



May 10th, 2023

To: the Chairperson (Councillor A McIntyre), Vice-Chairperson (Councillor A Gowan) and Members of the Leisure & Community Development Committee

Ex Officio:

The Right Worshipful the Mayor (Councillor S Carson)

Deputy Mayor (Councillor M Guy)

Notice Of Meeting

A meeting of the Leisure and Community Development Committee will be held on Tuesday, 3rd May 2022 at 5:30 pm for the transaction of the undernoted Agenda.

For those Members attending this meeting remotely, the Zoom link and passcodes are contained within the Outlook invitation that has been issued.

David Burns

Chief Executive

Agenda

1.0 APOLOGIES

2.0 DECLARATION OF MEMBERS' INTERESTS

- (i) Conflict of Interest on any matter before the meeting (Members to confirm the specific item)
- (ii) Pecuniary and non-pecuniary interest (Member to complete the Disclosure of Interest form)

3.0 REPORT OF HEAD OF COMMUNITIES

3.1 The Queen's Platinum Jubilee Working Group Minutes 23rd March 2022

[📄 QPJ WG Minute.pdf](#)

Page 1

[📄 Appendix 1 Working Group Minutes March 22.pdf](#)

Page 4

4.0 REPORT OF HEAD OF SPORTS SERVICES

4.1 DEA Investment Plan – 'Keep the Ball Rolling'

[📄 D.E.A Investment Plan - Keep the Ball Rolling.pdf](#)

Page 7

5.0 CONFIDENTIAL REPORT OF THE DIRECTOR OF LEISURE & COMMUNITY WELLBEING

5.1 Christmas Community Programme

Confidential by virtue of the Local Government Act (Northern Ireland) 2014 - Schedule 6 - Access to Information: Exemption Information Part 3 - Information relating to the financial or business affairs of any particular person (including the Council holding that information).

[📄 Christmas Community Programme 2022 Final.pdf](#)

Page 11

[📄 Appendix 2 Christmas LCCC Schedule.pdf](#)

Page 18

5.2 Unlocking Ancient Egypt - Touring Museum

Confidential by virtue of the Local Government Act (Northern Ireland) 2014 - Schedule 6 - Access to Information: Exemption Information Part 3 - Information relating to the financial or business affairs of any particular person (including the Council holding that information).

[📄 Ancient Egypt - Touring Museum.pdf](#)

Page 25

5.3 DEA Investment Programme - Moneyreagh Coffee Dock

Confidential by virtue of the Local Government Act (Northern Ireland) 2014 - Schedule 6 - Access to Information: Exemption Information Part 3 - Information relating to the financial or business affairs of any particular person (including the Council holding that information).

📄 *Investment Programme Moneyreagh Coffee Dock.pdf* **Page 29**

📄 *Appendix 1 [CS] CONCEPT MAP.pdf* **Page 34**

5.4 Killynure Community Needs Assessment and Development Action Plan - Update

Confidential by virtue of the Local Government Act (Northern Ireland) 2014 - Schedule 6 - Access to Information: Exemption Information Part 3 - Information relating to the financial or business affairs of any particular person (including the Council holding that information).

📄 *Killynure Community Needs Assessment and Development bf.pdf* **Page 35**

5.5 Stewarding and Crowd Control - Tender

Confidential by virtue of the Local Government Act (Northern Ireland) 2014 - Schedule 6 - Access to Information: Exemption Information Part 3 - Information relating to the financial or business affairs of any particular person (including the Council holding that information).

📄 *Stewarding and Crowd Control Tender.pdf* **Page 39**

📄 *Appendix 1 - Stewarding and Crowd Control.pdf* **Page 43**

5.6 Ulster Grand Prix 2022

Confidential by virtue of the Local Government Act (Northern Ireland) 2014 - Schedule 6 - Access to Information: Exemption Information Part 3 - Information relating to the financial or business affairs of any particular person (including the Council holding that information).

📄 *Ulster Grand Prix 2022.pdf* **Page 45**

📄 *Appendix 1 letter re Ulster GP.pdf* **Page 49**

5.7 Carryduff Greenway Linkage - Update

Confidential by virtue of the Local Government Act (Northern Ireland) 2014 - Schedule 6 - Access to Information: Exemption Information Part 3 - Information relating to the financial or business affairs of any particular person (including the Council holding that information).

📄 *Carryduff Greenway Linkages Update.pdf* **Not included**

📄 *Appendix 3 Carryduff Greenway Potential Route.pdf* **Not included**

📄 *Appendix 4- Potential Route to St Itas PS.pdf* **Not included**

Appendix 5 - Potential Routes from Cairnshill Park & Ride.pdf	Not included
Appendix 6 Carryduff Pk to Saintfield Rd.pdf	Not included
Appendix 7a - Equality Screening Paths.pdf	Not included
Appendix 7b LCCC Walking Trails Policy.pdf	Not included

5.8 Christmas Tree - Tender

Confidential by virtue of the Local Government Act (Northern Ireland) 2014 - Schedule 6 - Access to Information: Exemption Information Part 3 - Information relating to the financial or business affairs of any particular person (including the Council holding that information).

Christmas Tree Tender.pdf	Page 50
Appendix - Tree Tender Evaluation.pdf	Page 53

6.0 ANY OTHER BUSINESS



Leisure and Community Development Committee

3 May 2022

Report from:

Head of Communities

Item for Noting

TITLE: Queen's Platinum Jubilee Working Group – Minutes of Meeting of 23 March 2022

Background and Key Issues:

The minutes of the following Queen's Platinum Jubilee Working Group are presented to the committee for noting:

- Meeting held on 23 March 2022

At the meeting of the Working Group which was held on Wednesday 27 April, Members were advised of the updated costs in respect of the purchase of the circa 78 trees including the plaques which is £21,000.

It was further agreed that the dates of the pop up events in the parks would now take place on 18 and 19 June 2022 due to the extensive number of events already taking place in May in respect of the Mayors Carnival Parade, Freedom of the City, local community and civic and ceremonial occasions to mark the Queen's Platinum Jubilee.

At the Working Group Meeting Members also recommended that an additional £5,000 is ear marked to support activities at the Beacon lighting event at Hillsborough on the 2nd June 2022.

Recommendation:

It is recommended that;

- the committee notes the minutes of the Queen’s Platinum Jubilee Working Group meeting held on 23 March 2022 and
- agree the update provided in respect of the meeting held on 27 April 2022 including the revised costs in respect of this programme.

Finance and Resource Implications:

Additional £11k for purchase of circa 78 trees and plaques resourced from DfC Covid funding. Additional £5K to support the Beacon lighting event at Hillsborough Castle on the 2 June 2022. This additional request would also come from DfC Covid funding.

Screening:

Equality and Good Relations

Yes

Environmental Impact Assessment

Yes

Rural Impact Assessment

Yes

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:

Minutes of Meeting 23.03.22

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

Queens Platinum Jubilee Working Group

Wednesday 23rd March 2022 at 3.30pm

In Attendance:

Councillor Hazel Legge (Chairperson)

Councillor Sharon Skillen

Alderman James Tinsley

Head of Parks & Amenities (HPA)

Head of Communities (HC)

Marketing Officer (MO)

Community Support Officer (CSO)

1.0 **Welcome**

Councillor H Legge welcomed everyone to the meeting.

2.0 **Apologies**

Director of Leisure & Community Wellbeing (DLCW)

Head of Corporate Comms & Administration (HCCA)

Museum Services Manager (MSM)

3.0 **Minutes of Previous Meeting**

Minutes of previous meeting agreed.

