



March 18th, 2022

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

A **Meeting of Lisburn & Castlereagh City Council** will be held on **Tuesday, 22nd March 2022 at 7:00 pm** in the Council Chamber and remote locations for the transaction of the business on the undernoted agenda.

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

A light buffet will be available in Lighters Restaurant from 6.30pm.

Members are requested to attend.

DAVID BURNS
CHIEF EXECUTIVE
LISBURN & CASTLEREAGH CITY COUNCIL

Agenda

COVID-19 SAFETY MEASURES

When attending meetings in the Council Chamber you are asked to observe the following measures to ensure the safety of your Council colleagues and members of staff:

Prior to meetings if you are experiencing symptoms of COVID-19 please do not attend. Book a test and self-isolate.

Whilst not compulsory, you are encouraged to satisfy one of the three following conditions before attending meetings:-

- been fully vaccinated for more than two weeks; or
- have had a negative PCR test or rapid lateral flow test taken within 48 hours of meetings
- (a lateral flow test taken at home will need to be reported into the public reporting system); or
- evidence of a positive PCR test result for COVID-19 within the previous 180 days and following completion of the self-isolation period.

Please be reminded of the following measures which remain in place:

- Face coverings must be worn indoors unless seated at a desk. They must be worn when leaving the Council Chamber for any reason.
- Good hand hygiene should be adhered to and hand sanitiser is available in the ground floor foyer and the Council Chamber.
- Social distancing remains strongly advised. Desks will be distanced at 1m apart and you should keep face-to-face contact to a minimum.

Lisburn & Castlereagh City Council fully supports the NI Executive in its call for people to make safer choices.

1.0 BUSINESS OF THE RIGHT WORSHIPFUL THE MAYOR

 *Mayor and Deputy Mayor Engagements for Council Meeting MAR 2022.pdf*

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2.0 APOLOGIES

3.0 DECLARATIONS OF MEMBERS' INTERESTS

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

4.0 COUNCIL MINUTES

5.0 MATTERS ARISING

6.0 DEPUTATIONS

None

7.0 BUSINESS REQUIRED BY STATUTE

7.1 Signing of Legal Documents

- Lisburn and Castlereagh City Council and Clearly Kids Limited, 14c Adelaide Park, Belfast BT9 6FX – Lease of Union Bridge Car Park, 88 Bridge Street, Lisburn, County Antrim
- Lisburn and Castlereagh City Council and Department of Health of Castle Buildings, Stormont Estate, Belfast County of Down – Contract for Leases for First Floor Bradford Court between Lisburn and Castlereagh City Council and The Department of Health(Urology Inquiry) for open plan office and Chamber
- Lisburn and Castlereagh City Council and Barclays Bank Plc, Donegall House, Belfast BT1 5GB – Contract for Provision of Banking Services T19/20-046
- Lisburn and Castlereagh City Council and PWS Ireland Ltd, Greenbank Industrial Estate, Newry, Co Down BT34 2QX – Contract for the manufacture and delivery of street nameplates for LCCC
- Lisburn and Castlereagh City Council and The Education Authority – Land Registry documents for registering the Council's ownership of Derriaghy Primary School, 14 Milltown Park, Lisburn BT28 3TU – (Folio 37600 Entry No 7)
- Lisburn and Castlereagh City Council and The University of Southampton, National Oceanography Centre, Southampton, European Way, Southampton SO14 3ZH – Contract for Northern Ireland Radiochemical Analysis and Related Interpretation of Analytical Data
- Lisburn and Castlereagh City Council and R&M Greenkeeper Ltd, Unit C1, Kilcronagh Business Park, Cookstown, Co Tyrone BT80 9HG – Contract for the Provision of a Residual and Green Waste Haulage Service from Council Household Recycling Centres – Single Tender Action Ref: STA 21/22-047
- Lisburn and Castlereagh City Council and Andrew Boe Independent

Arboricultural Consultant, 27 Cherrylands, Newtownabbey BT36 6UA –
Contract for Arboricultural Advice

