had considered that the development met all of the requirements apart from the issue of visual entity. He said he did not understand how it did not. He said there was a church, a church hall and dwellings and he considered there was a clear link. The other issue raised was extending the cluster to the east but he said it was clear from the map that this was not the case. He said that the La Mon House Hotel on the other side of the road adds to this.

There then followed a question and answer session with the planning officers during which the following issues arose:

- Councillor M Gregg asked what has changed since the previous appeal. The Head of Planning and Capital Development said that since then the SPPS has been introduced but that did not change the policy. He read out an extract from the appeal decision as relevant to this application. He said that the car park and graveyard were not accepted as part of the cluster at that time and it was considered that the fifth criteria had not been met i.e. that this intruded further into the countryside. With the aid of a drawing he demonstrated the location of the proposal and said that planning officers had considered that there was no distinguishable difference in the situation on the ground between the appeal decision and now.
- Alderman D Drysdale outlined that only from the east would this dwelling be visible and it would be behind a church, he asked if there was a cluster and stated that he felt it was a rounding off. He also said he did not feel that this did extend into the countryside by any significant amount and asked whether planning officers agreed. The Head of Planning and Capital Development said that this was a finely balanced decision. He again referred to the Commission's previous decision stating that they had considered that it did extend into the countryside. Alderman Drysdale asked for one of the slides to be displayed and said that he could not accept that this was the case. The Head of Planning and Capital Development outlined the appeal site and the application site on the map and he said it was felt that the building would be visible from the easterly direction.
- Councillor J Craig said that he felt it ironic that this site was surrounded by large houses which had benefited from planning permission. The application was right beside other houses which he felt it would integrate into, some of which were at a higher level. He could not see how this could not be seen to be integrating and given this he requested a clear explanation of why this was extending into the countryside. The Head of Planning and Capital Development outlined the levels and ridge heights of the neighbouring buildings explaining that there was a visual test regarding the extension of the development into the countryside. He referred again to

the appeal decision which had been made previously and which he explained demonstrated consistency in respect of the application of policy.

- Councillor A Swan asked if there had been a policy change since the appeal decision and was advised that there had not.
- Councillor J Craig said that the planning unit had based their decision on the appeal, he asked whether, during the appeal, the Commissioner had visited the site and were they aware of the other application which had been approved. The Head of Planning and Capital Development advised that the approval had come after the appeal and said that whilst it is not detailed in the appeal decision, it is his experience that it would be normal for the Commission to have visited the site. He went on to advise of the process.
- Councillor J Craig then suggested that the other dwelling approved had impacted on the cluster. The Head of Planning and Capital Development replied that the commission had agreed that all other conditions were met, it was the extension into the countryside that was the issue. He read again from the appeal decision and with the use of a map explained how the location of the approved site met the requirements of policy and distinguishable from this proposal. Councillor J Craig asked how the other site had been approved given the issue of extending into the countryside and the Head of Planning and Capital Development went on to outline the difference in levels which meant that it did not sit on all fours with the application before the committee at the meeting.
- Alderman O Gawith asked whether the planning officers were aware that the garage was to be demolished and whether the church hall had been extended since the appeal and was advised that the entrance had been questioned but could be conditioned should the application be approved. He advised that there was no obvious extension to the church, approval had been given for a small extension in 2019 but it had not yet been built.

During the ensuing debate, the following comments were made:

- Councillor J Craig disagreed with the recommendation. He said there was a fine line as to what was intrusive into the countryside and what was not. He said he could see no difference between this application and what had been approved previously.
- Alderman D Drysdale concurred, he said that the first thing you see from the road was the church and he could not see how there was a visual impact issue with this application.
- Alderman J Dillon said that planning officers had made a judgement and this concurs with the previous appeal and he felt that this was the right decision.
- Councillor M Gregg said that this was a very finely balance decision and the additional site approved makes it more possible. This does however push it too far north and he would therefore be supporting the recommendation.
- Councillor A Swan said he would be supporting the recommendation, there was the option of an appeal for the applicant.

The Committee, having considered the information provided within the report of the Senior Planning Officer and by those making representations, agreed by a

majority of 5:2 with 0 abstentions to refuse the application as outlined in the Officer's report.

(Alderman A Grehan arrived at 11.30 am but neither she nor Alderman J Tinsley were able to vote as they had not been present for the entire discussion on the application.)

- (3) LA05/2020/0614/O – Site for dwelling, garage and associated site works at a side garden of 21 Moss Brook Road, Carryduff.

The Senior Planning Officer (MB) presented this application as outlined within the circulated report.

The first speaker on the application experienced technical difficulties with zoom and it was decided to postpone the determination of the application to allow him to make his way to the Council Offices and attend the meeting in person.

The Chairman then moved on to the following applications for which there were no speakers.