4.0 **Matters Arising**

No matters arising from the previous minutes.

5.0 Programme of Events

Head of Communities discussed the programme of events:

- **Queen's Platinum Jubilee Programme Launch/Grant**
Confirmed that 91 applications have been received and assessed, amounting to £45,360. Approved at March L&CD Committee. Ratified at March Full Council Meeting. Letters of Offer being prepared for distribution.
- **Council Flowerbeds**
Confirmed that planning for the QPJ Council flowerbeds is ongoing and these will be displayed at Hillsborough, Moat Park and Castle Gardens.
- **Pop Up Events**
Planning on-going for family friendly events in x2 parks in LCCC. Events will run during the day and it was agreed to have an entrance fee with proceeds going to the Mayor's Charity.
- **Communications Plan**
Confirmed that the Communications Plan is ongoing and is being updated as required on a regular basis.
- **Beacon Lighting**
Gun Salute planned for 2nd June (day), led by NIO and HRP. Beacon Lighting Ceremony also scheduled for 2nd June (evening) including refreshments in the Courthouse. Discussions are currently taking place about a community led event to take place that afternoon.
- **Service of Thanksgiving**
Service of Thanksgiving scheduled for 3rd June. Date of event may change due to commitments of Lisburn City Centre Fellowship. Further update will be provided in due course.
- **Platinum Pudding**
Platinum Pudding competition closed on the 4th February. Corporate Comms to promote on Council's social media.
- **Queen's Green Canopy**
70 trees have been planted at Billy Neill MBE Country Park. 1 tree has been planted within each DEA as well as 1 tree at Lagan Valley Island. Final tree to be planted in Maghaberry on Friday 25th March. Plaques to follow.

- **Big Jubilee Lunch**
Local groups will be organising Big Jubilee Lunch events as part of their small grant programme. An online workshop will be held on the 6th April, facilitated by The Eden Project, in order to support groups with these events. Details of the workshop will be sent to all successful grant recipients in their Letters of Offer. WG also sent details of the workshop.
- **Museum Talks and Exhibition**
First Museum Talk took place on the 4th February with 176 registered. Details of next Museum Talk to be agreed and discussed at next meeting.
- **Piper's Banner**
ILCLM progressing and will provide more details at next meeting
- **Arts Programmes**
Crowns and Coronet's Community Arts Programme and the Schools Arts Education Programme to be delivered by IAC. These are part of the existing IAC programme and costs will be met within the IAC budget.
- **Royal Hillsborough Tree Planting**
Head of Communities advised of a request received by the Royal Hillsborough Working Group to plant 50 trees at Hillsborough Roundabout in recognition of the Queen's Platinum Jubilee. WG approval given to proceed with this request, subject to DFI approval. Confirmed that the cost of this tree planting will be met from the Royal Hillsborough budget.

6.0 Funding

Head of Communities advised that funding opportunities continue to be explored for the QPJ programme.

7.0 AOB

No other business raised.

8.0 Date of next meeting

Date of next meeting is 27th April at 3pm via zoom.



Leisure & Community Development Committee

Tuesday 3rd May 2022

Report from:

Head of Sports Services

Item for Decision

TITLE: DEA Investment Plan – Keep the Ball Rolling 2022

Background and Key Issues:

1. The DEA Investment Plan agreed by Council in February 2021 provided the opportunity to coordinate a call for funding to local Sports Clubs to support them in their recovery from the Covid 19 pandemic.
2. The Leisure & Community Development Committee subsequently agreed the parameters of the fund at the May 2021 meeting with 47 Clubs being successful in their applications representing a total investment of £104,408.54.
3. The 2022/23 DEA investment plan has a provision of £100,000 to facilitate with Member's approval a similar "Keep the Ball Rolling" funding programme. It is proposed to develop the funding call along the same parameters as 2021/22.
4. A number of information sessions will be held to provide guidance and clarity to potential applicants.
5. The fund will be open to sporting groups who have the relevant governance in place.
6. What we will fund
 - Specialist equipment e.g. Lawnmower, People Counters

- Small scale improvements to grounds e.g. Outside water tap, Fertilise pitch, Permanent Bins
- Club Development Officer Post which would see a minimum of 200 hours of coaching delivery in a school/club setting
- Participation Sports Festival e.g. A one off event to help boost the existing membership of your club
- Up skilling of coaches/volunteers through Coach Education courses and workshops

What we won't fund

- Rent/Lease
- Facility Hire (for existing training sessions)
- Utilities - electric, heat, light, water
- Governing body fees
- Insurance (essential building/contents insurance, public liability, pro-rata)

Please note that only one application is permitted per club. Multiple applications relating to different sections of a club will NOT be considered.

How much we will fund

Each successful applicant can receive up to a **minimum** of **£1000** and a **maximum** of **£3000** for costs incurred from 1 April 2022.

In the event of the funding call being oversubscribed, LCCC reserve the right to apply a reduction across all applications to bring the awards in line with the available budget.

The criteria has been developed to assist in a consistent approach with colleagues in Community Services, the need identified by local clubs and mindful of the £100,000 limit on funding. Criteria will include being a constituted group/relevant governance documentation or having a recognised National Governing Body, registered with Sport Lisburn & Castlereagh and having appropriate insurance in place

7. Indicative timeline for the scheme

Project launch	June 2022
Project close	August 2022
Approval of grants	September 2022

Recommendation:

It is recommended members approve the 2022/23 DEA Keep the Ball Rolling Scheme.

Finance and Resource Implications

£100,000 from the DEA Investment Fund

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

If yes, what was the outcome?

Option 1 Screen out without mitigation	<input type="text" value="Yes/No"/>	Option 2 Screen out with mitigation	<input type="text" value="Yes/No"/>	Option 3 Screen in for a full EQIA	<input type="text" value="Yes/No"/>
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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="Yes/No"/>	Has a Rural Needs Impact Assessment (RNIA) template been completed?	<input type="text" value="Yes/No"/>	
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If no, please given explanation/rationale for why it was not considered necessary:

The fund is open to all clubs irrespective of their geographic location with Lisburn Castlereagh City Council

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:

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:

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

If Yes, please insert date:



Leisure & Community Development Committee

Confidential

3rd May 2022

Confidential Report from:

Director of Leisure & Community Wellbeing

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

Never

Item for Decision/Noting **delete as appropriate*

TITLE:

Winter and Christmas 2022 – Draft Programme

Background and Key Issues:

1. For the last two years, an inter-departmental officers working group has been established to ensure a collaborative approach to event planning for an extensive winter/Christmas programme of activities for residents, businesses and visitors in the LCCC area. This included the Lisburn Lights Festival supplemented by a diverse range of in venue and virtual community outreach offering including culture, arts and heritage across the entire Council area. This ensured complementarity of approach and avoided any potential of events clashing or competing for similar audiences.

2. The events organised for Christmas 2020 were exclusively virtual given the covid restrictions in place at the time, however where possible the Mayor and Chairpersons/Vice Chairpersons took part in outdoor visits, for example, to care homes, to provide much needed festive entertainment for residents. Furthermore, the Christmas Switch-On was adapted to take place virtually, streamed via the Council's social platforms.
3. Subsequently in June 2021, Council agreed a further developed, extensive programme of community focused Christmas events which changed from predominantly virtual in nature to largely in person across all 7 Council DEA's. This included the fabulous 'Christmas at the Castle' 3 day animated, magical trail curated throughout Castle Gardens on a scale that allowed for socially distanced audiences of 6,000 people.
4. 'Christmas at the Castle' in Lisburn was offered in lieu of the Lantern Parade which normally took place in the evening of the 'switch on' due to crowds in Market Square and other associated risks at a time when covid infection rates were high and we were subject to ongoing restrictions in terms of numbers at events.
5. The Community Services team facilitated a further virtual 'Switch-On' in the interests of public safety, however, this was designed to incorporate the inclusion of our businesses and communities who played an integral role in the content of the 12 minute video. Similar to the previous year, this was streamed via the Council's social platforms with the main tree at Market Square and the Council sponsored Christmas trees in 20 locations across the district, timed to be switched on simultaneously at the conclusion of the video.

