



October 27th, 2022

Chairperson: Alderman A G Ewart MBE

Vice Chairperson: Alderman A Grehan

Aldermen: J Baird, W J Dillon MBE and D Drysdale

Councillors: R T Beckett, F Cole, J Gallen, A Givan, H Legge, G McCleave, C McCready, U Mackin, S Mulholland and A Swan

Ex Officio: The Right Worshipful the Mayor, Councillor S Carson
Deputy Mayor, Councillor M Guy

Notice of Meeting

A meeting of the Development Committee will take place on **Thursday, 3rd November 2022 at 6:00 pm** in the Council Chamber and remote locations for the transaction of business on 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.

A light buffet will be available in Lighters Restaurant from 5.30 pm.

DAVID BURNS
Chief Executive
Lisburn & Castlereagh City Council

Agenda

1.0 Apologies

2.0 Declarations of Interest

- (i) Conflict of Interest on any matter before the meeting (Members to confirm the specific item)
- (ii) Pecuniary and Non-Pecuniary Interest (Members to complete the Disclosure of Interest Form)

3.0 Report from Head of Economic Development

3.1 HGV Transport Academy - update

- ▢ *1. HGV Transport Academy (for decision) v3.docx* *Page 1*

3.2 Covid Recovery Small Settlements Regeneration Programme - Update

- ▢ *2. Small Settlements Update report Nov 2022.docx* *Page 4*

- ▢ *Appendix 2a Covid Recovery Small Settlements Project Update 13 10 22.pdf* *Page 7*

- ▢ *Appendix 2b Rural Investment Fund - Expression of Interest FINAL 24 08 2....pdf* *Page 13*

- ▢ *Appendix 2c Rural Investment Fund - Application FINAL 24 08 22.pdf* *Page 38*

3.3 Assessment of Applications to Rural Business Development Grant Scheme funded by DAERA under the Tackling Rural Poverty and Social Isolation programme (TRPSI)

- ▢ *3. For Noting - TRPSI Assessment Panel Recommendations.docx* *Page 50*

- ▢ *Appendix 3 - Assessment Panel Recommendations.pdf* *Page 53*

4.0 Report of the Head of Planning and Capital Development

4.1 Planning Publication Policy

- ▢ *4. Planning Publication Policy - FINAL.DOCX* *Page 57*

- ▢ *Appendix 4 - Planning Publication Policy - Version 1 - 5 October 2022.pdf* *Page 60*

5.0 Confidential Report of Director of Service Transformation

Items are confidential for reason of containing information relating to the financial or business affairs of any particular person (including the Council holding that information)

5.1 Estimates Process 2023/24

5.2 Dublin Belfast Economic Corridor Resource Request and Update

5.3 Belfast Region City Deal (BRCD) Update

5.4 Full Fibre Networks NI Collaborative WAN/MPLS Contract Update

5.5 Tender Report for award of Boiler Replacement Programme

**5.6 Tender Report for Planned Maintenance Inspections of Gas Detection
Equipment**

6.0 Any Other Business



Development Committee

3 November 2022

Report from:

Head of Economic Development

Item for Decision

TITLE: HGV Transport Academy - update

Background and Key Issues:

Background

1. Members should note that at the Full Council Meeting in January 2022, the Local Investment Programme 2022-2023 was approved. As part of the District Electoral Area (DEA) Plan, a budget of £25,000 was allocated to the delivery of an HGV Transport Academy across Lisburn & Castlereagh City Council.
2. In addition, as part of the Labour Market Partnership's Action Plan which was agreed in May 2022, an additional budget of £20,000 was also allocated to the delivery of an HGV Transport Academy across the Council area.

Key Issues

1. Belfast City Council has recently completed a major procurement exercise to appoint delivery agents for a number of sectoral based skills programmes. Lisburn and Castlereagh City Council was named as part of that procurement exercise to allow the Council to utilise the framework and avail of the economies of scale that come with it.
2. In line with this procurement exercise, it is therefore proposed that the Council appoints Workforce Training Services as the delivery agent, as they were the successful tenderer for the HGV element of the tender exercise. Workforce Training Services will deliver the Lisburn and Castlereagh HGV Transport Academy under the terms and conditions of Belfast City Council's Employment Academies Framework T1983 – Lot 3 Practical Sector).
3. The Council is now in a position to deliver an HGV Transport Academy across the Council

area. The employment academy will have an overall maximum budget of £45,000 which will enable a minimum of 20 participants to complete the programme.

4. It should be noted that the £20,000 element to be financed from the Labour Market Partnership Action Plan allocation will be subject to final confirmation from the Department for Communities of this amount, and receipt by the council of the associated letter of offer. Officers are confident that there will be sufficient demand for the 20 places given ongoing feedback received from companies, and a number of individuals that have already registered interest.

Recommendation:

It is recommended that the Committee considers and agrees to proceed with the appointment of Workforce Training Services as the delivery agent for the HGV Transport Academy under Belfast City Council’s Employment Academies Framework T1983 – Lot 3 Practical Sector up to a maximum budget of £45,000 as outlined above.

Finance and Resource Implications:

The total budget for the HGV Transport Academy is £45,000 (£25,000 DEA and £20,000 from DfC)

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?:

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

It has been concluded that a detailed equality impact assessment is not necessary as all the potential impacts identified are minor and positive.

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?	Yes	Has a Rural Needs Impact Assessment (RNIA) template been completed?	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:

The programme has been developed in order improve employability conditions for those who are economically inactive or unemployed regardless of their urban / rural location.

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 Box]

HAS IT BEEN SUBJECT TO CALL IN TO DATE? No

If Yes, please insert date:



Development Committee

3 November 2022

Report from:

Head of Economic Development

Item for Noting

TITLE: Covid Recovery Small Settlements Regeneration Programme - Update

Background and Key Issues:

Background

1. Funding has been secured through the Department for Communities, Department for Infrastructure and the Department for Agriculture, Environment and Rural Affairs to deliver a Covid Recovery Small Settlements Regeneration programme.
2. A letter of Offer has been signed and returned to the Department for Communities, and Council match funding of £232,333 has been ring-fenced from the 2022/2023 corporate budget estimates.
3. It must be noted that the deadline for programme delivery is 31st March 2023 as per the letter of offer although it is envisaged that this may be negotiable as project delivery progresses.

Key Issues

1. Further to the update information provided to the Council in June 2022 officers continue to work through the delivery of the Covid-19 Recovery Small Settlements Regeneration programme. Attached (**see Appendix**) is an update on the current status of the key initiatives within the scheme.
2. The Project Board continues to meet and review the progress of the projects, monitoring progress, managing risks and reviewing the budgets. It must be noted that the budgets allocated to each project are estimated figures and will be reviewed and potentially updated

on a rolling basis, as each project progress and procurement exercises are completed.

3. Attached for noting (**see Appendices**) are the terms of reference and application documents previously agreed by the Chair, Vice Chair and Director under the agreed delegated authority for the Rural Investment Fund. This initiative went live on 4th of October 2022.
4. Faithful and Gould have been appointed as the Employers Agent for Small Settlements. The contract will be an NEC4 Professional Service Contract. A project initiation meeting took place on Wednesday 27th August. The appointment was based on the projected costs and associated fees submitted through the framework. These costs will be monitored as we progress through each initiative, any changes will be controlled and agreed through the project board, with rolling updates provided to the committee.
5. As part of the Heritage Shopfront Scheme, new gateway signage for Moira has been designed and consulted on. These are currently in production and will be installed mid to late November 2022.

Recommendation:

It is recommended that the Committee notes the update provided.

Finance and Resource Implications:

Match-funding provision of £232,333 has been made within the existing 2022/2023 budget estimates.

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?:

Option 1
Screen out
without mitigation

Yes

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)

An overarching screening document has been completed for the programme but each project will be screened individually

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?

Yes

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

Yes

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:

The projects will be undertaken in a rural environment, an overarching RNIA has been undertaken but each individual project will require a rural needs impact assessment.

SUBJECT TO PLANNING APPROVAL:

Yes

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 2a - Small Settlements Project Update

Appendix 2b - Rural Investment Fund Expression of Interest

Appendix 2c - Rural Investment Fund Application form

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

Covid Recovery Small Settlements Regeneration Programme – 2022/202

Timescale for delivery – March 2023

Project Title	Project Description	Locations	Approx. Budget	Current Status
Rural Investment Fund (RIF)	Grant aid to encourage new business into the area or support existing businesses to diversify their current offer through repurposing of vacant units (this must include unused areas of their current premises)	Across all Small Settlements	£316,000	The Expression of Interest for the Rural Investment Fund was released on 4 th October 2022. PR Photo completed on 13/09/22 with Ald Ewart, the DAERA Minister and a representative from DfC. To date we have received a number of queries regarding the programme. An Information Workshop is took place on Thursday, 13 th October 2022 at 6pm for interested applicants. Deadline for the Expression of Interest to be submitted is Monday, 31 st October 2022. Eligible applicants will then be invited to submit a full application.
Improved Transport and Walkability Infrastructure	Infrastructure to support Traffic Calming Measures and increase safety across a number of villages.	Glenavy Aghalee Annahilt	£420,000	<u>Faithful and Gould appointed as Employers Agent</u> <u>Glenavy:</u> Ongoing meetings with DFI Roads Street Lighting. Topographical surveys carried out. Street lighting agreed with DfI lighting Speed control measures detailed and tender docs prepared to issue. Awaiting confirmation from DFI Roads that the Roads Order is in place to allow works to proceed. <u>Aghalee:</u> The information has been sent to DfI to commence the roads order for Aghalee Topographical surveys carried out.

				Engagement with utility companies ongoing Tender docs are currently being drafted.
Environmental Improvement Scheme	Improvements to footpaths, lighting, roads etc.	Annahilt	£430,000	<p><u>Faithful and Gould appointed as Employers Agent</u></p> <p>Utility engagement re existing services has been completed and discussions are ongoing with DfI Street Lighting.</p> <p>Concept designs have been drafted for the delivery of a public realm scheme in Annahilt. These designs informed a meeting held on 6th October 2022 between officers, Hanna & Hutchinson (consultant for Small Settlements) and DfI to discuss the implementation of an Environmental Improvement Scheme in Annahilt. Hanna & Hutchinson provided initial drawings to include traffic calming measures, pedestrian crossing, additional parking bays and resurfacing of footpaths.</p> <p>Early conversations have indicated that achieving traffic calming measures across the village does not meet DfI policy as the number of cars passing through the village per day exceeds 5000 although DfI will consider the installation of a pedestrian crossing through the planning application process.</p>

Greenway Enhancement Schemes	Increase the accessibility of Greenway links across Small Settlements to include improvements to sections of the Lagan Towpath linking the tow path to villages and creating walking loops for residents of the villages, resurfacing to allow for better navigation and the installation of benches, bins, sign posting and bicycle racks, improving usability of these linkages (Bike lock ups where possible).	Drumbridge car park	£250,000	<p><u>Faithful and Gould appointed as Employers Agent</u></p> <p>Scheme proposals have been drafted and are being reviewed internally</p> <p>Consultation on-going with stakeholders and potential users</p>
Access to the Lagan Tow Path from Navigation House	Reopen access from the Navigation House to the Lagan Tow Path. Historically there were steps from the Navigation House site through a gate down to the path.	Navigation House, Lisburn	£100,000	<p><u>Faithful and Gould appointed as Employers Agent</u></p> <p>Concept Design completed to allow initial discussion with NHT, HED and Planners.</p> <p>A topographical survey has been carried out and initial designs draft by a conservation architect and landscaper for Navigation House. Officers have met with representatives of Lagan Navigation Trust and Historical Environment Division onsite to review proposals to install a path from the house to the towpath.</p> <p>An arboricultural consultant has been commissioned to undertake a tree survey at the back of Navigation House to ascertain the health and condition of the trees which is maybe be required for removal to facilitate access.</p> <p>Consultation with LNT and Stepping Stones is ongoing.</p> <p>Utility engagement undertaken re existing services.</p>