- (4) LA05/2020/0794/O - Infill site on lands 40m north west of 180 Ballynahinch Road, Dromore.
- (5) LA05/2020/0795/O – Infill site on lands 100m north west of 180 Ballynahinch Road, Dromore.

The above applications were presented together but voted on individually.

The Principal Planning Officer (RH) presented these applications as outlined within the circulated report.

There were no speakers on these applications.

There then followed a question and answer session with the planning officers during which the following issues arose:

- Alderman J Tinsley sought clarification on why one of the buildings had been excluded and the Head of Planning and Capital Development went on to explain the reasons.
- Councillor M Gregg sought clarification on the refusal reasons which the Head of Planning and Capital Development explained had been provided at paragraph 122. He went on to explain that this was not a small gap, but one which could accommodate more than two houses. He went on to outline the plots and the other building which did not benefit from planning permission. He then responded to a number of queries from Councillor M Gregg on the size of the plots and their frontages.

During the ensuing debate, no comments were made and the Committee proceeded to vote on the applications as follows –

LA05/2020/0794/O - Infill site on lands 40m north west of 180 Ballynahinch Road, Dromore.

The Committee, having considered the information provided within the report of the Principal Planning Officer agreed unanimously to refuse the application as outlined in the Officer's report.

LA05/2020/0795/O – Infill site on lands 100m north west of 180 Ballynahinch Road, Dromore.

The Committee, having considered the information provided within the report of the Principal Planning Officer, agreed unanimously to refuse the application as outlined in the Officer's report.

Councillor M Gregg asked whether enforcement action would be taken and it was confirmed to him that the matter would be referred to the enforcement unit.

Adjournment of Meeting

The Chairman, Councillor A Swan declared the meeting adjourned at 12.05 pm

Resumption of Meeting

The Chairman, Councillor A Swan declared the meeting resumed at 12.20 pm

On resumption of the meeting, the Chairman advised that the speaker who had wished to speak on LA05/2020/0614/O had now arrived at the Council Chamber and that the determination of that planning application could now resume.

(3) LA05/2020/0614/O – Site for dwelling, garage and associated site works at a side garden of 21 Moss Brook Road, Carryduff continued ...

The Senior Planning Officer (MB) summarised the presentation of this application as made earlier in the meeting.

The Committee received Mr N Coffey who wished to speak in support of the application and who had provided the Committee with a written submission in advance of the meeting and highlighted the following:

- He said that the proposal was compliant with CTY8.
- He highlighted an amended map which had been submitted.
- He outlined an example of precedent which he said was material.
- He said that he considered that planning permission should be granted.

Mr Coffey then responded to Members' queries as follows:

- Alderman J Tinsley referred to a slide and asked if the content was accurate. Mr Coffey explained that a revised plan had been submitted recently which altered the size of the frontages slightly. He went on to explain the differences. The Head of Planning and Capital Development offered assistance to the members by way of detailing the differences that Mr Coffey described on a map associated with the presentation.
- Alderman J Tinsley wanted to know if the changes made a difference to the recommendation. Mr Coffey emphasised that the plots in the past had been sold in two separate lots and he felt this needed to be reflected upon.
- Councillor J Craig referred to the hen house which appeared to have a separate access. Mr Coffey confirmed that his was the case and he explained that this had been the domain of the owner's husband, now deceased.
- Councillor M Gregg asked if the hen house was a permanent structure and was advised that it was.
- Having made adjustments the Senior Planning Officer then proceeded to advise of the frontage sizes in light of the change referred to by Mr Coffey earlier in the meeting. These were as follows:

	Frontage	Area
Frontage of house	44.5m	927 sq m
Site as amended	18.3m	355 sq m
Hen house	11.4m	260 sq m

A google map was displayed on the screen and the Head of Planning and Capital Development outlined the various elements of the site which were taken account of in the application.

Mr Coffey again emphasised that the plot had in the past been marketed as two plots.

- Councillor A Swan sought clarification on an area on the map and was advised that it was a vegetable patch.

There then followed a question and answer session with the planning officers during which the following issues arose:

- Alderman J Tinsley sought confirmation on the number of buildings and frontages and was advised by the Head of Planning and Capital Development that his was the challenge. The planning officer's report refers to one plot but Mr Coffey says it was marketed as two plots. On the ground there was a vegetable plot and the hen house has been part of the curtilage for some time which is why it had been taken as one plot. He said that whichever view was taken the plot size was not consistent with the established pattern of development.
- Councillor J Craig asked if officers could confirm that we are being absolutely consistent as he recalled instances in the past where a similar

scenario had been acceptable. The Head of Planning and Capital Development responded that Mr Coffey had cited an example however that needed to sit on all fours with the site under consideration, he said that the Senior Planning Officer would look at the example given and make comment. He again outlined the plot sizes and frontages and said that these can only be compared with the house next door and there was inconsistency as outlined in the report at paragraph 85. The Senior Planning Officer (MB) then said he had looked at the example of precedent referred to by Mr Coffey and said that it represented two different plots with houses in them and was therefore not the same scenario. He said that he was aware of more recent applications, similar to this which had been refused and which had had appeals dismissed.