Current Context

6. In comparison to the last 2 years of planning for the Christmas programme, Northern Ireland is currently in a significantly different place in terms of the covid pandemic. Most restrictions are now lifted and while we are more in a situation of 'business as usual' we are still mindful of a cautious approach in our planning regime and protecting the public from exposure to the virus is at the forefront of our decision making processes. This paper has been written in the context of the current operating environment and the continued desire to have in person events which maximises footfall and business opportunities in the city centre and outlying villages. This also aims to create and nurture enhanced community spirit and requirement to engage our local communities and build on community cohesion and inclusivity whilst reducing isolating and loneliness.
7. While Christmas is still 8 months away, it is necessary to move forward with planning and agreeing a draft programme in order to secure bookings which will be in demand across all Council areas. The lead in time for organising events such as a Christmas programme, to a high standard to include securing quality performances and/or activities, with all health and safety (including SAG) and event management plans in place is around 6 months. At this stage it is important to note that a report is due to go to Development Committee to agree the Christmas Programme of events across the City Centre, Dundonald and Carryduff which will complement the proposed programme from the Leisure and Community Wellbeing directorate. This will be kept under review in the forthcoming months as we progress arrangements.

8. This paper is written in the context of a society emerging from a pandemic focusing on covid recovery and building on the success of the previous two years. This will enable people and families to enjoy the festivities and support our traders with opportunities to maximise footfall.

The details on activities for consideration are as follows:

Proposed Draft Programme of Events

9. The following proposals provide high level details of an exciting programme of festivities for Christmas 2022 for local communities and residents across the City for Members consideration and agreement. It involves contributions from the units across the Leisure and Community Wellbeing directorate, working cross departmentally with Economic Development for a combined approach to the staging and marketing of these Christmas events in tandem with the Lights Festival, subject to approval.

9.1 Community Christmas Tree 'Switch On' Events and Funding Policy

The Community Christmas Tree 'Switch On' Events and Funding Policy includes the arrangements for the Grant Aid Programme which provides financial assistance to local partner groups who were selected to develop and deliver celebratory 'switch on' events to mark the beginning of the Christmas season. This policy expired in 2020 and due to covid, it was agreed to carry it forward last year. The groups who have delivered the local switch-ons over the life time of the policy have been written to in order to establish their willingness to be involved in this arrangement for the next 3 years. Minor amends have been made to the policy which is attached as an appendix to this paper and outlined in red. It is proposed that subject to the feedback from the groups that the proposed amends are accepted and the policy agreed for a further period of 3 years.

There are 20 approved sites in different community areas across the city at which the Council's Parks and Amenities Unit provide, install and maintain a Christmas tree. The funding available annually is up to £1,000 per group and this will be advertised in line with the terms of the policy in August 2022.

All applications will be subject to the Council's Safety Advisory Group (SAG) which will review applications for appropriate implementation.

Members will be provided with finalised details of community 'switch on' arrangements as soon as they are known.

Estimated cost: £30,000

9.2 'Christmas at the Castle', Lisburn

Following the success and positive feedback from last year's Christmas at the Castle, Lisburn, it is proposed that this event be replicated, replacing the traditional parade and built on for Christmas 2022. The content will appeal to families and young children and include an animated, magical light trail curated throughout Castle Gardens. In addition there will be attractions such as funfair rides, performance entertainment and a food village featuring live music to create a sociable and festive atmosphere. Due to demand, this event would take place over a 3 day period yet to be confirmed (possibly from Wednesday 23rd November to Friday 25th November).

As per last year, city centre shops and businesses will be invited to complement this animation to provide a cohesive approach with Economic Development and City Centre Management. Exhibits and novelty traders will be offered gazebo space which would be lit up with festive lights to display their products and services. Large inflatable sculptural pieces and light installations will be placed around the site to create light and spectacle whilst the popular talking Snowman and Santa will be making an appearance. A suggested donation of £2 per ticket with 50% going to the Mayor's charity.

Estimated cost: £65,000

9.3 Lisburn City Centre Christmas Lights Switch ON

It is recommended that if the Castle Gardens Christmas event is agreed that there is a traditional in person switch on event in Lisburn City Centre, in advance of this activity. This would include an interdepartmental approach working with businesses and communities to have a customer focused event that is fun for all. This would include engagement with local groups coupled with the city centre animation. A possible date for this could be 17th November, but a fuller programme and details will be sent to Members in advance.

Estimated Cost £5,000

9.4 Children's Theatre Performances @ Island Arts Centre Studio Theatre ISLAND Arts Centre Christmas Themed Creative Arts Workshops and Live Events

Delivery of a range of Christmas-themed Creative Arts Workshops and live family, adult and children's theatre events.

Estimated Cost: £3,500

9.5 Community Arts Outreach Activities ISLAND Arts Centre Community Arts Outreach Activities

A range of free Christmas themed creative arts workshops in various locations across the 7 DEA areas in partnership with local communities, to ensure an all-inclusive approach to the overall event. This is an increase on last year's workshops and feedback was positive and an increase from community to have more.

Estimated cost: £4,000

9.6 Santa's Victorian Living Room at ILCLM

Santa's grotto at the Museum from 1-23 December

Estimated cost: £4,300

9.7 Santa's Wishing Well

For public to make donations to the Mayor's Charity and based at ILCLM

Estimated cost: Nil

9.8 Santa's Post-box at ILCLM

Children will receive a personalised letter from Santa with all responses encouraging participation in Santa's Wishing Well to make donations to the Mayor's Charity.

Estimated Cost £100

9.9 ILCLM Christmas Workshops//Christmas Cultural Takeout selection boxes

Christmas themed workshops for schools and local community delivered in venue to feature alongside daily social media posts including a series of videos of Santa with favourite museum

artefact. The Christmas Cultural Takeout selection boxes designed for care-homes and domiciliary care workers.

Estimated cost: £1,400

9.10 Christmas at DIIB

Skate with Santa at DIIB - normal admission charge applies but an added benefit for patrons of the Ice Bowl. As per normal arrangements, it is also planned to offer the festive dinner/lunch with Santa and an activity on a fee paying basis.

9.11 Age Friendly Programme

This programme aims to work with people facing isolation or loneliness and will be delivered through community planning.

Estimated cost: £2,000

10 City Centre Christmas events programme

The Economic Development team have proposed that, in partnership with the Regeneration team in the City Centre, to schedule a programme of events in the City Centre. This will include popular Character walk about such as Star Wars and Toy Story, Rock around the Christmas Tree and a number of family friendly events throughout the city in the weeks leading up to Christmas to enhance the festive atmosphere.

11. Whilst the themes remain similar, programme content and some activities will be new to ensure the programme is current and appealing to a wide audience.

12. Officers are also exploring other activities with community planning partners to maximise the overall programme.

13. An interactive map is also recommended to be developed to capture other Christmas events across the Council area to avoid duplication and maximise the overall offering for the council area.