- Lisburn and Castlereagh City Council and Safety Solutions (NI) Ltd, Unit 4, Lissue Industrial Estate East, 9 Lissue Walk, Lisburn BT28 2LU – Contract for Supply and Delivery of Parks and Amenities Staff Uniforms
- Lisburn and Castlereagh City Council and Hi-Tech Security Services, 54 Hillhall Road, Lisburn BT27 5BX – Contract for the Supply of Static Attendants

8.0 ADOPTION OF MINUTES OF COMMITTEES

- | | | |
|------------|---|----------------|
| 8.1 | Leisure and Community Development Committee - 1 March, 2022
 LCDC 010322 Minutes for Adoption.pdf | Page 16 |
| 8.2 | Environmental Services Committee - 2 March, 2022
 ESC 02.03.2022 Draft Minutes for adoption.pdf | Page 25 |
| 8.3 | Development Committee - 3 March, 2022
 DC 03 03 2022 Draft Minutes for Adoption.pdf | Page 31 |
| 8.4 | Corporate Services Committee - 9 March, 2022
 CSC 09 03 2022 Draft minute for adoption.pdf | Page 42 |
| 8.5 | Governance and Audit Committee - 10 March, 2022
 G A 10.03.2022 Draft Minutes for Adoption.pdf | Page 58 |
| 8.6 | Planning Committee (For Noting) - 7 February, 2022
 PC 07 02 2022 Ratified Minute - FOR NOTING.pdf | Page 65 |

9.0 REPORT FROM CHIEF EXECUTIVE

None

10.0 REPORTS FROM MEMBERS ON BOARDS

None

11.0 REPORTS ON DECISIONS SUBJECT TO THE

RECONSIDERATION PROCEDURE

None

12.0 NOTICES OF MOTION

None

13.0 CONFIDENTIAL BUSINESS

13.1 Ukrainian Refugee Scheme and Asylum Seeker Humanitarian Crisis

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

 *Ukraine Refugee Programme March Council 2022 Final Confidential.pdf*

Not included

14.0 ANY OTHER BUSINESS

MAYOR'S ENGAGEMENTS FOR FULL COUNCIL MEETING

Thursday 17th February

Mayor to attend Science Workshop - Beginners Guide to the Science of Compost, Hillsborough Castle – Part of the NI Science Festival

Thank you reception for MACS Charity – Lagan Valley Island

Friday 18th February

Mayoral Reception for Jane Wells - Awarded MBE in the Queen's New Year's Honours List (Service to Public Relations Industry)

Monday 21st February

Mayor's Charity Committee Meeting

Mayor to attend Inspire Board Meeting – Dundonald

Mayor to attend Derriagh Former Primary School Site Steering Group

Tuesday 22nd February

The Decades of Centenaries & Principles for Remembering in Public Spaces – online event

Mayor and Chief Executive to meet with the High Sheriff of County Down, Mr James Smyth in Mayor's Parlour

Mayor to meet with the Wellness Recovery Group - James Keenan (Lisburn Poem - Poet David Murdock)

Wednesday 23rd February

Mayor to meet Secretary of State at Dundonald International Ice Bowl – levelling up event

Mayor to attend Civility/Legitimate for Public Figures Event, online event

Mayor to visit Mrs Eileen Boyd to celebrate her 100th birthday

Mayor to attend Resettlement Scheme Member Meeting – Lagan Valley Island

Mayor to attend Launch Event: Non - Communicable Diseases Prevention Report – Online Event

Mayor to attend EV Charger Workshop – Online Event

Thursday 24th February

Mayoral Reception for Ivor McCandless, awarded BEM – Mayor's Parlour

Mayoral Reception for Mr Fleming Keery on completing 8,000 mile walk around the Carryduff/Four Winds/ Newtownbreda area to highlight Lifeline charity – Mayor's Parlour

Friday 25th February

Mayor to attend Virtual Launch of Lisburn Entrepreneurs Network 2022 – Online Event

Mayor and Mayoress to attend The Lord Mayor of Belfast, Councillor Kate Nicholl Connecting#OurBelfast Dinner – City Hall

Monday 28th February

Mayor to visit Tonagh Community Group to support Ukrainian Donation Drive

Mayoral Reception for the retirement of Mr Walter Sloan of Lisburn Credit Union, Deputy Mayor and Cllr Craig also attended