During the ensuing debate, the following comments were made:

- Alderman D Drysdale said he would have difficulty in voting against the recommendation.
- Alderman J Dillon said he felt the planning officers had made the correct recommendation.
- Councillor A Swan said he would be supporting the recommendation.

The Committee, having considered the information provided within the report of the Senior Planning Officer and by those making representations, agreed by a majority of 8:1 with 0 abstentions to refuse the application as outlined in the Officer's report.

(6) LA05/2021/0928/O - Site for a dwelling, garage including ancillary site works on land 30m north of 39 Garlandstown Road, Glenavy

The Senior Planning Officer (RT) presented this application as outlined within the circulated report.

The Committee received Mr N Coffey who wished to speak in support of the application and who had provided the Committee with a written submission in advance of the meeting and highlighted the following:

- He said that regarding CTY8 there were six buildings and only three were required by the policy.
- He said that the plot sizes were varied and went on to outline these as interpreted by him.
- He outlined the cluster under CTY2A and highlighted the focal point as perceived by him.
- He outlined how this would provide closure.
- He outlined how he felt this application was compliant.

There were no questions for Mr Coffey from the Committee.

There then followed a question and answer session with the planning officers during which the following issues arose:

- Alderman J Tinsley asked how this did not integrate with the infill policy and was advised by the Head of Planning and Capital Development that this was the challenge in establishing what the pattern of development is. Mr Coffey explains the plot sizes are much smaller on the ground than they appear on the map but the Head of Planning and Capital Development outlines that the planning officer has gone to the site and considers No. 39 to be one plot. Mr Coffey says it is split due to the presence of the pillars but this was not obvious on the ground and the plot appears to be the entire field and it is for the Committee to weigh the difference in the two opinions in making a decision.
- Councillor J Craig referred to extensive mature growth and asked if this does not help it integrate. The Head of Planning and Capital Development responded that there was always a fine balance in such circumstances, the challenge was not just one of intervisibility but whether a building could be integrated. Councillor J Craig said he was confused as trees had been alluded to before as assisting with integration so why was that not the case in this instance. The Head of Planning and Capital Development went on to highlight the differences in this instance and said that the principle of development in CTY8 also needed to be taken into account.

During the ensuing debate, the following comments were made:

- Alderman J Tinsley said that he personally felt there was integration and he would not be supporting the recommendation.
- Councillor J Craig said he failed to see how this application did not meet the criteria and he would also not be supporting the recommendation.
- Councillor M Gregg said that the application did meet a number of the criteria but it failed on plot sizes and therefore he would be supporting the recommendation.
- Councillor A Swan concurred.
- Councillor J Palmer said he could not support it.

The Committee, having considered the information provided within the report of the Senior Planning Officer and by those making representations, agreed by a majority of 7:2 with 0 abstentions to refuse the application as outlined in the Officer's report.

#### Adjournment of Meeting

The Chairman, Councillor A Swan declared the meeting adjourned at 1.35 pm

#### Resumption of Meeting

The Chairman, Councillor A Swan declared the meeting resumed at 2.05 pm

- (7) LA05/2020/0800/RM - 12 dwellings and associated works (including retention of works on site) at 6 Lisburn Road, Hillsborough.

“In Committee”

It was proposed by Councillor M Gregg, seconded by Alderman D Drysdale and agreed that the meeting go “in committee”, to obtain legal advice in the absence of members of the press and public being present.

Legal advice was obtained and the information noted.

(During the above discussion the Director of Service Transformation arrived at 2.15 pm)

Resumption of Normal Business

It was proposed by Alderman D Drysdale, seconded by Alderman J Dillon and agreed to come out of committee and normal business was resumed.

(Alderman O Gawith left the meeting at 2.30 pm having declared an interest in this Application).

The Principal Planning Officer (RH) presented this application as outlined within the circulated report.

The Committee received Mr Paul Crute who wished to speak in opposition to the application and who had provided the Committee with a written submission in advance of the meeting and highlighted the following:

- He said that in terms of the loss of amenity he disputed the planning officer’s opinion of its dominance.
- He said that the term ‘difficult to sustain’, did not mean impossible to sustain.
- He highlighted comments made by the architect.
- He queried the overshadowing trajectory.
- He requested a site visit to consider his issues.
- He said that the building work had been commenced ahead of planning permission.
- He said that he found engaging with the planning process difficult.
- He said he had requested permission to show drone footage but no-one had got back to him.