Implementation of an Active Travel Network Strategy (ATNMS)	Implementation of an Active Travel Network Strategy to identify existing walking and cycling routes and to investigate where upgrades or new routes can be anticipated over the next 15 years (Future Routes). The Strategy will be publicised on the Council Website.	Hillsborough Moira Drumbo Annahilt Moneyreagh Dromara Glenavy Aghalee	£80,000	Strategy now complete and is being reviewed internally – projects coming forward are yet to be defined
Parklets	Identify areas across rural settlements that can be cleared and suitably landscaped to create a community parklet/ seating area. The implementation of a Parklet will create a central space for villagers and shoppers alike to relax and enjoy a coffee contributing to the improved mental health of the village and also provide local hospitality businesses with extended space to facilitate customers.	Moira Hillsborough Annahilt	£70,000	Parklet in Annahilt now complete Works on Parklets in Hillsborough and Moira still ongoing
Heritage Shop Front Scheme	The scheme aims to support business, whose shop fronts currently sit outside of planning regulations, from a heritage perspective, and help the businesses to replace their shop front façade and signage in order to conform to the guidelines as per the Lisburn Conservation area guide. The aim of the scheme is to create a more pleasing village centre environment by improving heritage shop fronts, resulting in wider benefits for the public realm and civic pride.	Hillsborough Moira	£265,000	The Expressions of interest process for the shop front Heritage scheme in Moira and Hillsborough is now closed, Approx. 36 businesses have successfully progressed through to stage 3 of the Heritage Shopfront Scheme in Moira and Royal Hillsborough. Council require all businesses to submit their planning applications and provide a planning reference number prior to receiving a letter of offer to ensure the completion deadline of March 2023 is met. 18 letters of offer have been issued to date with the remaining to be issued over the next few weeks.

Improved Planting at Gateways and improving arterial routes	A range of interventions have been identified through the village Renewal Plans and consultation with members that would improve the environment of the gateways and along the main arterial routes through small settlements. This would include improved planting and creating more accessible walking routes from just outside of the villages to the core of the village community. It would also create an improved central community space to support the wider community and related commercial activity.	Across all Small Settlements	£45,000	Parks and Amenities have ordered a five-year cycle of Bulbs to the value of £40,000 to undertake the improved planting at Gateways and arterial routes. It is hoped this will commence in the coming weeks. Wildflower planting will also be undertaken.
Small Settlements Shop Front Scheme	This grant will be offered to small business owners with premises in hospitality/ retail units on the main street within small settlements, to enhance the appearance and condition of their shop fronts and signage, making the area a more attractive place for both occupiers and visitors.	Glenavy Dromara Annahilt Aghalee Milltown Moneyreagh	£81,333	The team are currently drafting the Terms of Reference and the Expression of Interest documents for the Shop Front scheme to be delivered across all the rural settlements, these will be circulated to the Chair and Vice Chair of Development and the Director of Service Transformation for review in the coming weeks.
Improvements to dedicated open space and walking trails	To include signage, digital signage, maps, capital infrastructure.	Moneyreagh	£60,000	A site meeting was undertaken on 31 st August 2022 to review the proposed projects for Moneyreagh. Communities have put forward a project to provide groundworks including mechanical and electrical connections to support the delivery of a Coffee Kiosk at Moneyreagh Community Centre through a social enterprise. There is currently no other coffee provision across the village and the community centre would be considered the focal point of Moneyreagh. The proposed project supports the aims and objectives of the Small Settlement scheme. This initiative is being led by Communities.

				In addition, it has been proposed to undertake landscaping improvements to the green space in the centre of the village. This includes; clearing and planting and enhancing the existing 'reading corner'.
Community Markets pilot	Pilot scheme supporting community groups to deliver 'Farmers style' markets in the small villages. Based on the success of the markets in Hillsborough, Moira and Newtownbreda it is proposed to pilot two community markets, providing funding to purchase the infrastructure to facilitate delivery of the markets and provide funding to two local communities to take on the responsibility of delivering a monthly market in their area. This pilot will be extended to Moira to allow the Market to offer a 'community' element which will expand the reach of the current market.	Villages with populations of 500+	£50,000	Expression of interest documentation has been drafted for the community markets by Communities working with Economic Development; Communities' update report to L&CD Committee; following completion of procurement, community markets' contribution to growth in the food and drink programme in Moira and Hillsborough being developed as part of Tourism Food and Drink Campaign
Destination Tourism Packages based around Royal Hillsborough and Historic Moira.	Council have been working closely with 39 rural business who have agreed to act as Local Champions for 'Royal Hillsborough and Historic Moira' creating a series of Destination packages to promote the villages as tourism and hospitality destinations. These packages are aimed at boosting the visitor economy within these areas.	Hillsborough Moira	£85,000	Tender for Integrated Marketing Campaign (to include Destination Tourism Packages across Royal Hillsborough and Historic Moira) has recently closed, two submissions were received.
Marketing and PR	Marketing and PR	N/A	£5,000	Ongoing as per individual projects
Additional staff resources	Revenue funding will be allocated towards additional staffing/consultant resources to support the delivery of the initiatives outlined.	N/A	£66,000	Recruitment for a Rural Regeneration and Infrastructure Officer is currently out to the market.
Total Budget			£2,323,333	



Lisburn & Castlereagh City Council

Small Settlements

Rural Investment Fund

Stage 1: Expression of Interest



Department for

Communities

www.communities-ni.gov.uk

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Small Settlements - Rural Investment Fund

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Expression of Interest

1. The Opportunity

Lisburn & Castlereagh City Council has developed a Rural Investment Fund funded through the COVID Recovery Small Settlements Regeneration Programme. The fund offers businesses situated in Small Settlements* the opportunity to apply for a grant towards capital costs for interior and exterior improvements to commercial buildings, expansions or repurposing of premises.

*Small Settlements are defined as areas with a population of between 1,000 and 4,999. These include; Aghalee, Annahilt, Ballinderry, Dromara, Drumbeg, Glenavy, Hillsborough, Maghaberry, Milltown, Moira and Moneyreagh.

2. Scheme Objective

The scheme will assist new businesses wishing to renovate a vacant property; or an existing business planning to diversify their current offer through repurposing an unused area within their premises.

The business premises must be situated within the black line boundary of the Small Settlement as demonstrated at **Appendix 2**.

It is important that improvements carried out within this scheme are appropriate to the character of the village they sit within and that a high standard of materials and workmanship are used.

The aims and objectives of the Rural Investment Fund is to:

1. Improve the commercial offer in the village centre of Small Settlements by reducing the current vacancy rates and attracting new businesses.
2. Enhance the environment and raise the image of the village.
3. Decrease the number of vacant units in the village centre by offering financial assistance to:
 - a) reopen a business
 - b) repurpose an unused area in an existing business premises
 - c) new businesses wishing to renovate a vacant property

3. Application Process

Please see below a timeline for the application process. Submissions will be processed as and when received. Therefore, the sooner you submit the required information the quicker you will move through the process.

Applications will be assessed in the 3 stages as follows:

- **Stage 1 – Expression of Interest**

Applicants are given the opportunity to apply through an expression of interest process and are required to submit an estimated cost to undertake the works. If the submission meets any one of the objectives of the scheme they will be invited to submit an application.

The following basic eligibility criteria applies and will be assessed on a pass/fail basis as part of the evaluation process:

- a) The property must be located within the black line boundary of a Small Settlement as demonstrated at **Appendix 2**.
- b) The property must be vacant and being taken on by a new business or an existing business wishing to repurpose an unused area in their business premises.
- c) The business must either own the property or have a minimum of **three years remaining** on their Lease.

Deadline for Expressions of Interest – Monday, 10th October 2022 at 12 noon

- **Stage 2 – Application**

In order to progress this stage, the applicant will be required to provide further details of the proposed works.

Full application will include the provision of:

- a) Confirmation of engagement with competent architect (*Contact details must be provided*)
- b) An outline project plan providing detailed information about the project/concept design (*please provide images / drawings separately*)
- c) Written quotations for proposed works demonstrating value for money has been achieved (*see procurement section for details*)
- d) Written confirmation from the local planning department that details all necessary statutory consents required to carry out your project (*including but not limited to: planning permission, advertising consent, listed building consent, building control consent, change of use etc.*)
- e) Confirmation that 20% match funding in place with the applicant
- f) Evidence of security of tenure and/or written consent from property owner

If your application is successful, confirmation will be sent via email, detailing the amount of grant you are eligible for and match funding required. Your letter of offer will be issued to you upon receipt of your planning reference number.

Deadline for Applications – Wednesday, 30th November 2022 at 12 noon

- **Stage 3 – Letter of Offer**

A letter of offer will be provided via email, detailing the amount of grant awarded, on provision of the following:

- Architectural drawings of the proposed works submitted to planning and planning reference number provided. Drawings should be shown to scale e.g. 1:100. *To ensure clarity of shop front detail, include elevation drawings at a scale of 1:20 and section drawings at 1:10 as appropriate.*

Final Deadline for Planning Submission & Reference Number – Tuesday, 31st January 2023 at 12 noon

We understand that this process can be lengthy so please allow for time to consult with planning and provide final drawings in order to secure planning approval.

4. The Grant

This grant will encourage new businesses to renovate a vacant property or support existing businesses to diversify their current offer through repurposing an unused area within their premises.

Preference will be given to business with on-street frontage and who are providing a service/business offering currently lacking in the village.

Businesses located or wishing to locate within a Conservation Area must liaise directly with council's Conservation Officer in order to ensure adherence to Conservation Design Standards and Guidelines.

Successful applicants will receive a grant of up to **80% - maximum £30,000 (ex VAT)**.

You must demonstrate your contribution of a **minimum 20% of the overall costs (ex VAT)** has been secured.

In order to receive the maximum grant, your certified paid invoices **must** equate to at least £37,500 (ex VAT).

For example:

- Total project spend - £37,500 – Grant - £30,000 (ex VAT).
- Total project spend - £30,000 – Grant - £24,000 (ex VAT).
- Total project spend - £24,000 – Grant - £19,200 (ex VAT).

Following the Expression of Interest stage, the Council will evaluate the submissions and invite successful applicants to submit an application.

When the Stage 2 - Application Process closes, council will be in a position to confirm the grant funding level that will be offered. This will be based on the quotations submitted at Stage 2.

Funding will be offered on a percentage of the total costs of the work as detailed above. The funding amount will be clearly detailed in the letter of offer.

Please note the grant funding will be for works only excluding VAT. **Professional and statutory fees are not funded through this scheme.**

It is expected there will be a high demand for the funding and regrettably the Council will only be able to support a proportion of the expressions of interest received. Funding will be assessed and awarded cognisant of the scheme criteria.

5. Who can apply?

The applicant must either be a new business wishing to renovate a vacant property; or an existing business planning to diversify their current offer through repurposing an unused area within their premises.

The applicant must either own the property or have a minimum of 3 years remaining on their Lease.

Please note: Grants will not be awarded to businesses who are closing an existing unit to open in an alternative premises.

If demand exceeds the amount of funding that is available, priority will be given to businesses which provide a different or 'enhanced' offer; are likely to create more jobs and footfall; and will enhance the evening economy offering in a village environment.

Properties must be located within the defined commercial centres of a Small Settlement. Please refer to the boundary maps located in **Appendix 2**.