Tuesday 1st March

Mayoral reception for staff member Stephen Toal on his achievement of completing a marathon in every continent

Mayor to attend Lisburn & Castlereagh Safe Place Webinar (Safe Community) – Online Event

Wednesday 2nd March

Mayor to visit Brooklands School (P2 Class - Mrs McNirlan's Class) for World Book Day in School

Thursday 3rd March

Mayor to visit Lisburn 100 Years Images Exhibition – Irish Linen Museum

Mayor to attend NI Showcase 2022 Event - ICC Belfast

Friday 4th March

Mayor to attend Derriaghy Youth Project Update Meeting – online

Mayoral Reception for ICAN Judo Club, Deputy Mayor also attended

Saturday 5th March

Mayor to attend litter picking by County Antrim Custodians Group, Prince William Road, Cllr Mackin also attended

Mayor to attend the Bright Lights Dance Group, Irish/Irish Scottish dance display – outside at the Irish Linen Museum

Monday 7th March

Mayor and Cllr Legge to meet with the Lord Lieutenant for Co Antrim - David McCorkell to discuss the Council's plans for the Queen Platinum Jubilee – Mayor's Parlour

Mayoral Reception for Glenavy GAC Ladies team, attended by Cllr Honeyford

Tuesday 8th March

Mayor to welcome staff to online International Women's Day Engagements Event

Mayor to attend Lagan Festival Gala Evening, Beechlawn Hotel

Wednesday 9th March

Mayor to attend Wallace High School to be introduced to the children performing in his St Patrick's Concert

Mayor to attend "Roots To Recovery" Report Launch – Online Event

Mayor to attend HRP media evening – Hillsborough Castle

Thursday 10th March

Mayor to attend Chinese Consulate General online event for the 50th Anniversary of China-UK Ambassadorial Diplomatic Relations virtual celebration event

Mayoral Reception for Integrated Education in Lisburn and Castlereagh, also attended by Deputy Mayor, Cllr Laverty and Ald Henderson

DEPUTY MAYOR'S ENGAGEMENTS FOR FULL COUNCIL MEETING**28th February 2022**

Deputy Mayor attended Mayoral Reception for the retirement of Mr Walter Sloan of Lisburn Credit Union

4th March 2022

Deputy Mayor attended Mayoral Reception for ICAN Judo Club

7th March 2022

Deputy Mayor to attend 'Meet The Councillor' event with the Youth Council - Dundonald Ice Bowl

10th March 2022

Deputy Mayor to attend Mayoral Reception celebrating Integrated Education in Lisburn and Castlereagh

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LISBURN & CASTLEREAGH CITY COUNCIL**Minutes of the Remote Monthly Meeting of Council held on Tuesday 22 February, 2022 at 7:00 pm****PRESENT IN CHAMBER:**

The Right Worshipful the Mayor
Alderman S Martin

Deputy Mayor, Councillor T Mitchell

Alderman J Baird, W J Dillon MBE, A Grehan and
J Tinsley

Councillors D Craig, A P Ewing, A Gowan, D Honeyford,
J Lavery BEM, H Legge, U Mackin, C McCready,
Jenny Palmer, John Palmer, A Swan and N Trimble

PRESENT IN A REMOTE LOCATION

Aldermen D Drysdale, A G Ewart MBE, O Gawith and
S P Porter

Councillors N Anderson, R T Beckett, R Carlin, S Carson,
S Eastwood, J Gallen, A Givan, M Gregg, M Guy, S Hughes,
S Lee, S Lowry, J McCarthy, G McCleave, A McIntyre,
R McLernon, S Skillen

IN ATTENDANCE IN CHAMBER:

Lisburn & Castlereagh City Council

Chief Executive
Member Services Officer
Member Services Administrative Assistant
Technician
IT Officer

IN ATTENDANCE IN REMOTE LOCATION:

Lisburn & Castlereagh City Council

Director of Environmental Services
Director of Finance and Corporate Services
Director of Leisure and Community Wellbeing
Director of Service Transformation

Reverend Cheryl Meban

Commencement of the Meeting

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

At the commencement of the meeting, The Right Worshipful the Mayor, Alderman S Martin, welcomed those present to the February meeting of Council, which was being live-streamed to enable members of the public to hear and see the proceedings.