14. Inclusive activities will also feature across the programme, to ensure it caters for a wide range of individuals.

15. Due diligence and appropriate governance processes will be applied to the delivery of the agreed initiatives.

16. Attached in Appendix 1 is the Council wide recommended programme.

17. Any further details of the Christmas 2022 programme will be emailed to members as dates and details of activities are confirmed.

Recommendation:

It is recommended that:

- The proposed draft Christmas programme of events as detailed in this report is approved as a comprehensive schedule for Lisburn and Castlereagh over the winter/Christmas period 2022; and

- The Community Christmas Tree Switch-On Events and Funding Policy as amended is agreed for the next 3 years.
- An additional budget for the traditional switch on community outreach activities and age friendly events is released from DfC covid funds of approximately £9,000.

Finance and Resource Implications:

As outlined above under each option, with an additional £9K being requested from DfC covid funds.

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

If yes, what was the outcome?:

Option 1		Option 2		Option 3	
Screen out without mitigation	<input type="text" value="Yes/No"/>	Screen out with mitigation	<input type="text" value="Yes/No"/>	Screen in for a full EQIA	<input type="text" value="Yes/No"/>

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="Yes/No"/>	Has a Rural Needs Impact Assessment (RNIA) template been completed?	<input type="text" value="Yes/No"/>	
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If no, please given explanation/rationale for why it was not considered necessary:

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:

1. Community Christmas Tree Switch-On Events and Funding Policy 2022-24
2. Christmas Schedule of Events

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

Christmas across Lisburn Castlereagh 2022 - Confidential as some items still TBC

Organisation	Date	Event	Location	DEA	Notes
LCCC	Throughout late November and December	Christmas Switch -Ons	Across council area	Lisburn North, Lisburn South, Downshire East, Downshire West, Castlereagh East and Castlereagh South	Community groups to apply for a grant
LCCC	17th November TBC	Lisburn Christmas Lights Switch On and Light Festival to start	City Centre	Lisburn South	Open to all
LCCC	17th November TBC	Lights at Lagan Valley Island inside and out	Civic headquarters	Lisburn South	Open to all
LCCC	17th November TBC	Rock around the Christmas Tree – to include characters	Lisburn City centre	Lisburn South	Open to all
LCCC	Sat 19th November TBC	Local Community Theatre/ Dance Troupe TBC	Market Square	Lisburn South	Open to all
LCCC	Sat 19th November TBC	Character walkabouts	Lisburn City Centre	Lisburn South	Open to all
LCCC	Sat 19th November TBC	Lisburn Ukulele Performance	Market Square	Lisburn South	Open to all

LCCC	Evenings of Wednesday 23rd November to Friday 25th November	Christmas in the Gardens	Castle Gardens	Lisburn South	Open to all
LCCC	26th November	Studio Symphony Orchestra Concert	Island Hall	Lisburn South	Open to all
LCCC	Sat 26th November TBC	Miniature Train	Market Square	Lisburn South	Open to all
LCCC	Sat 26th November TBC	Toy Story Meet & Greet	Lisburn City Centre	Lisburn South	Open to all
LCCC	TBC	ISLAND Arts Centre Christmas Themed Creative Arts Workshops and Live Events	ISLAND Arts Centre	Lisburn South	Open to all
JMG Music Group	29th November	Xmas Country Show	Island Hall	Lisburn South	Open to all
LCCC	TBC	Fairy lights in Castle Gardens - funding permitting	Castle Gardens	Lisburn South	Open to all

LCCC	TBC	Character walkabouts	Market Square and Bow Street	Lisburn South	Open to all
LCCC	1st - 23rd December	Santa at the Museum and children' workshops	Irish Linen Centre and Lisburn Museum	Lisburn South	Open to all
Lisnargarvey Operatic Society	3rd - 10th December	Lisnagarvey Panto	Island Hall	Lisburn South	Open to all
LCCC	1st - 23rd December	Wishing Well at ILCLM	Irish Linen Centre and Lisburn Museum	Lisburn South	Open to all
LCCC	1st - 23rd December	Santa's Postbox	Irish Linen Centre and Lisburn Museum	Lisburn South	Open to all
LCCC	1st - 23rd December	Cultural kits	Delivered to schools and communities through Museum service	Lisburn North, Lisburn South, Killultagh, Downshire East, Downshire West, Castlereagh East and Castlereagh South	Open to all
LCCC	Fri 2nd, 9th & 16th December TBC	Jump, Jiggle & Jive	Market Square	Lisburn South	Ticketed
LCCC	Fri 2nd, 9th & 16th December TBC	Tea Dances with Housty	Market Square	Lisburn South	Ticketed
LCCC	Fri 2nd, 9th & 16th	Roller disco	Market Square	Lisburn South	Ticketed

	December TBC				
LCCC	3rd December TBC	Dinosaur & Dragon Day	Lisburn city centre	Lisburn South	Open to all
LCCC	3rd December TBC	Band of the Royal Irish Regiment	Market Square	Lisburn South	Open to all
LCCC	Tuesday 6th December TBC	Meet the Fire Fighters	Market Square	Lisburn South	Open to all
LCCC	10th December TBC	Nativity Live in Market Square with Lisburn Community Orchestra	Market Square	Lisburn South	Open to all
LCCC	10th December TBC	Lisburn Harmony Ladies Choir	Market Square	Lisburn South	Open to all
Drumlough CA	TBC	Christmas lights/community event	Drumlough Orange Hall	Downshire East	LCCC to look after
Ravarnet Community Network	TBC	Christmas lights/community event	Ravarnet Village Crossroads	Downshire East	LCCC to look after

Seymourhill & Conway RA	TBC	Christmas lights/community event	Rowan Drive	Lisburn North	LCCC to look after
LCCC	Saturday 17th December TBC	Star Wars Character walkabouts	Lisburn city centre	Lisburn South	Open to all
LCCC	Tues 20th - Thurs 22nd December TBC	Christmas Character walkabouts	Lisburn city centre	Lisburn South	Open to all
LCCC	22nd December TBC	Rock around the Christmas Tree – to include characters	Market Square, Lisburn	Lisburn South	Open to all
Stoneyford Community and Youth Association	TBC	Christmas lights/community event	Stoneyford Playpark/St John's Church Hall	Killultagh	LCCC to look after
Dundrod Sports For All	TBC	Christmas lights/community event	Dundrod Church Carpark	Killultagh	LCCC to look after
LCCC	TBC	Outreach community arts workshops	ISLAND Arts Centre activity	Lisburn North, Lisburn South, Killultagh, Downshire East, Downshire West, Castlereagh East and Castlereagh South	One community building per DEA

Drumbeg CA	TBC	Christmas lights/community event	Drumbeg Orange Hall	Downshire East	LCCC to look after
Derriaghy Village Community Association	TBC	Christmas lights/community event	Muga & Community Garden - Milltown	Lisburn North	LCCC to look after
LCCC	TBC	Santa Dash at Lough Moss	Lough Moss Leisure Centre	Castlereagh South	Open to all
LCCC	TBC	Rock around the Christmas Tree – to include characters	Market Square, Lisburn	Lisburn South	Open to all
Drumbo & District CA	TBC	Christmas lights/community event	Drumbo Presbyterian Church	Downshire East	LCCC to look after
LCCC	TBC	Hillsborough Christmas Farmers Market	Dark Walk Hillsborough	Downshire West	Open to all
LCCC	TBC	Character walkabouts	Lisburn city centre	Lisburn South	Open to all
Glenavy Community Partnership	TBC	Christmas lights/community event	Glenavy Youth Centre	Killultagh	LCCC to look after
LCCC	TBC	Rock around the Christmas Tree – to include characters	Market Square, Lisburn	Lisburn South	Open to all
LCCC	TBC	Santa at Dundonald International Ice Bowl	DIIB	Castlereagh East	Open to all DEAs
LCCC	TBC	Food and Drink Market	Castle Gardens	Lisburn South	Open to all