Eligible applicants will;

- Occupy vacant properties
- Repurpose existing properties or part thereof
- Improve the village centre and complement what is currently on offer
- Demonstrate how repurposing existing businesses will benefit the village centre and the business
- Create a viable and sustainable business investment opportunity
- Demonstrate value for money will be achieved in the cost of the works
- Applications are limited to one per property/business
- A minimum 3 year lease is required
- Be given priority if they provide a 'unique' business offer
- Be given priority if the property has on-street frontage
- Enhance the evening economy offering in a village environment.

Award of the grant will be at the Councils discretion.

This scheme is to encourage new business types and activities which will improve the perception of the village and increase footfall. Therefore, council will have the ultimate decision in determining the types of business that are eligible for grant funding assistance. This will be assessed on a case by case basis.

6. Who cannot apply?

In general, the following will not be eligible to apply for funding:

- Businesses **not** situated within the black line boundary of the Small Settlement as demonstrated at **Appendix 2**.
- Pay day loan shops
- Betting/ gambling shops
- Charity shops
- Pawn shops
- Vape shops
- Adult shops
- Budget/Pound shops
- Temporary shops
- Sports Clubs
- Public Buildings
- Political Organisations
- Multiples

7. What can be funded?

Funding is available for:

- Improvement works to vacant unit(s) which are required to improve the building and allow a business to commence trading.
- Replacement of doors/ windows/flooring, electrical works, plumbing works, minor construction works such as knocking down walls/ roof repairs etc. i.e. any works required to allow a business to commence/continue trading may be considered.
- Internal modifications to vacant properties which includes shop fit-out, subdivision of, internal decorations, flooring, mechanical and electrical works with a view to improving the vacant property (written consent from property owner must be evidenced).
- External facades and signage.
- Maintenance works to include removal of redundant signage, cleaning (power washing), and clearing of debris and repairs of decorative features.

8. What cannot be funded?

In general, the following will not be eligible for funding:

- Projects **not** situated within the black line boundary of the Small Settlement as demonstrated at **Appendix 2**.
- Any costs or projects which are clearly another statutory agency's responsibility or costs that can be claimed back from elsewhere e.g. **VAT cannot be funded**
- Costs incurred prior to a letter of offer from Council (retrospective funding)
- Professional and statutory fees including planning consents, building control and legal fees or any costs incurred in obtaining quotes in preparation of applications
- Loan Repayments
- Consultancy fees
- Costs towards ongoing running costs/ cash/flow (e.g. electricity, rent, rates, insurance etc.)
- Costs towards banking charges and / or repayment of debt.
- Costs which are not clearly linked to the project
- Costs that are assessed as poor value for money, or have not followed the scheme guidance
- Costs that are already covered by other funding or income sources
- Costs which are deemed excessive by Council
- Cash expenditure will not be eligible for refund from Council
- Salary costs will not be funded
- Alcohol, gratuities, gifts and prizes will not be funded
- Purchase of stock for general trading purposes
- Costs relating to transportation/vehicles
- Council reserves the right to reject late applications

Please note:

Any significant alterations to the works that were agreed at application stage must be put in writing (email will suffice) and approved by the Council in advance to ensure it is eligible for funding.

9. Procurement

Applicants must provide valid quotations, as per the table below, for each element of the works when submitting their application which demonstrates value for money has been sought. A letter of offer will not be issued until all valid quotations have been received.

Council understand that there may be slight variances between quotations and final invoices due to timing and the nature of the proposed works. Invoices must be made available prior to allocation of the grant.

Expenditure for items/activity	No. of quotations
Up to £5,000	3 written quotations from separate suppliers must be provided with your application (e.g. screenshots from supplier website or an email from supplier)
£5,001 - £30,000	4 written quotations from separate suppliers must be provided with your application (e.g. screenshots from supplier website or an email from supplier)

10. Statutory Consents

It is the applicant's responsibility to secure and provide evidence of all necessary statutory consents and to ensure legal compliance with all approvals. A 'Certificate of Lawful use or Development' may be necessary to prove that planning consent is not required if there is any uncertainty.

All statutory and legal consents must be in place before the grant payment can be made.

Please see below contact details for the relevant statutory departments:

- Planning

Telephone: 028 9244 7300

Email Address: planning@lisburncastlereagh.gov.uk

- Building Control

Telephone: 028 9244 7300

Email Address: building.control@lisburncastlereagh.gov.uk

- Environmental Health

Telephone: 028 9244 7300

Email Address: Env.Health@lisburncastlereagh.gov.uk

- Food premises registration [Food Premises Registration Form](#) (where applicable).

If a business receiving grant funding is later held to account for any breaches relating to those improvements, the funding can be held back or if paid then claimed back from the recipient.

Applicants are encouraged to submit all necessary statutory consents as soon as possible.

Appendix 1 -

Stage 1: Small Settlements – Rural Investment Fund

Expression of Interest Form

Section 1 – Applicant Details

The applicant must be the key contact to discuss all details of this application

Full Name	
Address Line 1	
Address Line 2	
Address Line 3	
County	
Postcode	
Contact Telephone Number	
Email Address	
Relationship to property (Please attach proof of ownership or tenancy agreement with your submission)	Owner <input type="checkbox"/> Tenant <input type="checkbox"/> How many years lease? _____ Other <input type="checkbox"/> Please Specify _____

Section 2 – Property Owner Details (same as above)

Name of Registered Property Owner	
Address Line 1	
Address Line 2	
Address Line 3	
County	
Postcode	
Contact Telephone Number	

Email Address	
If there are multiple registered property owners, please provide all property owner details.	
Property Owner Name	
Address Line 1	
Address Line 2	
Address Line 3	
County	
Postcode	
Contact Telephone Number	
Email Address	
Do you own other properties in Lisburn & Castlereagh City Council area?	Yes <input type="checkbox"/> Please specify: _____ No <input type="checkbox"/>

Additional owner details should be supplied in appendices.

Sections 3 – Property Details

Property Address Line 1	
Property Address Line 2	
Property Address Line 3	
County	
Postcode	
Is the business property occupied or vacant?	Occupied <input type="checkbox"/> Vacant <input type="checkbox"/> For how long? _____

<p>What was/is your building used for? E.g. retail, offices, residential, industrial etc.</p>	<p>Basement:</p> <p>Ground Floor:</p> <p>1st Floor:</p> <p>2nd Floor:</p>
<p>Provide a detailed description of the external condition of the property or the area earmarked for repurposing if this relates to your project.</p> <p>(Please attach supporting photographs with your submissions)</p>	
<p>Provide a detailed description of the internal condition of the vacant property or the area earmarked for repurposing if this relates to your property.</p> <p>(Please attach supporting photographs with your submissions)</p>	
<p>Is the property vacant or partially vacant?</p>	<p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Are you planning to repurpose an unused area?</p>	<p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>What is the current annual rates for the property? (£)</p>	

<p>What is the current NAV (non-domestic net annual value) for the property? (£)</p>	
<p>Is the property a Listed Building?</p>	<p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Is your property in a Conservation Area?</p>	<p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Is your property structurally safe to enter for assessment purposes?</p>	<p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Section 4 – Proposed Business/Project Details

<p>Proposed Business Name</p>	
<p>What is the nature of the proposed business? e.g. Retail, Hospitality, Hair & beauty etc.</p>	
<p>Please provide details of the proposed project. (Supporting information e.g. photographs, images, drawings, material specification etc.)</p>	
<p>Is this a new business or are you wanting to repurpose an unused area within an existing business?</p>	<p style="text-align: center;">New Business <input type="checkbox"/></p> <p style="text-align: center;">Repurpose Unused Area <input type="checkbox"/></p>
<p>Does your project require statutory consent/s? Please provide reference numbers for any lodged applications.</p>	<p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p style="text-align: center;">If yes, please specify:</p> <hr/> <hr/> <hr/> <p>Reference number/s:</p>

Section 5 - Declaration

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- I declare that I have fully completed sections 1-4 above and that the information provided is true and correct to the best of my knowledge
- I confirm that I am aged 18 or above
- I declare that I have provided internal and external images of the property/unused areas
- I declare that I have provided evidence of security of tenure (copy of lease) and written consent to from property owner to carry out the works