Commencement of the Meeting (Cont'd)

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

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

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

- Mr Sam Wallace – father of Samuel Gibson who worked in the Parks & Amenities Unit of the Leisure Services and Community Wellbeing Directorate
- Mrs May King – mother of Hazel King, Portfolio Manager in the Service Transformation Directorate
- Mrs Sadie Henderson - mother of Alderman Michael Henderson MBE
- the sudden passing of Christopher Stalford, DUP Member of the Legislative Assembly

Tributes to Christopher Stalford MLA

The Right Worshipful the Mayor, Alderman S Martin, stated that it was his solemn duty to report that this Council sends its deepest condolences to the family of Christopher Stalford, a DUP Member of the Legislative Assembly, who had passed away suddenly the previous weekend. Christopher Stalford had represented South Belfast which covered a proportion of this Council area. The Right Worshipful the Mayor stated that Christopher had been a good and long standing friend and colleague of many in this Council Chamber and accordingly he wished to ensure that sufficient space and time be allocated to the meeting that evening to pay tribute to and to remember Christopher Stalford. The Right Worshipful the Mayor invited Members to pay tribute to Christopher.

Councillor A Gowan

Councillor A Gowan led the tributes to Christopher Stalford.

Councillor R McLernon joined the meeting during Councillor Gowan's contribution (7.06 pm)

At the outset Councillor Gowan said he felt wholly incapable of making a tribute that would be suitably fitting that encapsulates the man that was Christopher Stalford. During his tribute Councillor Gowan recounted the time when he first met Christopher 20 years ago when they were both studying at Queen's University. He talked about his first impression of Christopher which had been determined by his style of dress with his pin-striped suits and his tweed jackets. Councillor Gowan said despite their differences, him being a country boy from West Fermanagh, they had become friends and after graduating they later had become best of friends.

Councillor Gowan spoke of Christopher's abilities, much of which he stated had already been said in recent days, and all of it true. He spoke of Christopher's eloquence and good humour, and also the fact that he was a supreme orator. Christopher reached his

Councillor A Gowan (Cont'd)

goal when he was elected to Belfast City Hall and thereafter to the Northern Ireland Assembly. He had been a working class boy from South Belfast and had made his family so proud. Councillor Gowan remembered the fun they both had had when he had helped him on his election campaign. He described Christopher as the 'ultimate warrior' and the one thing that stood out was his competitiveness. Councillor Gowan said the Assembly Chamber was a much richer place for him having been there and that Northern Ireland is a lesser place for his passing. He also said the DUP will forever miss someone who was DUP to the core.

Councillor Gowan spoke about Christopher being a family man and that our hearts break for his wife Laura and their four wonderful children and also for the wider family circle. He was a proud dad wishing the best for all his children. He said we must all keep this family in our thoughts and prayers in the days that lie ahead. Councillor Gowan concluded by saying he would miss his friend so much.

Alderman S P Porter

Alderman S P Porter commenced his tribute by acknowledging that all that had been said about Christopher Stalford in recent days had been true. Alderman Porter spoke of his disbelief on hearing the sad news of Christopher's passing. Alderman Porter spoke at length about his fond memories of Christopher over the years and recalled how proud Christopher was when he was first elected to Stormont in 2016 and how he had been determined to have his constituency office in Sandy Row. Christopher delivered for his community along with his team with which he was so involved. He was so proud that he could give back something to his community and also his political party. Alderman Porter said that Christopher was even more proud when he was elected to the role as Principal Deputy Speaker in the Assembly. He loved South Belfast. He loved this wee country. He loved his political party but above all he loved his family. He loved being out and about with his family. Alderman Porter concluded by saying his thoughts were with his wife Laura, and his children Trinity, Oliver, Cameron and Abigail. Alderman Porter thanked The Right Worshipful the Mayor for having allowed time to pay tribute to Christopher Stalford and to reflect on a life well lived.