LCCC	TBC	Food and Drink Market	Carryduff	Castlereagh South	Open to all
LCCC	TBC	Food and Drink Market	Dundonald	Castlereagh East	Open to all
Ballinderry Residents Association	TBC	Christmas lights/community event	Lower Ballinderry	Killultagh	LCCC to look after
Hillsborough & District Committee	TBC	Christmas lights/community event	Hillsborough	Downshire West	LCCC to look after
Dundonald Christmas Tree	TBC	Christmas lights/community event	Moat Park	Castlereagh East	LCCC to look after
Carryduff Regeneration Forum	TBC	Christmas lights/community event	Lough Moss	Castlereagh South	LCCC to look after
Halftown Residents Association	TBC	Christmas lights/community event	Lower Maze Hall	Downshire West	LCCC to look after
St. John's Parish Moira	TBC	Christmas lights/community event	Main Street, Moira	Downshire West	Mayor pre-recording 24 Nov 2021 7pm
Moneyreagh & District CA	TBC	Christmas lights/community event	Moneyreagh CC	Castlereagh East	LCCC to look after



Leisure & Community Development Committee

Confidential

3rd May 2022

Confidential Report from:

Head of Communities

Local Government Act (Northern Ireland) 2014
Schedule 6 - Access to Information: Exemption Information

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	<input type="text"/>	Redacted report available	<input type="text" value="30 June 2022"/>	Never	<input type="text"/>
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Item for Noting

TITLE: **Lisburn Museum accepted to Host British Museum Touring Exhibition “Unlocking Ancient Egypt” 5 June 2023 – 8 October 2023**

Background and Key Issues:

Background

1. In December 2021, the British Museum opened a call for three museum partners to host a British Museum Touring Exhibition “Unlocking Ancient Egypt”, a family friendly exhibition exploring the history of decoding Egyptian Hieroglyphs.

2. Museum staff submitted an application and we have now been confirmed as one of three UK museums to be selected to host the exhibition. Provisional dates are **5 June 2023 to 8 October 2023**. This information is under strict embargo until the British Museum makes the announcement during May/June.

About the Tour

3. This tour will explore how the pioneering work of Jean-François Champollion and his peers enabled other academics to make further ground-breaking discoveries with the Rosetta Stone, uncovering a further 3,000 years of human history.
4. It is hoped that this Touring Exhibition will provide an opportunity to fully appreciate the significance of the decipherment while gaining a deeper understanding of the significance and beauty of Egyptian hieroglyphs and the way they work.

Key objectives

5. The key objectives for the Touring Museum are as follows:
 - Engage families in the fascinating story of decipherment by understanding the ground-breaking decoding of hieroglyphs and the imaginative image-based text that transcends language and will captivate children of every age;
 - Link to the 7-11 years old school curriculum and make engaging cross-curricular links including literacy and maths;
 - To help visitors make their own meaningful connections with ancient Egyptian voices through enlightening subjects and personal stories;
 - To provide an opportunity for partner museums to highlight important regional collections and make meaningful connections with British Museum's collection;
6. This is a significant coup for the museum to be selected as one of three museums to host this exhibition. By comparison, the museum hosted a Norwegian Touring exhibition in 2001 'Tutankhamun's Wardrobe' which attracted 50,000 visitors in 3 months.

Recommendation:

It is recommended that the Committee notes this update.

Finance and Resource Implications:

The British Museum will cover the cost of all staff costs, administration, object transportation, object conservation, packing and mounts and courier related travel and subsistence for the entirety of the tour.

Elements of the design will also be covered by the British Museum, including the exhibition interactives and 2D design templates.

Lisburn Museum will meet the cost of 2D graphic art working and production, any 3D design and fabrication including showcase furniture **specific to their venue**, as well as marketing and general programming costs.

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

If yes, what was the outcome?:

Option 1 Screen out without mitigation	<input type="text" value="No"/>	Option 2 Screen out with mitigation	<input type="text"/>	Option 3 Screen in for a full EQIA	<input type="text"/>
--	---------------------------------	---	----------------------	--	----------------------

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:

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:

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:

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

If Yes, please insert date:



Leisure and Community Development Committee

Confidential

3rd May 2022

Confidential Report from:

Head of Communities

Local Government Act (Northern Ireland) 2014

Schedule 6 - Access to Information: Exemption Information

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

Following
ratification by
Council

Never

Item for Decision

TITLE:

DEA Investment Programme 2022/23: Proposal for rental agreement and installation of purpose made freight container to facilitate a social enterprise cafe on grounds at Moneyreagh Community Centre

Background and Key Issues:

Background

1. Moneyreagh Community Church has been a longstanding user, of at least 8 years, at the Council owned Moneyreagh Community Centre located in the District Electoral Area (DEA) of Castlereagh East. The centre is booked by the Church at specific times from Sunday through to Friday for various uses including church services, bible study, youth club and conferences/courses throughout the year. The bookings consist of a mixture of mornings and

evenings and total approximately 16 hours weekly using the main hall and conference rooms. This provides extensive community benefits in the local area in terms of locally accessible services for residents of Moneyreagh and surrounding areas and an income for the Council for the hire of the premises through an ongoing arrangement.

2. Moneyreagh Community Church has set up under legal arrangement, a community social enterprise, with representatives of the local area on the board of trustees. They approached the Council to make a formal request to lease a piece of land 110 metre squared adjacent to the main entrance of the facility and immediately in front of the community garden, to place a purpose made freight container to facilitate a social enterprise café. This would form an extension to the community facility, with patio space available outside for tables and chairs as required. An outline of the space requested is attached on a concept map attached at **Appendix 1**. Planning permission has been approved for this venture, however it would require the Council to undertake minor construction works including site excavation, installation of a concrete base, connection of utilities and other fixed costs to ensure the functionality of the facility. Costs associated with such works are estimated at circa £15,500, excluding legal fees and have been approved as part of the DEA Investment Programme 2022/23. This work would be undertaken by the Council under its annual tender works to ensure necessary compliance and authorisations by Council officers are in place. There should not be any additional revenue costs for the Council as the management and maintenance costs will form part of any rental agreement.

Proposal

3. The Table 'Cafe Social' is part of a proposed new social enterprise which will offer an attractive casual dining and efficient takeaway service with high quality tea and coffee and a daily specials menu. A modest selection of locally produced food will also be stocked including products sourced from local businesses.

4. The converted containers come with lighting, fixtures and fittings already in place and have been paid for with grant aid received by the Church. The Moneyreagh Community Church has a further grant of circa £31,000 to be used towards set-up and business start-up requirements. A business plan will be a pre-requisite for submission to Council for review by an interdepartmental officers group.

Community Benefit

5. The community pastor works in the local community and has undertaken cross community work for over 10 years both in Northern Ireland and Africa. He wants to use this venture to bring the community together and provide a service to the patrons of the church, members of the wider community who make use of the community centre and the outdoor attractions which includes the park and football pitches, enhancing the overall offering at the Moneyreagh Community Centre as a leisure and recreational facility.