Full Name (Block Capitals)	
Signature	
Date	

Expressions of Interest to be received no later than

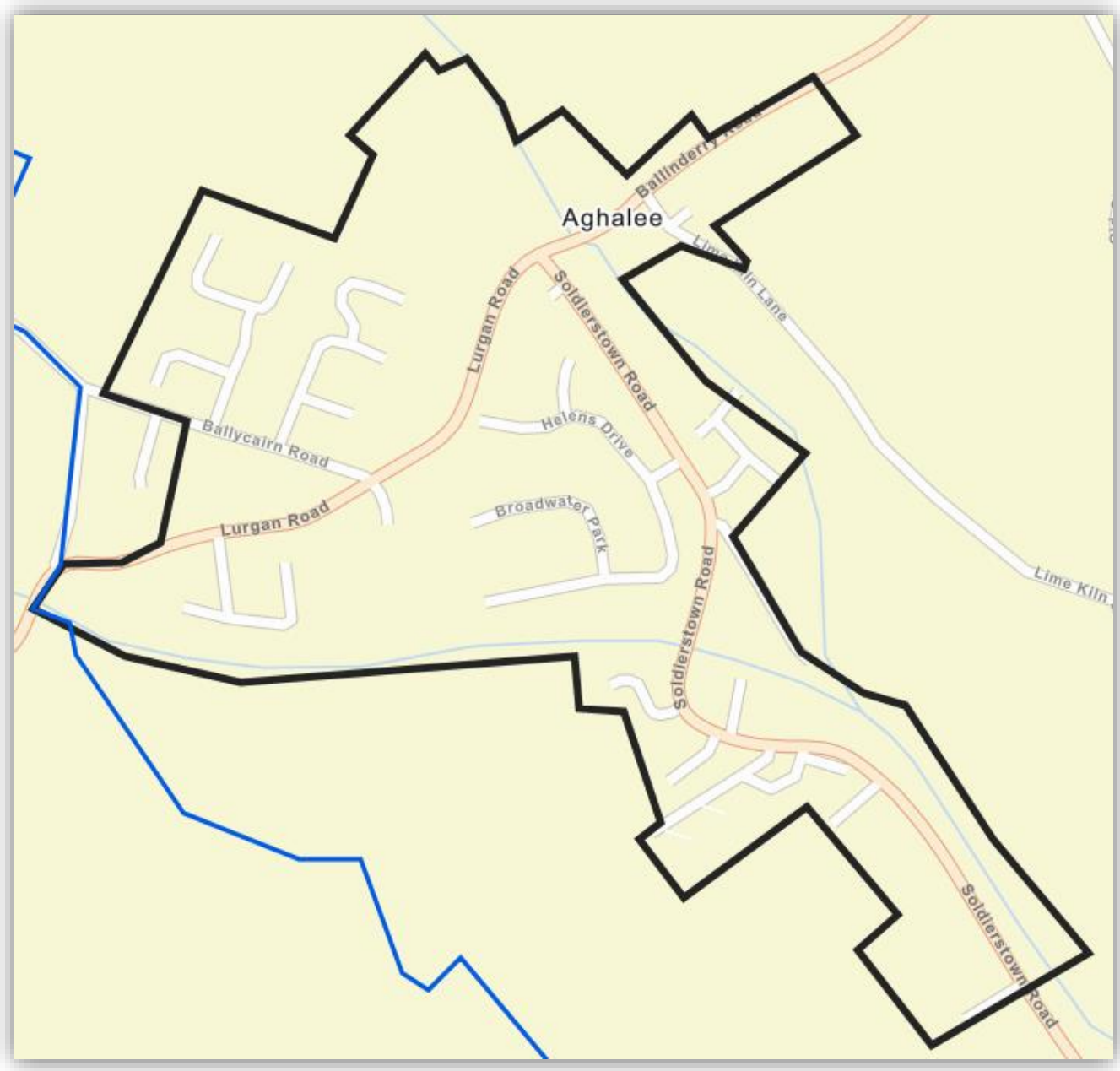
Monday, 10th October 2022 at 12 noon

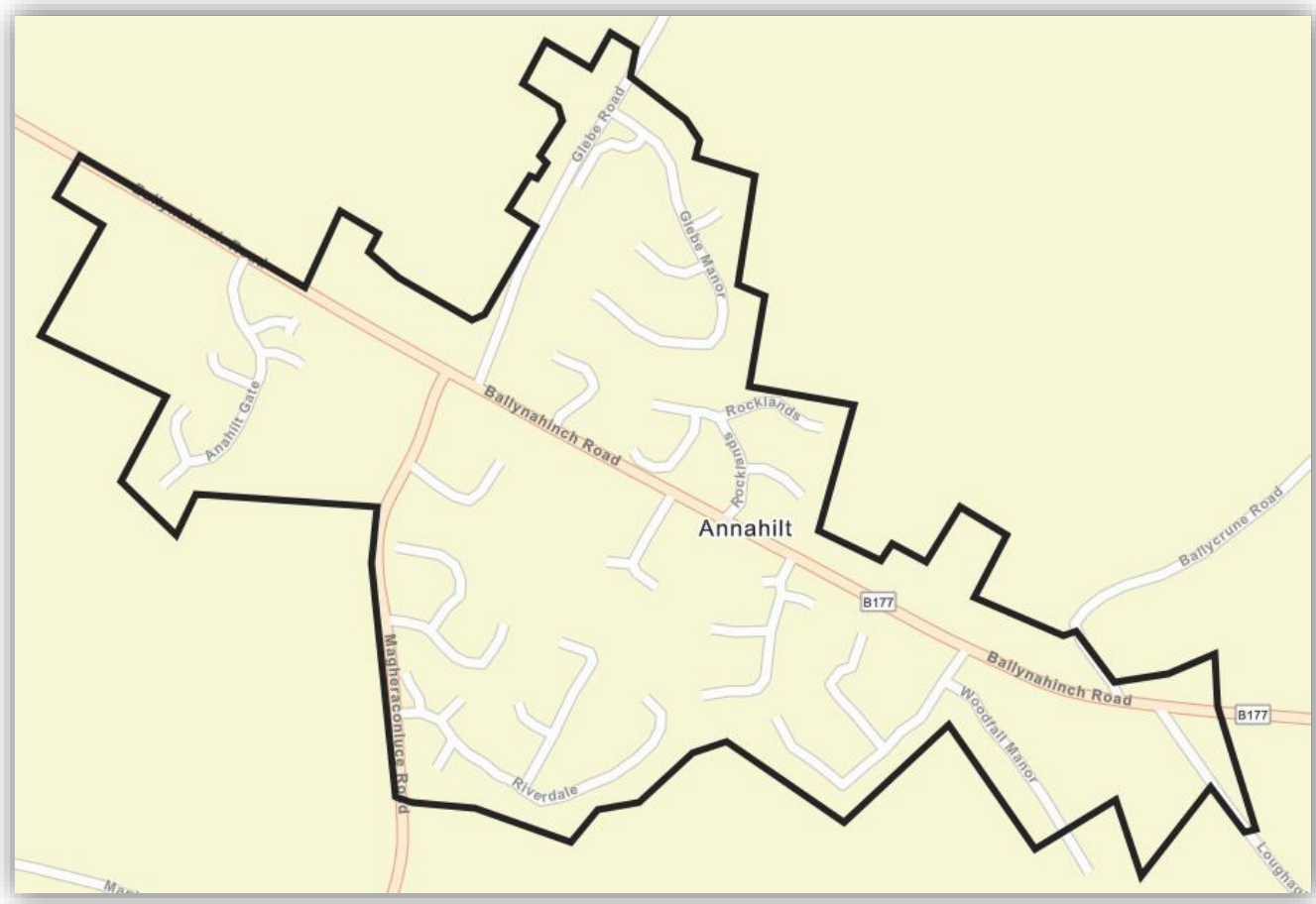
Please return the completed expression of interest form and supporting documents to becky.gamble@lisburncastlereagh.gov.uk or via post to Becky Gamble, City Centre Management, 11-13 Market Square, Lisburn, BT28 1AE.

If you require any additional information please telephone 07747008353.

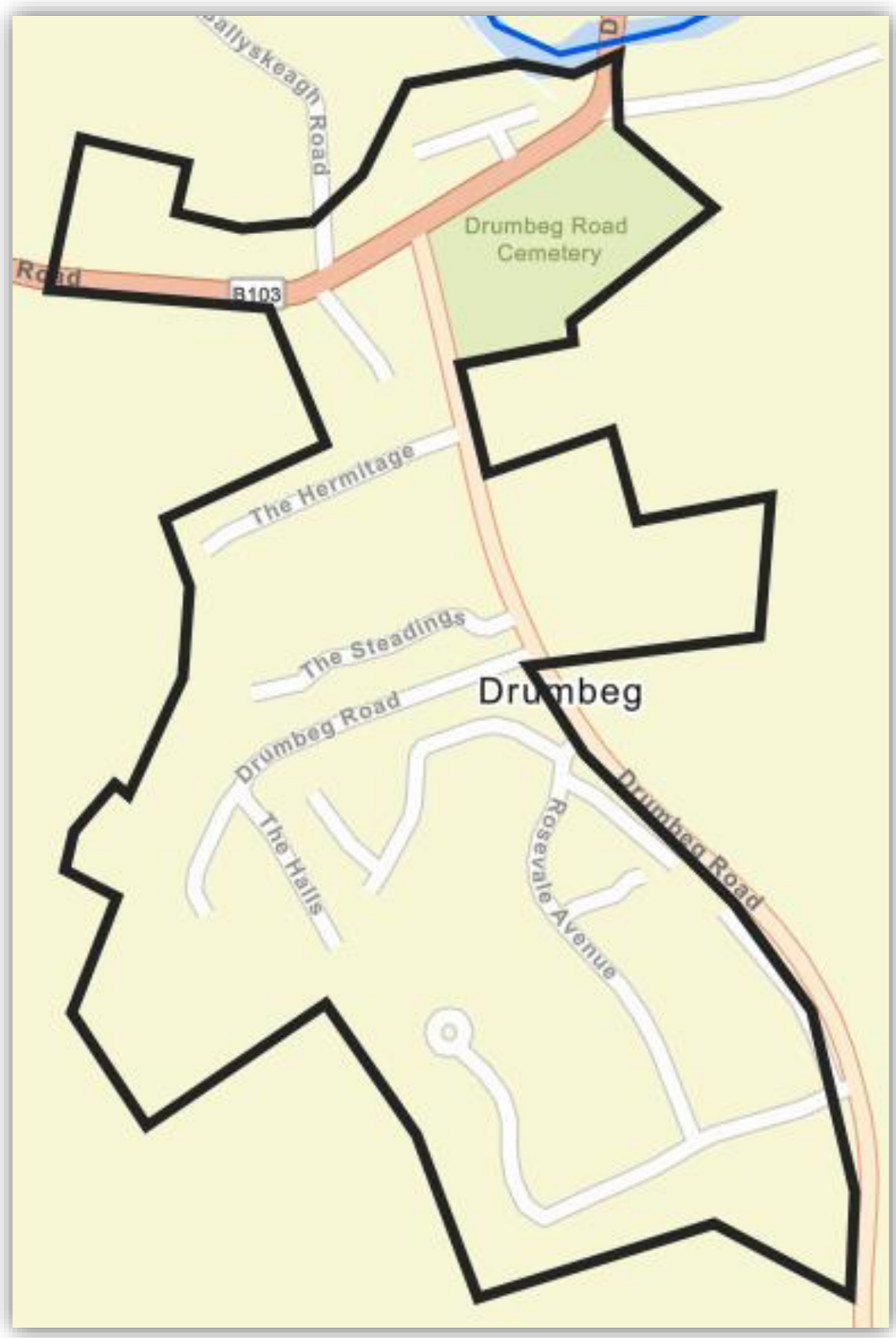
Appendix 2 - Small Settlements Boundary Maps

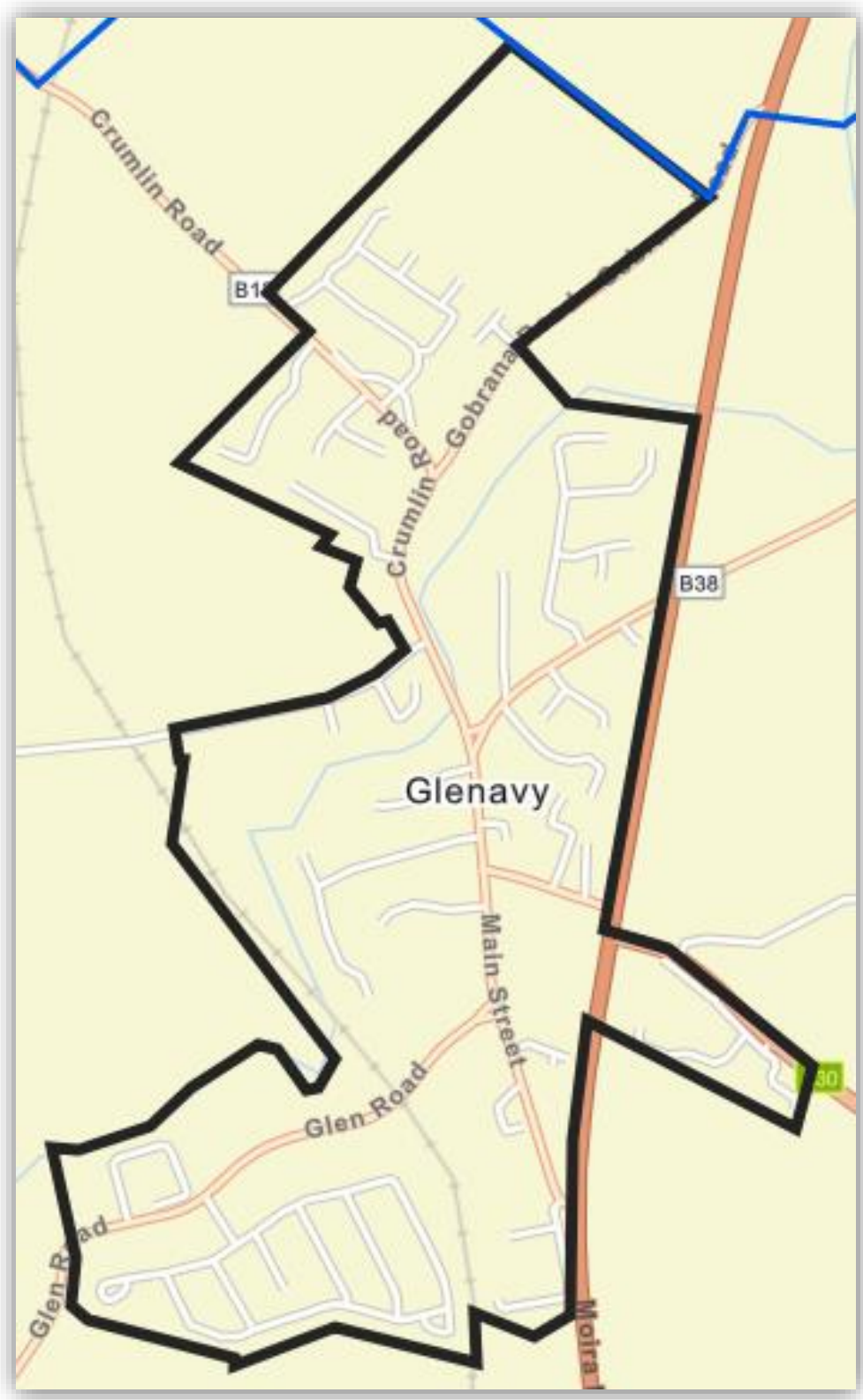
These include Aghalee, Annahilt, Dromara, Drumbeg, Glenavy, Hillsborough, Ballinderry, Maghaberry, Milltown, Moira and Moneyreagh.