Councillor N Anderson

Councillor N Anderson stated that there was only one Christopher Stalford and there is only ever going to be one man like him and described Christopher as a paradox, some who was gregarious yet shy; and someone who had friends across the house, someone who had a wicked sense of humour yet was also sensitive.

Councillor Anderson recalled how Christopher had been a political activist from a very young age and although he was DUP he had huge sympathy for the Tories. He also recalled how Christopher was a big fan of Ian Paisley and that he also had admired Roger Scruton and Margaret Thatcher. Councillor Anderson also spoke about how Christopher Stalford never forgot his working class roots and how he had worked in South Belfast all his life. As an elected representative Christopher had worked closely with community groups and a number of his current projects crossed both Belfast City Council area and Lisburn & Castlereagh Council area. Councillor Anderson stated

Councillor N Anderson (Cont'd)

that this Council will be indebted to ensure that these projects are completed in his memory.

Councillor Anderson also talked about Christopher's many interests. Procedures and order were very important to him and his knowledge of both ensured his elevation to the position of Principal Deputy Speaker in the Assembly, a role in which he excelled and thrived.

Councillor Anderson spoke about his fond memories from the time he had worked for Christopher in his constituency office. He said Christopher had been more than a boss. He was his friend. Even when he left the DUP they remained friends.

He also said he could not describe the pain and void he feels on Christopher's passing, neither could he imagine the loss that Christopher's wife, Laura and their four children, and the entire family circle, must be feeling at this time. This tragedy not only effects the family but also the community in which he served and the DUP has lost one of its star performers. Many of us have lost a friend. Councillor Anderson expressed deepest sympathy to the family and prayed that God's comfort would carry them all with his love at this time. Councillor Anderson concluded by saying farewell to Christopher. Christopher did not fear death and Councillor Anderson knew he would see his friend again.

Councillor S Skillen

Councillor S Skillen expressed thanks and appreciation to The Right Worshipful the Mayor for providing this space that evening to remember Christopher Stalford. Councillor Skillen spoke of when she first met Christopher Stalford and also expressed thanks and appreciation to Christopher for the support he had provided to her during some of the dark times in her life. In 2012 she had commenced work in the same office as Christopher. She could see back then just how capable Christopher was. She also referred to his humorous personality. He was a working class man whose father passed away when Christopher was very young. His mother brought him up so well and supported him throughout his career.

Councillor Skillen also talked about his love for his wife Laura and their four children and could recall many times when Christopher had brought his children into the office for one reason or another. Councillor Skillen also recalled the funny times and in particular remembered how Christopher had laughed so loudly many times.

Councillor Skillen said everyone was delighted for Christopher when he was elected to the Assembly in 2016 and described him as a very capable politician. Councillor Skillen advised that she had spoken recently with the Council's Director of Leisure and Community Wellbeing about a project that was being progressed in Killynure and put on record that she would be keen that this project continued to be progressed and delivered in Christopher's memory.

Councillor Skillen concluded by extending her sincere sympathy to Christopher's wife, Laura, and to their children Trinity, Oliver, Cameron and Abigail, and the wider family circle.

Councillor N Trimble

Councillor N Trimble on behalf of the UUP on the Council expressed sincere and deepest condolences on the passing of Christopher Stalford – to his wife, Laura, and their four children, the wider family circle, to his DUP, friends and colleagues and also to the staff in the South Belfast constituency office. Councillor Trimble commented that the stronger the love one feels for someone the deeper the grief is felt.

Councillor Trimble said that whilst he did not know Christopher as well as other Members on the Council, he did have the great pleasure of meeting Christopher in Stormont on occasions. He said Christopher always carry out his work in a dignified manner. Christopher was, in his opinion, a first class politician. Councillor Trimble stated that he had tremendous respect for Christopher Stalford. He said he enjoyed watching Christopher on the benches and noted that he never got personal but would make his point with grace and precision. Councillor Trimble also recounted a time when he had had the opportunity to talk at length with Christopher in November last year when taking part in a political panel debate in Dundalk and had found him to be nothing but pleasant and very friendly. This was a conversation that Councillor Trimble would hold dear to his heart. He expressed regret that he had not known Christopher more and concluded by saying Northern Ireland politics would be less of a place without him.