6. The business will be responsible for the employment of staff and related matters. It is estimated that there will be a requirement for 4 staff on a part time basis which will include the general manager and three assistants. The church will also source volunteers from the Church of Ireland parish in Moneyreagh.

7. There is no obvious competitor in the local area which offers this type of informal dining

experience, however there is a traditional country pub called 'The Auld House' on Church Road which offers an all-day menu from 11.30am to 9pm each day. This venture, as proposed by the Church, is different from the hospitality offering at 'The Auld House', therefore mitigating any perceived competition. It is being taken forward to fulfil not only a local need but also for visitors who wish to use the facilities at the community centre and has the potential to act as a facility for catering at events taking place at Moneyreagh Community Centre as required. During the summer and periods of more favourable weather, it is planned to use the space to place tables and chairs outside, in a Covid secure setting.

8. Opening hours are proposed to be Monday-Saturday 9am to 4pm and will be revised on an ongoing basis to facilitate demands.

Proposed Agreement for tenure to run the facility

9. Council holds the land at Moneyreagh under a lease agreement for 999 years. The lease provides that the land cannot be used for any purpose other than public community and recreational purposes together with ancillary parking. It is recommended that Council commences negotiation on heads of terms for a rental agreement to include responsibilities and segregation of duties with a peppercorn rent payable to the Council, also including the following key principles:

- rental agreement to be written in the first instance for a period of five years with option to renew or instigate break clause;
- the tenant is responsible for the payment of rates and all utilities in connection with the facility and all associated insurances;
- all profits from the coffee facility must be used for the benefit of the community;
- the Council will install a concrete base suitable for the installation of a container unit and bring all utility supplies;
- the Church will be responsible for installing a fitted container unit suitable for trading of hot and cold beverages and food products; and
- the Church will be responsible for the on-going maintenance of the completed coffee facility.

Recommendation:

It is recommended that Committee agrees in line with approval of the project in the DEA Investment Programme 2022/23:

- the background detail and proposal contained in this report in respect of the development of a social enterprise café on lands adjacent to the main entrance at Moneyreagh Community Centre;
- draft heads of terms to be negotiated for a rental agreement to be presented to a further meeting of the Council for agreement and sealing in line with the key principles outlined in the paper.

Finance and Resource Implications:

£20,000 – DEA Investment Programme

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

If yes, what was the outcome?:

Option 1		Option 2		Option 3	
Screen out without mitigation	<input type="text" value="Yes/No"/>	Screen out with mitigation	<input type="text" value="Yes/No"/>	Screen in for a full EQIA	<input type="text" value="Yes/No"/>

Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

The DEA Investment Programme 2022/23 has been screened.

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="Yes"/>	Has a Rural Needs Impact Assessment (RNIA) template been completed?	<input type="text" value="Yes"/>	
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If no, please give explanation/rationale for why it was not considered necessary:

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:

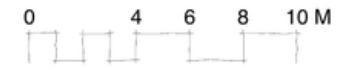
If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

APPENDICES:

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:



SITE PLAN 1:200

CONCEPT DRAWINGS



Leisure & Community Development Committee

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3 May 2022

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Head of Communities

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When will the report become unrestricted:

Specify when report will become available	<input type="text"/>	Redacted report available	<input type="checkbox"/>	Following ratification by Council	<input type="checkbox"/>	Never	<input type="checkbox"/>
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Item for Decision

TITLE: Update report – Killynure Community Needs Assessment and Development Action Plan

Background and Key Issues:

Background

1. In September 2016, LCCC secured a contribution of £80k from Choice Housing Association towards the cost of developing a community facility in the Killynure area (the agreement was for five years and Choice Housing Association agreed to extend the longstop for a further 5 years). It was subsequently agreed by Council in 2017 that a consultation would be commissioned on local needs for the development of a community hub in the area. The outcome of the exercise

identified the requirement for such a facility with the preferred location for a potential community hub focused on the area around the library and Killynure House.

2. Prior to the covid pandemic it was planned that two temporary portable cabins at lands to the rear of Carryduff Library could be placed on lands owned by Libraries NI using the funding secured from Choice Housing Association. Due to the ongoing covid restrictions and concentration on the delivery of critical and essential services, this project was stalled, however ongoing and consistent support has been provided by Council officers to the Killynure Community Association over the last 12 months.

Updated Position

3. This support involved a review of previous proposals to install the temporary portable cabins to the rear of the library. On closer inspection of revised and updated post pandemic costs, this proposal involved a financial commitment of approximately £300k to cover the purchase of a single modular unit, required site development works, utility costs and did not include any professional or legal fees. Additionally there were challenges with any proposed lease of this land from Libraries NI, not least, it was landlocked with no vehicular access, no car parking facility specific to the site and the required reinstatement of the lands following expiry of any lease arrangement.

4. Council officers further committed to supporting the group in assisting with the development of a refreshed and up to date Community Needs Assessment and associated Development Action Plan setting out short, medium and longer term priorities and funding strategy to support programme development.

The four key priorities identified to be taken forward through a community planning approach under the principles of co-production and co-design in the Development Action Plan are:

- Encourage partnership working
- Increase in the delivery of community activities
- Further exploration of capital programmes
- Development of a funding strategy

5. A key aspect of this plan will be mapping existing facilities for shared use. It will also assist in upskilling the group to progress its ambitions for the area and ensure a collaborative approach to the realisation of its priorities for the benefit of the local community.

7 A Side 3G Pitch – Carryduff Primary School

6. Killynure Community Association has, in partnership with, the Education Authority and Carryduff Primary School been simultaneously progressing plans for a 7 a side 3G Pitch to replace the existing grass pitch at the school.

7. The Education Authority has obtained planning permission for the pitch and as the lead developer estimate overall costs will be in the region of £460,000 with Killynure Community Association having already secured £130,000 towards the development from a local Housing

Association. The pitch development could qualify for funding from 'Your School Your Club', an initiative operated by the Department for Communities, although a submission needs to be co-ordinated and submitted by Lisburn & Castlereagh City Council.

Currently, applications are not being accepted to the scheme although this may change in the next couple of months. The Department has been made aware of the details of the potential for a proposal in Killynure. Members are advised that 'Your School Your Club' is not a majority funder and as such the Council may have to consider leading on this application should this be agreed. An update will be brought to committee when further details are known and the scheme re-opens for applications.

Recommendation:

It is recommended that: -

- the extension to the long stop agreement for the £80k from Choice Housing Association is noted;
- the up-to-date position in respect of the assistance provided to Killynure Community Association by Council officers in the development of a Community Needs Assessment and associated Development Action Plan is noted; and
- it is agreed that a report is brought back to committee when 'Your School Your Club' funding stream is re-opened detailing the required financial information for the consideration of the furtherance of an application.

Finance and Resource Implications:

There are no financial implications as a result of this report at this time. Officers will continue to support the Killynure Association to progress the 4 key priorities identified through the recent review of the Action Plan.

Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy? N/A

If no, please provide explanation/rationale

If yes, what was the outcome?:

Option 1
Screen out
without mitigation

Option 2
Screen out with
mitigation

Option 3
Screen in for
a full EQIA

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:

[Empty text box for link]

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?

N/A

Has a Rural Needs Impact Assessment (RNIA) template been completed?