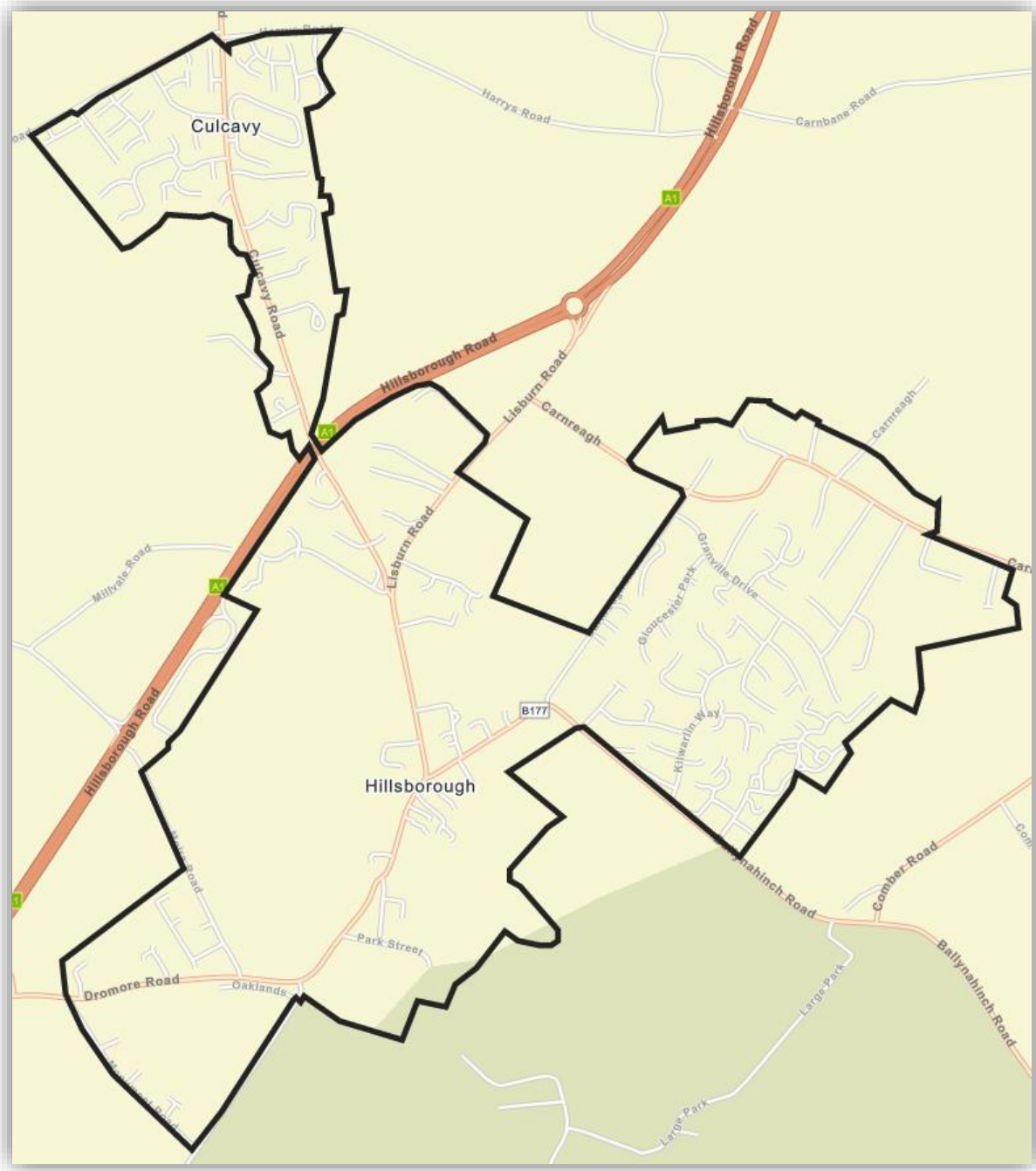


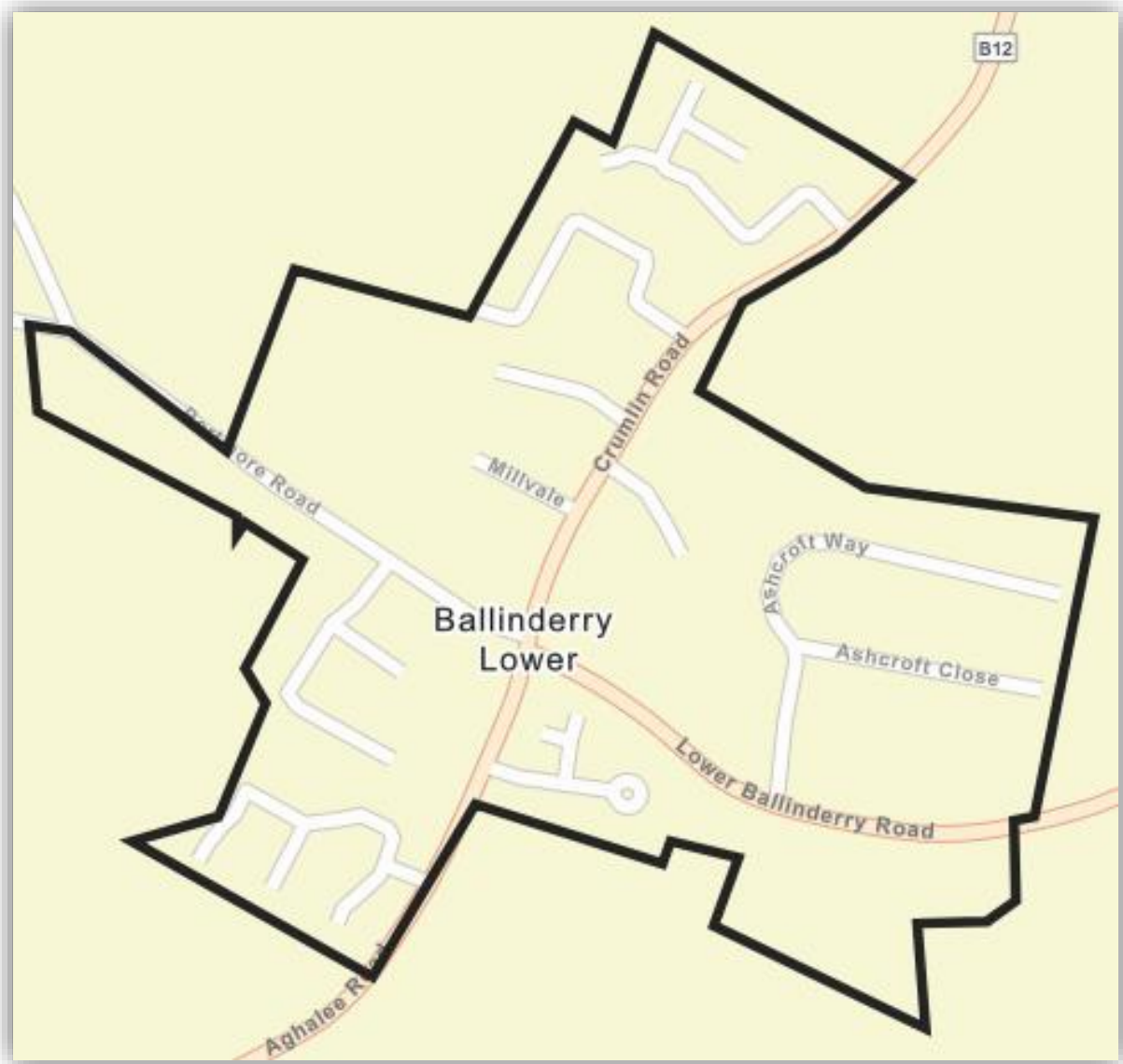


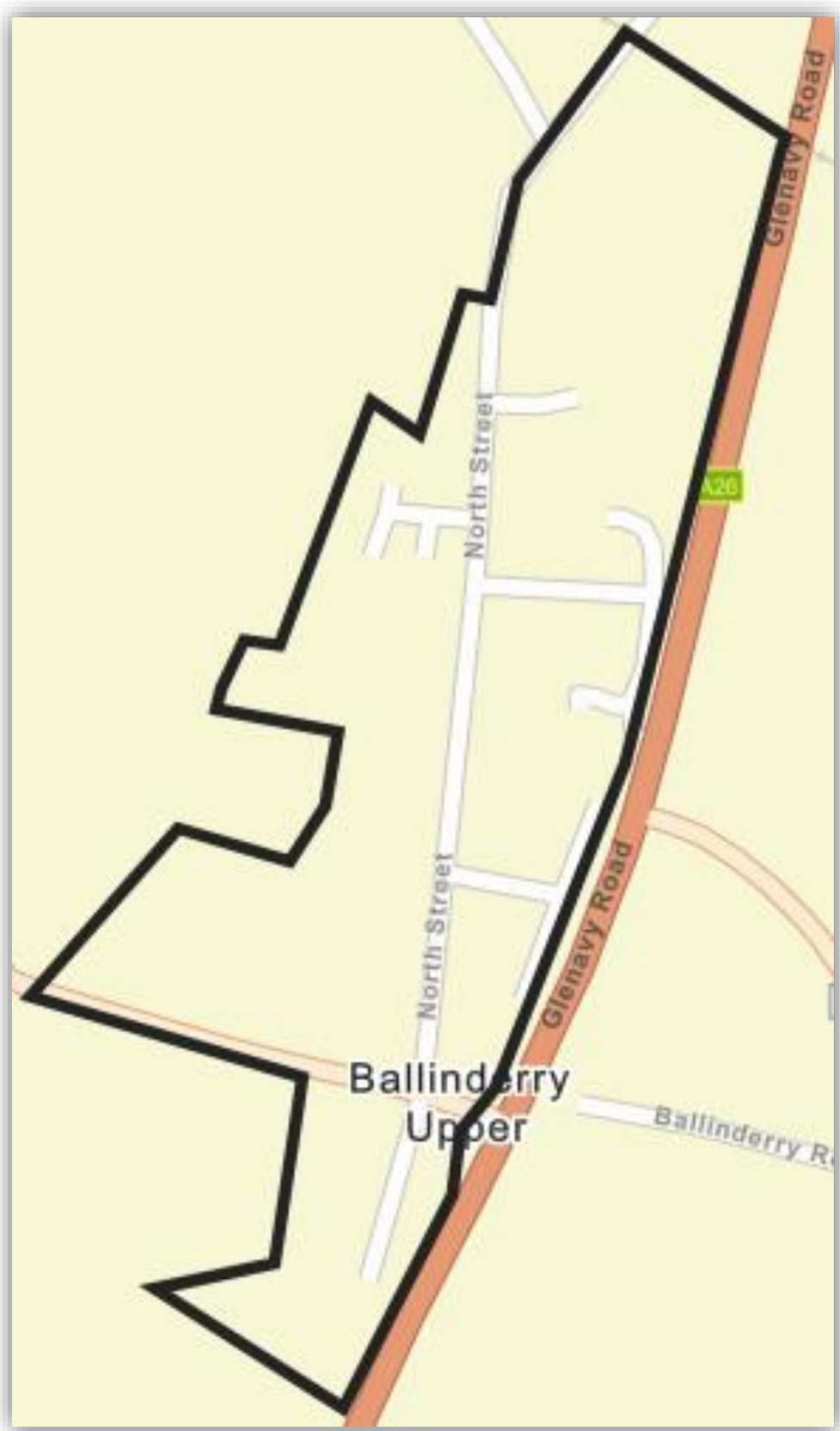


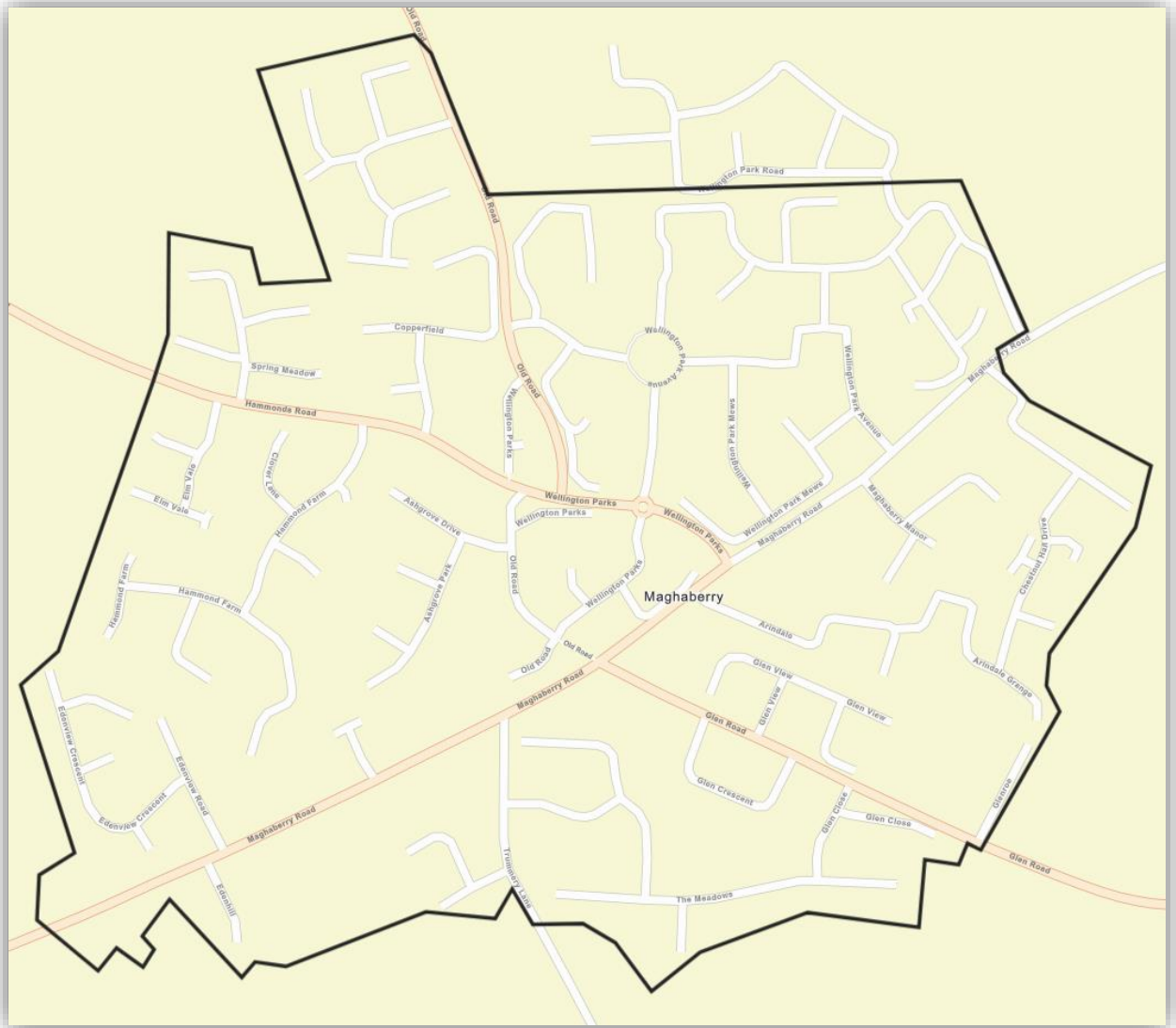


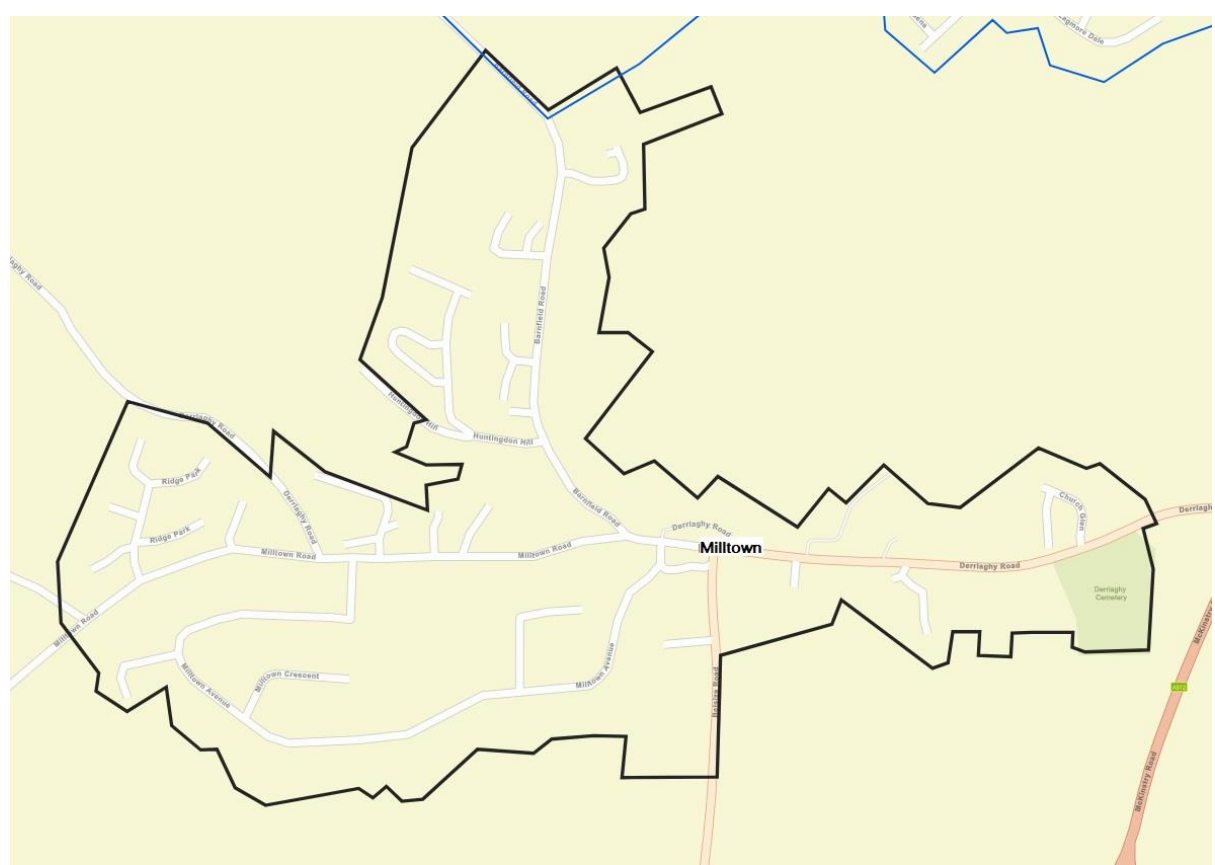


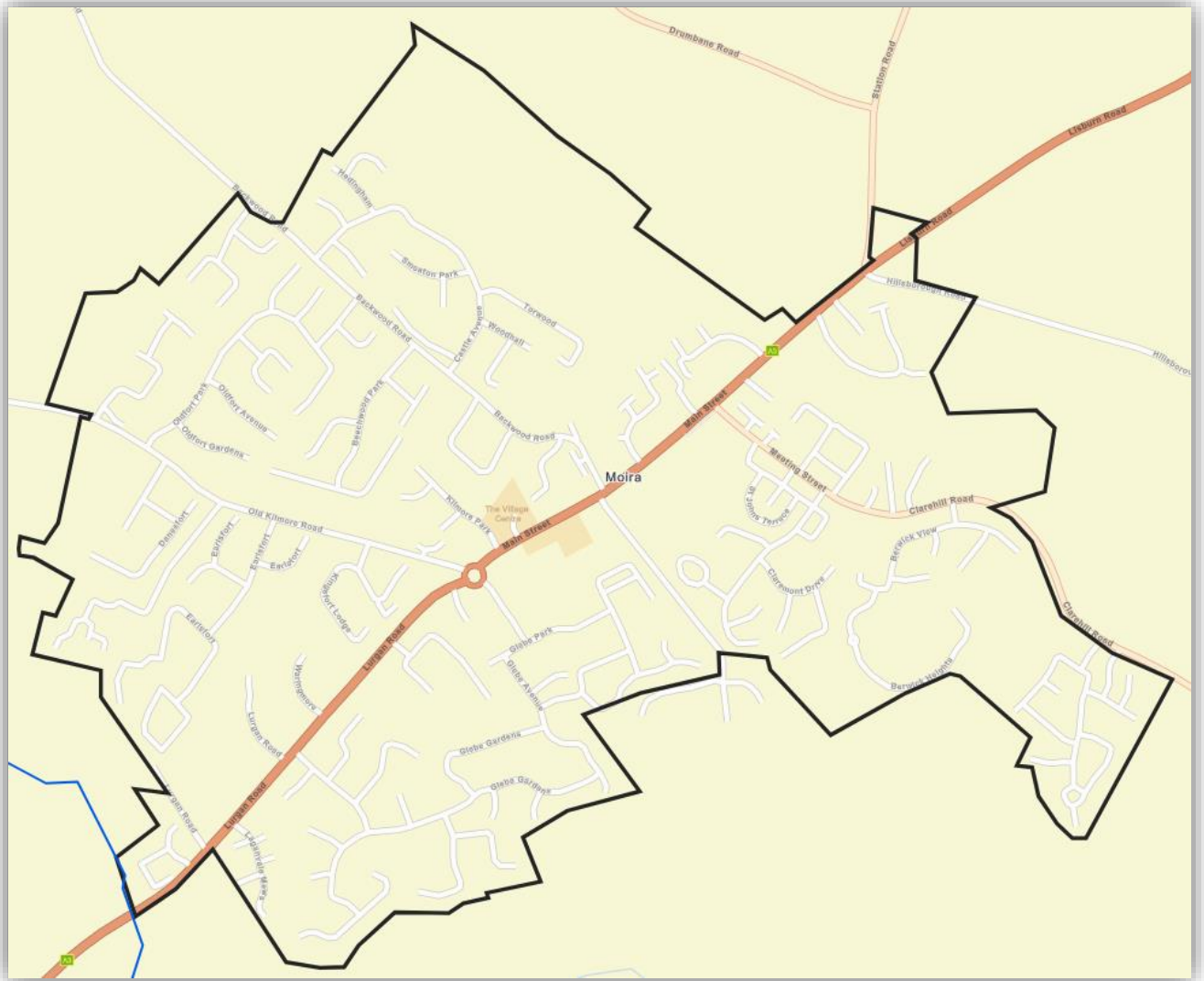
















Lisburn & Castlereagh City Council

Small Settlements

Rural Investment Fund

Stage 2: Application Process



Contents

1. Application Details	Page 3
2. Procurement	Page 4
3. Statutory Consents	Page 4
4. Payment of Grants	Page 5
5. Evaluation Criteria and Scoring	Page 5

Appendix 1 - Stage 2: Application Form

Small Settlements - Rural Investment Fund

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Application

1. Application Details

Thank you for submitting an Expression of Interest for the Rural Investment Fund. You are now invited to submit an application.