Mr Crute then responded to Members’ queries as follows:

- Alderman D Drysdale asked whether Mr Crute had any planning reasons to support his objection.
- Alderman J Tinsley asked whether Mr Crute had been opposed to the application from the start or is it not what he had envisaged. Mr Crute responded that it was not what he had envisaged and he had object in 2021 and submitted many pictures.

- Councillor J Craig made the comment that the issues raised were in the remit of Planning Enforcement rather than Planning Permission and Mr Crute responded that his issues were in relation to the fact that what was under construction was very different to what was approved. The Head of Planning and Capital Development was asked to clarify the position. He stated that Mr Crute has objected to the Reserved Matters application but that the applicant had proceeded with the development before the application process was concluded. He further clarified that the applicant was advised that this is at risk and that the matter was referred to the enforcement team. A site visit was carried out by them and it was their finding that the building works were in line with the submitted plans. The drawings used in the presentation today reflect what is built on the ground. He reminded the Committee that enforcement proceedings were held in abeyance pending the outcome of an application process.
- Councillor M Gregg asked if Mr Crute could briefly summarise the content of the drone footage and Mr Crute responded that it showed how close the property was to the fence and you can see that the footprint had been increased and sunlight blocked.
- Alderman D Drysdale asked if a Planning Consultant had been employed and Mr Crute responded that his barrister had done that and that measurements would be checked.

The Committee received Mr A McCreedy and Mr G Roulston who wished to speak in support of the application and who had provided the Committee with a written submission in advance of the meeting and highlighted the following:

- Mr Roulston emphasised that the conceptual approval was just that, more detail comes at the Reserved Matters stage.
- Regarding plot 9, this had been assessed by offers and a sunlight diagram had been submitted and showed no adverse effects. He went on to outline the topography of the site.
- He said he fully supported the recommendation.

Mr Roulston then responded to Members' queries as follows:

- Alderman J Tinsley sought confirmation of distances which were provided by Mr Roulston.
- Alderman J Tinsley asked for confirmation that the building was being constructed as per the drawings and Mr Roulston provided that confirmation.
- Alderman J Tinsley asked whether it would not have been preferable to wait on planning permission before proceeding with construction.
- Councillor M Gregg sought information on the difference in ridge height and boundary distances between the property at plot 9 compared to the previous approval and was advised that there had been no ridge height restrictions placed on the development. Regarding separation distance there was a difference of 2m closer to the boundary and the ridge height was 9.2m but as it was a hipped roof it was therefore further away from the objector's property.

There then followed a question and answer session with the planning officers during which the following issues arose:

- Councillor M Gregg asked how the ridge height and boundary distances met Creating Places and sought clarification of the distances, he also requested information on the sunlight issues. The Head of Planning and Capital Development then referred to the revision to the site layout which had been confirmed by the enforcement unit as being in line with what was built on the ground. He provided clarification of ridge height and separation distances and, regarding sunlight, he differentiated between requirement for the Council to consider the impact on the amenity of neighbours and that is different from the test a chartered surveyor might undertake to measure whether there was a loss of light in a room. With the aid of a map he explained how this had been considered by the Planning Unit. He then read out the relevant paragraphs from Creating Places which referred to back to back relationships between buildings but was silent on back to side relationships. He accepted that this back to side relationship was 2m short of normal guidance where the buildings have a back to back relationship. He clarified that the separation was considered acceptable and it was felt that the Reserved Matters submission closely reflected the original concept drawing.
- Councillor J Craig said he wanted to ensure that officers had been on site and checked that everything on the ground was consistent with what was being presented to the Committee, he said he felt there was going to be building control issues in terms of monitoring. The Head of Planning and Capital Development responded that he accepted that the ideal scenario would have been for the developer to wait for the planning application process to be finished before commencing building works on the site, however the developer has been held to the original concept layout, there had been a site inspection and it has been confirmed that the building works were in line with what had been submitted.

During the ensuing debate, the following comments were made:

- Alderman J Dillon said that he would support the recommendation.
- Councillor J Palmer said he was disappointed that the developer had proceeded with construction however he would be supporting the recommendation.
- Alderman D Drysdale said that having considered the information provided there was nothing to warrant refusal.
- Councillor M Gregg outlined his disapproval at the developer commencing works prior to planning permission however he said there was inadequate evidence to warrant refusal.
- Councillor A Swan said he would be supporting the recommendation.

The Committee, having considered the information provided within the report of the Principal Planning Officer and by those making representations, agreed by a majority of 8:0 with 0 abstentions to refuse the application as outlined in the Officer's report.

Mr Crute then took the opportunity of thanking the Committee for their honesty.

- (8) LA05/2020/0862/O – Proposed infill site for 2 no dwellings with detached garages between 26 and 30 Magheraconluce Road, Hillsborough.