N/A

If no, please give explanation/rationale for why it was not considered necessary:

[Empty text box for explanation]

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:

[Empty text box for summary]

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:

[Empty text box for appendices]

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

[Empty text box for date]



Leisure & Community Development Committee

Confidential

3rd May 2022

Confidential Report from:

Head of Parks & Amenities

Local Government Act (Northern Ireland) 2014
Schedule 6 - Access to Information: Exemption Information

- 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	<input type="text"/>	Redacted report available	<input type="checkbox"/>	Once minutes ratified and post call in period	<input type="checkbox"/>	Never	<input type="checkbox"/>
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Item for Noting

TITLE:

Background and Key Issues:

1. This report for Members noting, is the outcome of the Stewarding and Crowd Control tender of which the current contract expired on 31 March. This tender is shared by a number of service unit across the Council to deliver safe and enjoyable events across our city such as:
 - Mayor’s Parade and Family Fun Day
 - Lisburn Half Marathon
 - Parklife
 - Halloween

- Christmas events
 - One off events such as Royal Hillsborough or Queens Jubilee events
 - A weekly presence at Hillsborough Forest Park car park.
2. The value per Service Unit are outlined below:
 - £60,000 Parks & Amenities
 - £50,000 Museum
 - £40,000 Arts
 - £35,000 City Centre Management
 - £10,000 Sports Development
 - £3,000 Civic events
 - £210,000 Economic Development
 3. One submission was received and evaluated at **Appendix 1[P&A]** and found to be the Most Economically Advantageous Tender (MEAT). It will remain valid for 3 years (1+1+1) which allows for periodic review of the service.
 4. It is based on a call off process as and when required with no commitments to spend.
 5. Total tender value over the 3 years is estimated at £408,000.

Recommendation:

It is recommended that Members note the award of the tender for the Stewarding and Crowd Control Tender to Eventsec Ltd, The SSE Arena, 2 Queens Quay, Belfast, BT3 9QQ.

Finance and Resource Implications:

Provision has been made within the Estimates for the incoming financial year for this ongoing service:

Hourly Rates

	Normal Hours (Mon-Fri 9am-5pm)	Outside Normal	Bank/Public
Stewards	£14.25	£14.25	£28.50
SIA Licensed Staff	£16.25	£16.25	£32.50
Supervisors	£20.75	£20.75	£41.50
Management	£25.00	£25.00	£50.00
Child Protection Officers	£20.75	£20.75	£41.50

As this is a call off tender, the budget cannot be exceeded.

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

If yes, what was the outcome?:

Option 1 Screen out without mitigation	<input type="text" value="Yes/No"/>	Option 2 Screen out with mitigation	<input type="text" value="Yes/No"/>	Option 3 Screen in for a full EQIA	<input type="text" value="Yes/No"/>
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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"/>	
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If no, please given explanation/rationale for why it was not considered necessary:

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:

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 - Stewarding and Crowd Control Tender Evaluation

HAS IT BEEN SUBJECT TO CALL IN TO DATE? No

If Yes, please insert date:

LISBURN AND CASTLEREAGH CITY COUNCIL COMMITTEE TENDER REPORT

ITEM FOR NOTING

DATE: 7th April 2022

TENDER TITLE:

**TENDER FOR THE PROVISION OF STEWARDING AND CROWD CONTROL FOR
LISBURN AND CASTLEREAGH CITY COUNCIL EVENTS (T21/22-050)**

Background

This report for noting is for the award of tender, for **the provision of Stewarding and Crowd Control for LISBURN AND CASTLEREAGH CITY COUNCIL events**

Procurement Process

Tender Invites were issued through e-Tenders NI and public advertisement in the Council Website inviting companies to tender for the services required.

31 Days were allowed for return of Tenders.

Tenders received were unlocked on eTendersNI and recorded by Kathryn Cahill, Procurement Officer on Monday 4th April 2022 at 1.00pm

The tender competition closed on Monday 4th April 2022 at 12:00 noon. 1 Tender submissions were received by the closing date/time.

Eventsec

The SSE Arena, Belfast 2 Queens Quay Belfast BT3 9QQ

Tender Evaluation

Tenders were evaluated by

William Torrens Parks and Amenities Manager
Carolyn Thomas Events Officer, P&A
Gina Brabon Admin Officer, P&A

Tenders were evaluated using the agreed criteria and weightings as set out in the issued Tender documents.

The services proposed by each tenderer and the relative Costs were evaluated and scored in order to determine the Most Economically Advantageous Tender (MEAT) in relation to Quality/Cost.

Stage 1 Mandatory documentation

Eventsec Passed all criteria: Progressed to stage 2

Stage 2 Quality

Methodology

- Tendering Companies must provide details of their proposed approach to the planning, preparation and management of the following:

An evening event, capacity over 4,000	Score 60	12%
---------------------------------------	----------	-----
- A daytime event, capacity over 10,000

Score 60	12%
----------	-----
- Tendering Companies must provide information on their approach to necessary training of their staff, in advance of activities taking place. Information should include training on areas such as Health & Safety, Risk Management, and Safeguarding

Score 75	15%
----------	-----
- Tendering Companies must provide details of their method of selection and supervision of any staff required. This should include the process used to ensure that all staff will be of adequate quality

Score 50	10%
----------	-----
- Tendering companies must provide detail of the minimum hours allowed per event

Score 0	0%
---------	----
- Costs 40%

Total Score 435 out of 500

Total percentage 87% out of 100%

Recommendation:

As a result of the evaluation, the panel would recommend the following contractor be appointed.

Eventsec

The SSE Arena, Belfast 2 Queens Quay Belfast BT3 9QQ



Leisure & Community Development Committee

Confidential

3rd May 2022

Confidential Report from:

Head of Parks & Amenities

Local Government Act (Northern Ireland) 2014

Schedule 6 - Access to Information: Exemption Information

3. Information relating to the financial or business affairs of any particular person (including the Council holding that information).
6. Information which reveals that the Council proposes-
 - (a) to give under any statutory provision a notice by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any statutory provision.

When will the report become unrestricted:

Specify when
report will
become available

Redacted
report
available

Once minutes
ratified and post
call in period

Never

Item for Decision

TITLE:

Ulster Grand Prix 2022

Background and Key Issues:

The Ulster Grand Prix (UGP) will celebrate its 100th anniversary in August 2022. The event has previously been organised by the Dundrod and District Motorcycle Club (DDMCC) but financial difficulties resulted in the Club issuing a Company Voluntary Agreement (CVA) and losing the license to run the

event issued by the Motor Cycling Union of Ireland (MCUI). However in January 2022, the Club cleared the CVA to all its creditors and have since been affiliated back into the MCUI.

Whilst going through the CVA, a new organisation called the Revival Club were issued with the license to run the event by the MCUI. The Revival Club were also engaged with the several NI governmental departments and Tourism NI to secure funding to progress the UGP in 2022. In March negotiations ceased when the level of funding being requested was not forthcoming and the Revival Club are no longer involved in the UGP. The MCUI also withdrew their license to run the UGP in 2022.

Officers have subsequently met with the management of the DDMCC who recognised that there is now not sufficient time available for them to host the UGP in 2022. The DDMCCC and its Supporters Club are keen however to mark the 100th anniversary of the Ulster Grand Prix on 20th August (see **Appendix 2{P&A}**).

The DDMCC are considering a number of options to mark the anniversary but these will not involve any road 'racing'. They do however hope to facilitate controlled laps of the circuit and displays of vintage bikes that have participated in previous races. The Club will progress their plans with the PSNI for an 11/1 permission.

Holding an UGP tribute will still require significant funding and clearly after the CVA, the DDMCC is looking for assistance to host the event in the form of £20,000 plus in-kind support in preparing the Pits area and waste removal. Their intention is use the occasion to raise money to enable the Club to host the UGP in future years.