Please note – funding will be allocated as follows;

Successful applicants will receive a grant of up to 80% - maximum £30,000 (ex VAT) and must be able to demonstrate your contribution of a minimum 20% of the overall costs (ex VAT) has been secured.

Submissions will be processed as and when received. Therefore, the sooner you submit the required information the quicker you will move through the process.

- **Stage 2 – Application**

In order to progress this stage, the applicant will be required to provide further details of the proposed works.

Full application will include the provision of:

- a) Confirmation of engagement with competent architect (*Contact details must be provided*)
- b) An outline project plan providing detailed information about the project/concept design (*please provide images / drawings separately*)
- c) Written quotations for proposed works demonstrating value for money has been achieved (*see procurement section for details*)
- d) Written confirmation from the local planning department that details all necessary statutory consents required to carry out your project (*including but not limited to: planning permission, advertising consent, listed building consent, building control consent, change of use etc.*)
- e) Confirmation that 20% match funding in place with the applicant
- f) Evidence of security of tenure and/or written consent from property owner

If your application is successful, confirmation will be sent via email, detailing the amount of grant you are eligible for and match funding required. Your letter of offer will be issued to you upon receipt of your planning reference number.

Deadline for Applications – Wednesday, 30th November 2022 at 12 noon

- **Stage 3 – Letter of Offer**

A letter of offer will be provided via email, detailing the amount of grant awarded, on provision of the following:

- Architectural drawings of the proposed works submitted to planning and planning reference number provided. Drawings should be shown to scale e.g. 1:100. *To ensure clarity of shop front detail, include elevation drawings at a scale of 1:20 and section drawings at 1:10 as appropriate*

Final Deadline for Planning Submission & Reference Number – Tuesday, 31st January 2023 at 12 noon

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We understand that this process can be lengthy so please allow for time to consult with planning and provide final drawings in order to secure planning approval.

2. Procurement

Applicants must provide valid quotations, as per the table below, for each element of the works when submitting their application which demonstrates value for money has been sought. A letter of offer will not be issued until all valid quotations have been received.

Council understand that there may be slight variances between quotations and final invoices due to timing and the nature of the proposed works. Invoices must be made available prior to allocation of the grant.

Expenditure for items/activity	No of quotations
Up to £5,000	3 written quotations from separate suppliers must be provided with your application (e.g. screenshots from supplier website or an email from supplier)
£5,001 - £30,000	4 written quotations from separate suppliers must be provided with your application (e.g. screenshots from supplier website or an email from supplier)

3. Statutory Consents

It is the applicant's responsibility to secure and provide evidence of all necessary statutory consents and to ensure legal compliance with all approvals. A 'Certificate of Lawful use or Development' may be necessary to prove that planning consent is not required if there is any uncertainty.

All statutory and legal consents must be in place before the grant payment can be made.

Please see below contact details for the relevant statutory departments:

- Planning

Telephone: 028 9244 7300

Email Address: planning@lisburncastlereagh.gov.uk

- Building Control

Telephone: 028 9244 7300

Email Address: building.control@lisburncastlereagh.gov.uk

- Environmental Health

Telephone: 028 9244 7300

Email Address: Env.Health@lisburncastlereagh.gov.uk

- Food premises registration Food Premises Registration Form (where applicable).

If a business receiving grant funding is later held to account for any breaches relating to those improvements, the funding can be held back or if paid then claimed back from the recipient.

Applicants are encouraged to submit all necessary statutory consents as soon as possible.

4. Payment of Grants

- Do not commence work, pay deposits or confirm the purchase of any materials until you have received a letter of offer and returned a signed form of acceptance to the Council. **Council will not retrospectively fund projects.**
- Payment of grant will be made to the applicant via direct BACS payment. No cash or cheque payments will be made.
- Payment will only be made upon receipt of the following documentation:
 - Completed Form of Acceptance;
 - Completed New Supplier Form;
 - Copy of certified paid invoice(s) for planned activity/works – **All invoices must be dated after the letter of offer is issued;** and
 - Copy of all relevant consents. Statutory Permissions must be in place before your project commences.

5. Evaluation Criteria and Scoring

Applications will be evaluated as follows:

1. **Applicant can demonstrate that they either own the property or that they are entering into a 3 year lease with the agent or can demonstrate that they already hold a lease for at least 3 years for the property that the proposed grant will renovate. (Pass/Fail)**
2. **Applicant will be making improvements to the quality of the village centre through the utilisation of a currently vacant or underused space.** (Points are allocated based on the occupancy status of the property as per the table below, a maximum of 50% will be awarded to businesses taking on a vacant property)

Criteria	Weighting	% Scored
----------	-----------	----------

Re use of a currently vacant property	<u>5</u>	<u>50%</u>
Repurposing a currently vacant level of the existing building with a different offering to the current business (1 st or 2 nd floor)	<u>4</u>	<u>40%</u>
Improvement to the street scape through occupation of a vacant unit with 'on street' frontage	<u>3</u>	<u>30%</u>
Re purposing a currently vacant area of the existing building used by the business	<u>2</u>	<u>20%</u>
Diversification of current business offering within current business premises	<u>1</u>	<u>10%</u>
Failed to address the criteria	<u>0</u>	<u>0%</u>

- 3. Applicant will contribute to the local economy through:**
 - a) the creation of new jobs (10%)**
 - b) increased footfall in the village centre (10%), and**
 - c) enhancement of the evening economy offer (10%)**
- 4. Provision of new business not currently offered in the village centre. (10%)**
- 5. Provision of viable and sustainable business which will contribute to the economic regeneration and vibrancy of the village. (10%)**

Appendix 1 -
 Stage 2: Small Settlements – Rural Investment Fund
 Application Form

Section 1 – Submission Reference (allocated to the applicant from stage 1)

Submission Reference	
-----------------------------	--

Section 2 – Architect Details

Company Name	
Contact Name	
Telephone Number	
Email Address	

Section 3 – Project Plan

An outline project plan providing detailed information about the project/concept design. Drawings can be submitted separately alongside your application.

Section 4 – Quotations for Works

Please list the items of work proposed and relevant supplier quotation information from **cheapest to most expensive**.

PLEASE NOTE: Council can only fund costs excluding VAT.

Item/ Activity No.	Item Description or Planned Activity	Supplier/ Contractor Quote 1 (Cheapest) (ex VAT)	Supplier/ Contractor Quote 2 (ex VAT)	Supplier/ Contractor Quote 3 (ex VAT)	Supplier/ Contractor Quote 4 (Most Expensive) (ex VAT)
1		Supplier/ Contractor: £	Supplier/ Contractor: £	Supplier/ Contractor: £	Supplier/ Contractor: £
2		Supplier/ Contractor: £	Supplier/ Contractor: £	Supplier/ Contractor: £	Supplier/ Contractor: £
3		Supplier/ Contractor: £	Supplier/ Contractor: £	Supplier/ Contractor: £	Supplier/ Contractor: £
4		Supplier/ Contractor: £	Supplier/ Contractor: £	Supplier/ Contractor: £	Supplier/ Contractor: £
5		Supplier/ Contractor: £	Supplier/ Contractor: £	Supplier/ Contractor: £	Supplier/ Contractor: £
6		Supplier/ Contractor: £	Supplier/ Contractor: £	Supplier/ Contractor: £	Supplier/ Contractor: £

7		Supplier/ Contractor: £	Supplier/ Contractor: £	Supplier/ Contractor: £	Supplier/ Contractor: £
8		Supplier/ Contractor: £	Supplier/ Contractor: £	Supplier/ Contractor: £	Supplier/ Contractor: £
9		Supplier/ Contractor: £	Supplier/ Contractor: £	Supplier/ Contractor: £	Supplier/ Contractor: £
10		Supplier/ Contractor: £	Supplier/ Contractor: £	Supplier/ Contractor: £	Supplier/ Contractor: £
11		Supplier/ Contractor: £	Supplier/ Contractor: £	Supplier/ Contractor: £	Supplier/ Contractor: £
12		Supplier/ Contractor: £	Supplier/ Contractor: £	Supplier/ Contractor: £	Supplier/ Contractor: £
	Total	£	£	£	£

Add more lines as required

<p>Total cost for works (£)</p> <p>(Costs should be based on quotations outlined above from reputable suppliers/contractors)</p>	<p>£</p>
---	----------

Section 5 – Evaluation Criteria

1. Applicant can demonstrate that they either own the property or that they are entering into a 3 year lease with the agent or can demonstrate that they already hold a lease for at least 3 years for the property that the proposed grant will renovate. **Pass/Fail** (Submit proof of ownership or tenancy agreement alongside application)
2. Improvements to the quality of the village centre through the utilisation of a currently vacant or underused space. **(Up to 50%)** (This will be determined through photographs, site visit, etc.)
3. Applicant will contribute to the local economy through:

<p>3a) the creation of new jobs. (10%)</p> <p>Will your business proposal create new jobs?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (Please tick)</p>	
<ul style="list-style-type: none"> • 1-5 jobs 5% 	
<ul style="list-style-type: none"> • 6+ jobs 10% 	
<p>3b) Please provide detail below on how your proposed business will increase footfall to the village centre. (10%)</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>	

3c) Please provide detail below on how your proposed business will contribute to the enhancement of the evening economy in the village centre. **(10%)** (Max 150 words)

4. Provision of new business not currently offered in the village centre. **(10%)**

Please provide detail below on how your proposed business will offer economic benefit to the village centre and does not currently replicate existing business provision. (Max 150 words)

5. Provision of viable and sustainable business which will contribute to the economic regeneration and vibrancy of the village. **(10%)**

Please provide detail below on how your proposed business will contribute to the economic regeneration and vibrancy of the village. (Max 150 words)

Section 6 - Declarations

- I declare that I have fully completed sections 1-5 above and that the information provided is true and correct to the best of my knowledge
- I confirm that I am aged 18 or above
- I declare that I have provided written confirmation from the local planning department that details all necessary statutory consents required to carry out my project
- I confirm that I have 20% match funding in place and understand that I will have to cover costs over and above amount of grant awarded
- I confirm I have included all supporting information including quotations
- I understand that Council may ask for additional information at any stage of the process.

Full Name (Block Capitals)	
Signature	
Date	

Completed Application Forms to be received no later than

Wednesday, 30th November 2022 at 12 noon

Please return the completed expression of interest form and supporting documents to becky.gamble@lisburncastlereagh.gov.uk or via post to Becky Gamble, City Centre Management, 11-13 Market Square, Lisburn, BT28 1AE.

If you require any additional information please telephone 07747008353.



Development Committee

3 November 2022

Report from:

Head of Economic Development

Item for Noting

TITLE:

Assessment of Applications to Rural Business Development Grant Scheme funded by DAERA under the Tackling Rural Poverty and Social Isolation programme (TRPSI)

Background and Key Issues:

Background

1. At the Special Meeting of the Committee held on 10th August 2022 it was agreed that applications for the above funding programme would be assessed and agreed by an appointed panel of officers. Officers would then agree the recommended grant allocation with DAERA and this would be subsequently taken to a future Committee meeting for noting.

Key Issues

1. Members should note that an assessment panel was convened on Tuesday 16 August 2022 to assess applications received under the fourth call of the Rural Business Development Grant Scheme, Tackling Rural Poverty & Social Isolation.
2. The Assessment Panel outcomes are attached (**see Appendix**) detailed for Members' information. On 2 September 2022, a total of 23 Letters of Offer were issued, amounting to a total grant request of £75,672.01.

Recommendation:

It is recommended that the Committee notes the recommendations of the Assessment Panel which resulted in the issue of 23 Letters of Offer resulting in a combined grant award of £75,672.01.

Finance and Resource Implications:

The total estimated income received by the Council from DAERA for the management of this programme is in the region of £8,000 per year.