The Committee was advised that the above application had been removed from the Schedule.

#### Adjournment of Meeting

The Chairman declared the meeting adjourned at 3.45 pm

#### Resumption of Meeting

The Chairman declared the meeting resumed at 3.55 pm

(Councillor J Craig did not return to the meeting).

#### 4.2 Planning Statistics for Quarter 3 (October to December 2021)

Members had been provided with a copy of DfI NI Planning Statistics covering the third quarter of 2020/21 and were provided with a verbal summary by the Head of Planning and Capital Development. Councillor M Gregg commended officers for their efforts.

It was proposed by Councillor M Gregg, seconded by Alderman J Tinsley and agreed that the Committee note the information.

#### 4.3 Statutory Performance Indicators – March 2022

Members were provided with information on Statutory Performance Indicators for the month of March 2022 and a verbal summary was provided by the Head of Planning and Capital Development.

Councillor M Gregg sought an update on the Planning Portal and was advised by the Head of Planning and Capital Development that a report would be produced in due course, he went on to provide a verbal update on issues with the current system.

It was proposed by Councillor M Gregg, seconded by Alderman J Dillon and agreed that the Committee note the information.

#### 4.4 Appeal Decision in respect of planning application LA05/2020/0419/O

Members had been provided with information on the above planning appeal and were advised that it had been dismissed. It was proposed by Councillor J Craig,

seconded by Alderman O Gawith and agreed that the information be noted.

4.5 Appeal Decision in respect of planning application LA05/2020/0255/O and LA05/2020/0256/O

Members had been provided with information on the above planning appeals and were advised that they had been dismissed. It was proposed by Councillor J Craig, seconded by Alderman O Gawith and agreed that the information be noted.

4.6 Ammonia Emission Factors for Broilers Houses (Updated Guidance for Development Proposals – March 2022)

Members were advised that the Council had been notified by DAERA Planning Response team on 23 March 2022 that AFBI has scientific research that has up to date emission factors for broilers housed in buildings under indirect (e.g. hot water) heating systems. They were advised of the key issues and were provided with a link to access the updated guidance. It was proposed by Councillor M Gregg, seconded by Alderman O Gawith and agreed that the information be noted.

4.7 Planning Forum – Internal Advice Note – Consultations in the Planning Application Process Operating Principles for Planning Authorities

Members were advised that the Department had made available to SOLACE an advice note entitled Consultations in the Planning Application Process: Operating Principles for Planning Authorities and Consultees published in December 2021. It was highlighted that the purpose of the advice note was to reflect the best practice principles discussed and agreed through Planning Forum workshops with statutory consultees for the efficient and effective operation of the development management consultation process. They were advised of the key issues and it was proposed by Councillor M Gregg, seconded by Alderman D Drysdale and agreed that the information be noted.

4.8 Response to the NI Audit Office (NIAO) Report – Planning in Northern Ireland

Members were reminded that the NIAO had published a report on Planning in NI on 1 February 2022 and were provided with a copy. They were advised of the key issues and the need for the Council to place on record its views on the content and were provided with a draft response which was considered by the Development Committee at its meeting on 4 May 2022. It was proposed by Councillor M Gregg seconded by Alderman J Dillon and agreed that the information circulated be noted.

Councillor M Gregg stated that he felt the response was admirable and asked if this was something the new Infrastructure Minister could act upon or did it require input from The NI Executive. The Director of Service Transformation responded outlining the process envisaged which would take this forward.

Alderman J Dillon outlined his concern at the opening statement which said that 'The Planning System in NI was not working', he said that as far as he was concerned it was working but could be improved upon.

4.9 Notification by telecommunication operators of intention to utilise permitted development rights.

The Council had been advised by Taylor Patterson of their intention to utilise permitted development rights at two locations within the Council area to install electronic communications apparatus in accordance with Part 18 (Development by Electronic Communications Code Operators) F31 of the Planning (General Permitted Development) Order (NI) 2015. It was proposed by Councillor M Gregg, seconded by Alderman D Drysdale and agreed that the information be noted.

4.10 Proposed abandonment at Quay Street, Lisburn

Members had been advised that the Department for Infrastructure had notified the Council in a letter dated 10 March 2022 of its intention to abandon land at Quay Street, Lisburn. The Committee had been provided with a copy of the correspondence and the associated map and it was proposed by Alderman O Gawith, seconded by Councillor M Gregg and agreed that the information be noted.

4.11 Proposed Stopping-Up at Market Square, Lisburn Castlereagh City Council

Members were advised that the Department for Infrastructure had notified the Council in a letter dated 12 April 2022 that an application had been received for the stopping up of areas from A-B and C-D at Market Square Lisburn. The Committee had been provided with a copy of the correspondence and the associated map and it was proposed by Alderman O Gawith, seconded by Councillor M Gregg and agreed that the information be noted.