The DDMCC has also asked that the Council extend the 'rent holiday' for the lease of the Dundrod Pits, normally £1800 per annum, to 31 March 2023

Recommendation:

It is recommended that Members consider the request from the Dundrod and District Motor Cycle Club to host a tribute to the Ulster Grand Prix on its 100th anniversary and approve £20,000 financial support and in-kind support in preparing for the event.

It is further agreed to grant an extension to the 'rent holiday' to the DDMCC for the lease of the Dundrod Pits until 31 March 2023.

Finance and Resource Implications:

Council will not benefit from the £1800 rent income for lease of Dundrod Pits

£20,000 financial support to come from provision in the 22-23 estimates for the Ulster Grand Prix.

In-kind support through P&A to weed spray and cut grass in the Pits area; and assistance with bins and waste disposal post event.

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

If yes, what was the outcome?:

Option 1 Screen out without mitigation	<input type="text" value="Yes/No"/>	Option 2 Screen out with mitigation	<input type="text" value="Yes/No"/>	Option 3 Screen in for a full EQIA	<input type="text" value="Yes/No"/>
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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"/>	
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If no, please given explanation/rationale for why it was not considered necessary:

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:

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 2[P&A]-CONFIDENTIAL-DDMCC letter

HAS IT BEEN SUBJECT TO CALL IN TO DATE? No

If Yes, please insert date:



DUNDROD AND DISTRICT MOTORCYCLE CLUB - ULSTER GRAND PRIX

Centenary Celebration 1922 – 2022

The International Ulster Grand Prix (UGP) Bike Week is an annual event held on closed public roads around the Dundrod Race Course, Lisburn, Co Antrim and is promoted by the Dundrod and District MCC (DDMC). The UGP was first run on the old Clady Course in 1922 making 2022 the centenary of this World Famous Event.

A combination of Covid Restriction and financial difficulties from 2020 to date have resulted in the cancellation of the UGP

The promoting and running of a full Bike Week of motorcycle racing and associated events has now proved impossible for this year however the DDMC feel that it is important to mark the UGP Centenary with a one day Celebration Event on 20th August 2022.

Tentative enquiries within the biking fraternity would seem to be very encouraging with a great deal of positive interest

Although in the early stages of planning the possible composition of this would include but not restricted to the following:-

- 1 Event held at the pits opening at 10am until approx 4pm
- 2 A static Exhibition of Classic motorcycles from 1922
- 3 A Centenary PSNI controlled parade lap around the Dundrod course consisting of a minimum of 100 + motorcycles
- 4 A variety of static Exhibition/Display units including PSNI Mobile Advice Centre, Ulster Grand Prix Supporters Club mobile unit, L&CCC Mobile Display/Information unit etc.,
- 5 The Official naming of a section of the course in Honour of Raymond McCullough, to be called Ray's Rise

The promotion of this event will require a substantial amount of organisation and indeed site preparation as the area has not been utilized in the past 2/3 years.

We would request whatever in kind support may be available from L&CCC in particular site preparation and service requirements.

The content and structure of the event is continually evolving and with this in mind the DDMC having received commitments of in the region of £7-8K from the UGPSC and general sponsorship would request financial input from L&CCC of £20K to assist the DDMC with this important Centenary Celebration.

I have attached possible pits and parking layouts.

Regards

Ken



Leisure & Community Development Committee

Confidential

3rd May 2022

Confidential Report from:

Head of Parks & Amenities

Local Government Act (Northern Ireland) 2014
Schedule 6 - Access to Information: Exemption Information

- 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	<input type="text"/>	Redacted report available	<input type="checkbox"/>	Once minutes ratified and post call in period	<input type="checkbox"/>	Never	<input type="checkbox"/>
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Item for Noting

TITLE: Procurement of the Supply and Delivery of Civic and Community Harvested Christmas Trees

Background and Key Issues:

1. This report for Members noting, is the outcome of the Procurement of the Supply and Delivery of Civic and Community Harvested Christmas Trees tender which has now expired.
2. One submission was received and evaluated at the **Appendix** and found to be the Most Economically Advantageous Tender (MEAT). It will remain valid for 3 years (1+1+1) which allows for periodic review of the service.

- 3. It is based on a call off process as and when required with no commitments to spend.
- 4. Total value of the tender based on current needs is estimated at **£17,970.00** per annum or £54,000 over the period of the 3 year contract.

Recommendation:

It is recommended that Members note the award of the tender for the Procurement of the Supply and Delivery of Civic and Community Harvested Christmas Trees to Killarney Christmas Tree Farm, Ballyhar Road, Knockasarnett, Killarney, Co.Kerry Ireland

Finance and Resource Implications:

Provision has been made within the Estimates for the incoming financial year for this ongoing service.

As this is a call off tender, the budget cannot be exceeded.

Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy? No

If no, please provide explanation/rationale

If yes, what was the outcome?:

Option 1		Option 2		Option 3	
Screen out without mitigation	Yes/No	Screen out with mitigation	Yes/No	Screen in for a full EQIA	Yes/No

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?

No

Has a Rural Needs Impact Assessment (RNIA) template been completed?

No

If no, please give explanation/rationale for why it was not considered necessary:

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 - Christmas Tree Tender Evaluation

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

**LISBURN AND CASTLEREAGH CITY COUNCIL
COMMITTEE TENDER REPORT**

REPORT FROM: Stephen Mackle, Parks Manager

DEPARTMENT: Leisure and Community Wellbeing

DATE: 20th April 2022

**TENDER TITLE: Procurement of the Supply and Delivery of Civic and Community Harvested
Christmas Trees**

Background

Leisure and Community Wellbeing intend on installing 21 no. Civic and Community Christmas Trees within selected towns and villages across the Council area over the next 3 financial years, in conjunction with annual Christmas celebrations.

Procurement Process

Tenders were invited from companies to tender for the goods required. Following Open Tender procedures, 21 Days were allowed for return of Tenders. The tender competition closed on Tuesday 5th April 2022 at 12:00 noon. One tender submission was received by the closing date/time and opened by:

- Ross Gillanders, Head of Parks & Amenities
- Andrew Hegan, Procurement Officer

The tender responses were returned to the Procurement Department recorded, copied and passed to Leisure Services and Community Development for evaluation.

Tender Evaluation

All tenders were evaluated by Stephen Mackle (Parks Manager) and Mark Rogan (Parks Supervisor). **Tenders** were evaluated using the agreed criteria and weightings as set out in the issued Tender documents.

The services proposed by each tenderer and the relative Costs were evaluated and scored in order to determine the Most Economically Advantageous Tender (MEAT) in relation to Quality/Cost. Following public advertisement, one tenderer was successfully evaluated at an evaluated cost of **£2828.77.**

Recommendation:

As a result of the evaluation, the panel would recommend the award of the contract: -
Supply and Delivery of Civic and Community Harvested Christmas Trees

1. Killarney Christmas Tree Farm
Ballyhar Road Knockasarnett
Killarney,
Co.Kerry Ireland.

- **Annual Cost** - £13,370 per 21no Civic and Community Christmas Trees
- **Annual Cost**- £800.00 per 50no small shop front Christmas Trees
- **Annual Cost**- £3800.00 delivery charge
- **Total Annual Cost- £17,970.00**

Description	Cost
Supply 1nr 1.2 metre Christmas Tree	£16
Supply 1nr 6 metre Christmas Tree	£385
Supply 1nr 8 metre Christmas Tree	£800
Supply 1nr 12 metre Christmas Tree	£1,575
Delivery Cost per annum	£3,800

Stephen Mackle
Parks Manager

20th April 2022