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"/>	Option 3 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)

Equality screening of the Rural Business Development Grant Scheme has concluded that a full Equality Impact Assessment is not necessary. No negative impacts have been identified and no other significant impacts have been identified for any equality group.

Screening will be revisited if and when required throughout the programmes process.

Insert link to completed Equality and Good Relations report:

<https://www.lisburncastlereagh.gov.uk/council/publications/equality-section-75/equality-screening-reports>

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"/>
--	----------------------------------	---	----------------------------------

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:

The RNIA concluded that the Rural Business Development Grant Scheme has given due consideration to rural needs by developing a programme that's focuses upon stimulation of economic growth across rural areas by investing in rural micro businesses.

The Scheme's overarching aims are to support rural business development (sustainability and growth), contributing towards the TRPSI's objectives of:

- 1) Alleviate financial poverty by enhancing entrepreneurship and growth
- 2) Alleviate financial poverty by supporting micro businesses in rural areas

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 3 – Assessment Panel Recommendations

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

ASSESSMENT PANEL RECOMMENDATIONS – RURAL BUSINESS INVESTMENT SCHEME & RURAL BASIC SERVICES SCHEME

Members should note that an assessment panel was convened on Tuesday 16 August 2022 to assess applications received under the call of the Rural Business Development Grant Scheme, Tackling Rural Poverty & Social Isolation.

The Assessment Panel agreed the following recommendations and on Friday 2 September 2022 a Letter of Offer was issued to each of the following applicants:

Project Ref: LCCC 2022094 - Drum Manor B&B
Grant Item Applied For: Robotic Lawnmower and Energy Saving Tumble Dryer
Amount of Funding Offered: £1,557.50

Project Ref: LCCC 2022579 - Klover Haus CIC
Grant Item Applied For: 6 sewing machines with hand embroidery foot, 2 x Hay Palissade Benche, 2 x Hay Palissade Dining Bench, 1 x Hay Palissade Table
Amount of Funding Offered: £1,898.27

Project Ref: LCCC 2022602 - Lisnacurran Country House
Grant Item Applied For: Hot Tub & Merrychef Oven
Amount of Funding Offered: £4,999

Project Ref: LCCC 2022715 - Lisburn Tyre Services
Grant Item Applied For: Tyre Changer & Balancer and a Fini Petrol Compressor
Amount of Funding Offered: £3,817.50

Project Ref: LCCC 2022721 - James Kerr Plumbing and Heating
Grant Item Applied For: Dump Trailer
Amount of Funding Offered: £4,999

Project Ref: LCCC 2022746 - Cecil Davidson Sand & Gravel Ltd
Grant Item Applied For: Trailer, Bagging Bucket, Bloc Grab, 2 x Smart Phones and a Pressure Washer
Amount of Funding Offered: £4,999

Project Ref: LCCC 2022752 - G&H Bell (Properties) Ltd
Grant Item Applied For: Lenovo E14 Laptop, Lenovo E15 Laptop and software
Amount of Funding Requested: £916.20

Project Ref: LCCC 2022863 - Access Doors and Awnings
Grant Item Applied For: Band Saw, Pillar Drill, Roller Table, Air Compressor, Office Chair and a Laptop
Amount of Funding Offered: £2,551.80

Project Ref: LCCC 2022875 - Ralphy's Moira Ltd
Grant Item Applied For: 12 x Smeg Mini Fridges, Large Fridge, Laptop, Printer and a Water Boiler
Amount of Funding Offered: £4,999

Project Ref: LCCC 20221042 - Peartree Hill B&B Ltd
Grant Item Applied For: Laptop, Gardening Equipment (manual tools such as rake, hoe etc), 3 x steel fruit cages and a 570L Keter Storage Box.
Amount of Funding Offered: £1,384.29

Project Ref: LCCC 20221046 - ATTNX LTD
Grant Item Applied For: Full-Frame Cinema Line Camera, Atomos Ninja V HDMI Monitor / Recorder, DJI RSC 2 Pro Combo, 3-Lens Kit for Sony FE, DJI FPV Drone Combo with Goggles V2
Amount of Funding Offered: £3,500.12

Project Ref: LCCC 20221088 - The Sound Healing Spa
Grant Item Applied For: Computer Package (Mac studio computer & accessories), Computer Screen, Design work for e-commerce site, E-commerce site build
Amount of Funding Offered: £4,877

Project Ref: LCCC 20221100 - Drum Manor Apartment
Grant Item Applied For: Robotic Lawnmower and Energy Saving Tumble Dryer and Washing Machine
Amount of Funding Offered: £2,110

Project Ref: LCCC 20221104 - Sidney Sloan
Grant Item Applied For: Kinshofer KSB3 Breaker
Amount of Funding Offered: £1,776

Project Ref: LCCC 20221136 - Kinva Health Ltd
Grant Item Applied For: E-Commerce Website
Amount of Funding Offered: £4,975

Project Ref: LCCC 20221184 - The Butchery Hillsborough Ltd
Grant Item Applied For: 3.75m Serve-Over Refrigerated Display Counter
Amount of Funding Offered: £4,999

Project Ref: LCCC 20221195 - The Auld House
Grant Item Applied For: ST1300 Grill, Polar U632 Fridge, Polar U633 Freezer
Amount of Funding Offered: £4,999

Project Ref: LCCC 20221213 - Rathlane Care Farm
Grant Item Applied For: 50` Lunge Pen
Amount of Funding Offered: £4,000

Project Ref: LCCC 20221221 - Found Home Films
Grant Item Applied For: Mac Studio 2022 & 24-inch Yellow iMac
Amount of Funding Offered: £4,293

Project Ref: LCCC 20221255 - B Price Services Ltd (Price Insurance Services)
Grant Item Applied For: PC & 3 x 24Inch Monitors, Office Printer, Laptop, Software Licenses.
Amount of Funding Offered: £1,575.73

Project Ref: LCCC 20221297 Diane Armstrong (Childminder)
Grant Item Applied For: Laptop & Printer
Amount of Funding Offered: £509.49

Project Ref: LCCC 20221374 - All Blinds & Curtains
Grant Item Applied For: mobile scaffold tower, 2 No cordless drills, Dust Extractor, Cordless Rotary Hammer, Microsoft Surface Pro 8
Amount of Funding Offered: £1,620.75

Project Ref: LCCC 20221449 - o3 Group Ltd
Grant Item Applied For: IT system, Petrol Generator, Chainsaw, Nailer, Cordless Table Saw.
Amount of Funding Offered: £4,315.36

Recommendation

It is recommended that Members note the recommendations of the Assessment Panel as outlined above.



Development Committee

3 November 2022

Report from:

Head of Planning and Capital Development

Item for Decision

TITLE: Planning Publication Policy

Background and Key Issues:

Background

1. As part of the process of managing and determining planning and tree work applications, Councils as planning authorities are required by legislation and in the public interest, to publish details of the applications and any supporting documents so that they are available to view. This includes comments received on planning applications.
2. The way Councils process sensitive and personal data and special category information will continue to be considered under the UK General Data Protection Regulation (UK GDPR), tailored by the Data Protection Act 2018.
3. The attached draft planning publication policy was discussed at a meeting of the Regional Information Governance Group (linked to the development of the new planning portal) on 16 September 2022 and no queries were raised about the suggested approach to processing sensitive and personal data and special category information.

Key Issues

4. The document provides direction on how information received in the new portal will be dealt with and the following matters are considered in more detail:
 - Criteria for Redaction
 - Sensitive Information/Special Category Information
 - Representations
 - Copy Document Requests

- 5. It is intended that all Councils using the new planning portal will follow the same process for publishing information. There is no reason why this Council would adopt or follow a different approach and it has been subject to review by representatives from local government sitting on the Regional Information Governance Group.
- 6. Prior to the new portal system going live, the Council logo will be inserted into the document and will be made available to all users of the system on the Council website. The document will also be circulated to staff.
- 7. A report will also be presented to the Planning Committee for noting on 7 November 2022.

Recommendation:

It is recommended that the Committee considers and agrees to the Planning Publication Policy being uploaded to the Council website as part of the implementation of a new planning portal and online application service.

Finance and Resource Implications:

There are no finance or resource implications.

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
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If no, please provide explanation/rationale

This is a report in relation to a Planning Publication Policy associated with the new Planning Portal and EQIA is not required.

If yes, what was the outcome:

Option 1 Screen out without mitigation	N/A	Option 2 Screen out with mitigation	N/A	Option 3 Screen in for a full EQIA	N/A
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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?	No	Has a Rural Needs Impact Assessment (RNIA) template been completed?	No
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If no, please give explanation/rationale for why it was not considered necessary:
 This is a report in relation to the Planning Publication Policy associated with the new Planning Portal and RNIA is not required.

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 4 – Planning Publication Policy**

HAS IT BEEN SUBJECT TO CALL IN TO DATE? No

If Yes, please insert date:

Planning Publication Policy

As part of the process of managing and determining planning and tree work applications, the Northern Ireland Councils (Planning Authorities) are required by law and in the public interest, to publish planning applications and supporting documents so that they are available to view on the Planning System. This includes comments received on planning applications.

The way we process sensitive and personal data and Special Category Information will be considered under the UK General Data Protection Regulation (UK GDPR), tailored by the Data Protection Act 2018.

Criteria for Redaction

The Planning Authorities will take extreme care when publishing sensitive personal data and Special Category Information on the Planning System. The following data will be redacted [blacked out so that it cannot be seen in all instances, using electronic methods] or the document withheld i.e. it will not be published on the Planning System:

- signatures (hand written and electronic);
- personal telephone numbers including mobile phone numbers (this does not include commercial or business phone numbers);
- personal email addresses (this does not include commercial or business email address);
- registration plates on motor vehicles;
- identification of children's/youth's information (photographs);
- children's names and ages;
- DAERA Farm Business Identification number;

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- where there are security implications on a planning application site;
- information relating to an enforcement issue;
- personal information irrelevant to the planning application; and
- criminal offence data.

This list of data is not conclusive.

Sensitive information/Special Category Information

Some planning applications are likely to contain sensitive personal data and Special Category Information. This will be redacted [blacked out so that it cannot be seen when published] or the complete document withheld, whichever is most appropriate.

Sensitive personal data and Special Category Information could include:

- medical details of any living person;
- bank statements;
- tenancy agreements;
- lifestyle details which reveal a health aspect e.g. needs a carer or has poor health;
- education details where a name identifies the child;
- environmentally sensitive data; and
- details of any criminal convictions.

Sensitive personal data and Special Category Information considered as part of the decision-making process will be retained on file.

Sensitive personal data and Special Category Information not material to the decision-making process will be redacted and not held on file.

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Representations

To deliver a consistent approach when dealing with comments on Planning applications, the Planning Authorities will deal with representations received in the following manner:

- Personal Data will be redacted as set out above, names and addresses of senders will be published (unless anonymity is requested – see notes below);
- If a representation contains information that may be defamatory, malicious, inaccurate or libellous, the communication may be returned to sender along with the letter at *Annex A*, explaining that it cannot be accepted;
- Anonymous representations will be considered and published;
- Where details of the sender have been provided but anonymity is requested, the representation will be anonymised for publication with personal data removed.
- The planning authority will use its discretion when considering whether to publish photographs accompanying a representation but where photographs are published, they will be subject to redaction criteria as set out above; and

Copy document requests

All personal data will be redacted when providing copies of planning applications and supporting documentation.

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ANNEX A

Our reference:

Dear

PLANNING APPLICATION REFERENCE:

Please find enclosed your objection letter to the above planning application.

This has been returned to you as it contains issues that could be considered _____ and are not relevant Planning considerations.

Please re submit your objection ensuring it relates to relevant planning matters and does not contravene the guidance within our Planning Publication Policy regarding personal or sensitive information and Special Category Information as per General Data Protection Regulations.

Kind regards

Planning Business Support Team