4.12 June 2022 Planning Committee

Members were advised of the impact that the two bank holidays in June would have on arrangements for the Planning Committee should it be held on its original scheduled date of 6 June 2022. They were further advised that the date of Monday 13 June 2022 was now the date proposed to hold the Committee Meeting. It was proposed by Councillor M Gregg, seconded by Alderman J Dillon and agreed that the June meeting of the Planning Committee be held on Monday 13 June 2022.

5. Any Other Business

1. Councillor M Gregg  
Thanks to the current Chairman – Councillor A Swan

Councillor M Gregg wished to express thanks to the Chairman as this was his final meeting in the position of Chair. Councillor Swan responded by thanking the Committee for their contribution throughout the year saying that he had enjoyed his

period as Chairman of the Committee, he went on to express thanks to staff for their input throughout the year as well.

Alderman O Gawith also thanked that Chairman and commended him for the work he had carried out during the past year.

2. The Head of Planning and Capital Development  
Independent Examination

The Head of Planning and Capital Development updated on the forthcoming Independent Examination on Housing which was imminent.

3. The Head of Planning and Capital Development  
NI Housing Conference – Wednesday 11 May 2022

The Head of Planning and Capital Development advised members that Councillor U Mackin was now unable to attend the above conference for which a place had been booked for him, he asked that any member wishing to attend in his place advise Members Services so that the name of the delegate attending could be amended.

There being no further business, the meeting concluded at 4.20 pm.

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CHAIRMAN / MAYOR



## Council Meeting

28 June 2022

### Report from:

Chief Executive

### Item for Decision

**TITLE:** Street Naming – Off Rathfriland Road, Dromara

#### Background and Key Issues:

1. Best West Housing Ltd. has proposed the street name for a development of 8 dwellings off the Rathfriland Road in Dromara.
2. The proposal for the street name is:
  - **STATION COURT** ( 1st preference)
  - **WOODVALE VIEW** ( 2nd preference)
3. The development layout is attached in **Appendix 1 CE** for Members information. This request meets with the requirements of the Council's Street Naming Policy in that the name proposal reflects the historic use of the site as a former Police Station from 1920 until its demolition in the early 2000s.
4. The Building Control Service has received no objections to the proposed names from the Elected Members of the relevant District Electoral Area and no objection to either of the preference names from Royal Mail Address Management Team.

**Recommendation:**

It is recommended that Members approve that the street name **Station Court** to be allocated to this proposed development of 8 dwellings off the Rathfriland Road in Dromara.

**Finance and Resource Implications:**

N/A

## Screening and Impact Assessment

### 1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?  Yes

**If no, please provide explanation/rationale**

If yes, what was the outcome? :

<b>Option 1</b> Screen out without mitigation	<input type="checkbox"/> Yes	<b>Option 2</b> Screen out with mitigation	<input type="checkbox"/> No	<b>Option 3</b> Screen in for a full EQIA	<input type="checkbox"/> No
--	------------------------------	---	-----------------------------	--	-----------------------------

**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

With regard to the Section 75 statutory duties (of the 1998 NI Act) this item has been subject to screening and 'screened out' by way of application of the (previously screened) Councils Street Naming & Numbering Policy, in order to follow due process.

**Insert link to completed Equality and Good Relations report:**

Equality Screening has been completed and available upon request to Head of Service Building Control.

### 2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?	<input type="checkbox"/> Yes	Has a Rural Needs Impact Assessment (RNIA) template been completed?	<input type="checkbox"/> No	
--	------------------------------	---	-----------------------------	--

**If no, please given explanation/rationale for why it was not considered necessary:**

The Council Street Naming and Numbering Policy is universally applicable to both the creation of both urban and rural street names throughout the Council area. There is no differentiation between rural and urbanised considerations for this process and decision impact.

**If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:**

**SUBJECT TO PLANNING APPROVAL:**

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

Appendix 1 CE

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

If Yes, please insert date:

LISBURN & CASTLEREAGH CITY COUNCIL  
 RECEIVED  
 18 JAN 2021  
 REF. FP / 2021 / 0184



LISBURN & CASTLEREAGH CITY COUNCIL  
 BUILDING CONTROL SERVICES  
 Approved under the Building Regulations  
 (Northern Ireland) 2012

Date 17 NOV 2021

Head of Building Control *[Signature]*

**RECORD COPY**

**DAVID McMASTER ARCHITECT**

12A MAHON INDUSTRIAL ESTATE  
 MAHON ROAD, PORTADOWN, BT62 3EH  
 TEL: (028) 38351212  
 EMAIL: info@davidmcmasterarchitect.co.uk  
 WEBSITE: www.davidmcmasterarchitect.co.uk

PROJECT: Housing Development at  
 15 Rathfriland Road  
 Dromara

TITLE: Location Plan  
 SCALE: 1:1250



Site 1 - Postal No. 13 Rathfriland Road
Site 2 - Postal No. 15 Rathfriland Road
Site 3 - Postal No. 3
Site 4 - Postal No. 1
Site 5 - Postal No. 8
Site 6 - Postal No. 6
Site 7 - Postal No. 4
Site 8 - Postal No. 2

**Site Plan 1:500**  
**Lands at Rathfriland Road,**  
**Dromara**  
**FP/2021/0184**

**DAVID McMASTER**  
 ARCHITECT  
 12A Mahon Industrial Estate, Portadown, BT62 3EH  
 tel: 028 38 351212  
 email: info@davidmcmasterarchitect.co.uk  
 www.davidmcmasterarchitect.co.uk



**Notice of motion:**

**“This council is committed to become increasingly more sustainable in line with our duties under the Climate Change Act (Northern Ireland) 2022 and is therefore resolved to formalise within one document a roadmap setting out the council’s ambition. This council also acknowledges that keeping on track to deliver on our sustainability ambitions and duties requires resource. We therefore believe that a dedicated sustainability officer will be required and resolve to begin exploring what such a role would look like. We request that a paper be prepared for the relevant committee(s) with options for a sustainability officer position as soon as practicable.”**

**Proposer: Cllr. Simon P. Lee**

*Simon Lee*

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## Council Meeting

**Confidential**

**28 June 2022**

Confidential Report from:

**Head of Human Resources and Organisation Development**

*Local Government Act (Northern Ireland) 2014*

Schedule 6 - Access to Information: Exemption Information

*(select from the list below reason why report is confidential and delete as appropriate)*

3. Information relating to the financial or business affairs of any particular person (including the Council holding that information).

When will the report become unrestricted:

Specify when  
report will  
become available

Redacted  
report  
available

Post Ratification

Never

### Item for Noting

**TITLE:** **Tender for Provision of Agency Workers**

**Background and Key Issues:**

1. In June 2021, Members agreed to the extension of contract for the Neutral Vendor Managed Service for Agency Workers until a new contract was in place.
2. Council can Direct Award based on the type of temporary labour model that is to be delivered without having to undertake further competition or a quotation process. For this process, an analysis of the Agency Framework available to call off is 'ESPO Framework 653F\_19-MSTAR3' was undertaken. This was for Lot1 – Managed Service Provision, 1A, Neutral Vendor.

3. A Neutral Vendor provider is a model that appoints a Managed Service Provider to provide all temporary agency workers via third party agencies. The Council will not pay any direct costs to the Service Provider, the provider is the link between the Council and the Agencies, therefore the money the Council pays to the service provider is paid directly to the Agencies, and the service provider makes a profit from the rate they negotiate with the Agency.
4. A total of ten Neutral Vendor providers are available within the framework and an analysis of these was undertaken to identify the provider that comprises the most advantageous offer to meet our requirements.
5. A cost base analysis was carried out on the most frequent usage of agency workers by category and the current complement of these agency workers within Lisburn & Castlereagh City Council as at 19 June 2022.
6. The analysis was based on the salary scale and employer costs for each post on the basis of the second point of each scale (to give an average for the duration of the worker contract). A nominal figure was calculated from the ESPO Framework 653F\_19-MSTAR3, 1A, Neutral Vendor framework costs for this employment rate on the basis of the range of hours per annum using 19 June 22 as the baseline.
7. The outcome of the analysis is attached at **Appendix 1A**.
8. This identified that "Matrix SCM" was the Most Economically Advantageous proposal and therefore it is recommended to make a Direct Award to Matrix. The recommendation to select this vendor is based on the cost difference between the ten neutral vendor providers and also has the following advantages:
  - Matrix is already established as a neutral vendor provider in Northern Ireland.
  - It would ensure continuity of our agency provision and avoid any time or monetary cost of transfer to another provider.
  - At present other Local Government authorities in Northern Ireland have procured Matrix as their provider.
  - Ongoing review and contract management has ironed out a number of previous contract issues.
  - As Matrix is established in Northern Ireland they have already formed relationships with Agency providers which will therefore ensure a smooth transition for the Council.
  - As further Councils engage with Matrix there is further potential for the Council to achieve more cost effective rates for the Council.
9. Council would, however, wish to caveat any contract with Matrix to advise if the agency worker cannot be provided through the vendor, the Council can move off-contract to procure separately from other agency providers.

#### **Recommendation:**

10. It is recommended that Members approve the recommendation to make a Direct Award to Matrix SCM for a period of 4 years.

11. It is further recommended that the contract contains a caveat to advise if the agency worker cannot be provided through the vendor, the Council can move off-contract to procure separately from other agency providers.

**Finance and Resource Implications:**

12. The Council does not pay any direct costs to the Service Provider, the provider is the link between the Council and the Agencies, therefore the money the Council pay to Matrix is paid directly to the Agencies, and the service provider makes a profit from the rate they negotiate with the Agency. [REDACTED]

## Screening and Impact Assessment

### 1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

**If no, please provide explanation/rationale**

Neutral Vendor for Agency

If yes, what was the outcome?:

<b>Option 1</b> Screen out without mitigation	<input type="text" value="N/A"/>	<b>Option 2</b> Screen out with mitigation	<input type="text" value="N/A"/>	<b>Option 3</b> Screen in for a full EQIA	<input type="text" value="N/A"/>
---	----------------------------------	--	----------------------------------	---	----------------------------------

**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

**Insert link to completed Equality and Good Relations report:**

### 2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?	<input type="text" value="No"/>	Has a Rural Needs Impact Assessment (RNIA) template been completed?	<input type="text" value="No"/>
--	---------------------------------	---	---------------------------------

**If no, please given explanation/rationale for why it was not considered necessary:**

N/A to this contract

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

### 3. Environmental & Sustainability Impact Assessment:

Has consideration been given to environmental impact?

No

Has an Environmental & Sustainability Screening been completed?

No

If no, please provide explanation/rationale:

Not applicable to this contract

If yes, please summarise the outcome of the E&S screening:

Please provide a link to the E&S screening and to any other relevant attachments:

**SUBJECT TO PLANNING APPROVAL:**

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

**Appendix 1** - Report for the Direct Award of Agency Provision including

[REDACTED]

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

If Yes, please insert date:

# **Analysis of Service Provider for the Recruitment of Agency Staff**

## **1.0 Background**

Organisations can Direct Award based on the type of temporary labour model that is to be delivered without having to undertake further competition or a quotation process.

Lisburn and Castlereagh City Council requires a Neutral Vendor provider which is a model that appoints a Managed Service Provider to provide all temporary agency workers via third party agencies. The Council does not pay any direct costs to the Service Provider, the provider is the link between the Council and the Agencies, therefore the money the Council pays to the service provider is paid directly to the Agencies, and the service provider makes a profit from the rate they negotiate with the Agency.

## **2.0 Benefits**

The benefits to the Council having a Neutral Vendor are:

- Reduced agency rates
- More efficient method of procuring Agency Staff
- Less time and resources required for the procurement of Agency Staff as the service provider completes the work
- A reduction in invoices and financial processes
- A system that produces reports for Managers

## **3.0 Neutral Vendor Providers**

The Agency Framework available to call off is 'ESPO Framework 653F\_19-MSTAR3'. This is for Lot1 – Managed Service Provision, 1A, Neutral Vendor.

Neutral vendor providers within the framework are:

- Capita
- Guidant
- Commensura
- Retinue
- Datum
- GRIS
- Manpower
- Matrix
- Pertemps
- Reed

#### **4.0 Cost Base Analysis**

In order to Direct Award it is necessary to carry out a cost benefit analysis of the providers that can provide our chosen model. It is necessary to identify the provider that comprises the most advantageous offer to meet our requirements.

A cost base analysis was carried out on the most frequent usage of agency workers by category and the current complement of these agency workers within Lisburn & Castlereagh City Council at week ending 19 June 2022.

The analysis was based on the salary scale and employer costs for each post on the basis of the second point of each scale (to give an average for the duration of the worker contract). A nominal figure was calculated from the ESPO Framework 653F\_19-MSTAR3, 1A, Neutral Vendor framework costs for this employment rate on the basis of the range of hours per annum using 19 June 22 as the baseline.

The outcome of the analysis is attached at [REDACTED]

#### **5.0 Recommendation**

On the basis of the Analysis at Appendix A the recommendation has been made to Direct Award to Matrix for a period of 4 years. The recommendation to select this vendor is based on the following points;

- Cost difference between the ten neutral vendor providers.
- Matrix is already established as a neutral vendor provider in Northern Ireland.
- It would ensure continuity of our agency provision and avoid any time or monetary cost of transfer to another provider.
- At present other Local Government authorities in Northern Ireland have procured Matrix as their provider.
- Ongoing review and contract management has ironed out a number of previous contract issues.
- As Matrix is established in Northern Ireland they have already formed relationships with Agency providers which will therefore ensure a smooth transition for the Council.
- As further Councils engage with Matrix there is further potential for the Council to achieve more cost effective rates for the Council.

Having Matrix as the sole provider will provide the opportunity for shared services across Local Authorities.

Council would, however, wish to caveat any contract with Matrix to advise if the agency worker cannot be provided through the vendor, the Council can move off-contract to procure separately from other agency providers.