Councillor S Lowry

Councillor S Lowry, on behalf of the Alliance Party on the Council, offered sincere condolences to Christopher's wife, Laura, and their four children, and the family circle as well as Christopher's wider DUP family. Councillor Lowry recalled when she first met Christopher Stalford four years ago and of their conversation when he had given her sound advice at that time. She also remembered the conversations she had had with Christopher at an election count in 2017 which had been mainly about their families but he had also talked about his concerns should he not be successful in being elected and how he was 'doing this for his children.' Councillor Lowry was grateful for this chance to talk to Christopher. Every time she met Christopher thereafter, he had always asked about her family. Councillor Lowry described Christopher as a fantastic Principal Deputy Speaker – it seemed that he was born for that role. Christopher's loss was a terrible loss for everyone.

Councillor R Carlin

Councillor R Carlin, on behalf of the Sinn Fein Party on the Council, wished to offer his sentiments of sympathy to the family and friends of Christopher Stalford. He also conveyed sympathy on behalf of his Sinn Fein colleagues in South Belfast all of who always had a good working relationship with Christopher during their time on Belfast City Council and the Assembly. Councillor Carlin said he was deeply shocked at Christopher's passing. Councillor Carlin acknowledged that Christopher Stalford was a huge personality in South Belfast and that the tributes in the Chamber tonight were testament to that.

Councillor J McCarthy

Councillor J McCarthy, on behalf of the SDLP on the Council, wished to pass on condolences to Christopher Stalford's family, friends and DUP colleagues.

Councillor J McCarthy (Cont'd)

Councillor McCarthy stated that he, like many others, was in awe of Christopher's dedication to his beliefs, his dedication to his constituents he represented in South Belfast and in particular to his family. Councillor McCarthy stated that he had met Christopher on a few occasions and that on each occasion he remembered his wit and good humour. Councillor McCarthy stated that Christopher would be missed greatly across the political spectrum.

Councillor S Lee

Councillor S Lee, the Green Party Member on the Council, wished to endorse all that had been said by the previous speakers about Christopher Stalford and conveyed his own party condolences to Christopher's wife, Laura, and their children on their tragic loss. Councillor Lee also spoke about Christopher's talent and of his good humour, and concluded by saying how sad it was to have heard of his untimely passing.

The Right Worshipful the Mayor, Alderman S Martin

The Right Worshipful the Mayor, Alderman S Martin, thanked Members for their contributions that evening which he described as extraordinary. He also felt that the sentiments expressed by Members that evening and also by Christopher Stalford's colleagues in the Assembly the previous day all had been heartfelt and true.

The Right Worshipful the Mayor paid his own tribute to Christopher Stalford and spoke at length of his encounters with Christopher when they had been students at Queen's University. The Right Worshipful the Mayor felt that everything that could be said had been said about Christopher who was a true politician and public servant. The Right Worshipful the Mayor was of the opinion that politics and public service were the greatest and most noblest callings which had the power to make change in our communities. Christopher Stalford was one of the best. He was someone who held a number of political offices and positions but all that had not changed him. The Right Worshipful the Mayor assured that the thoughts of everyone on the Council were very much with the Stalford family, Christopher's friends, colleagues and the constituency team.

The Right Worshipful the Mayor advised that he had, on behalf of the Council, written to Christopher's Party Leader and to his family and his staff members to convey our condolences. He stated also that to those Members this evening who have shared their own anecdotes and to the wider DUP family we, as colleagues, regardless of party label, stand with you at this incredibly difficult time and know that we are there for you and in that friendship and in that spirit we will continue Christopher Stalford's legacy.

At this juncture the Council stood and observed a minute's silence at 7.50 pm as a mark of respect on the passing of Christopher Stalford.

Prayers

The Right Worshipful the Mayor, Alderman S Martin, welcomed his Chaplain, Reverend Cheryl Meban, Presbyterian Chaplain at Ulster University, to the meeting. Reverend Meban gave an address and said a prayer during which she too remembered the

Prayers (Cont'd)

bereaved families referred to by the Mayor and made reference to the heartfelt condolences expressed by Members on the untimely passing of Christopher Stalford.

Rev Meban also referred to the crisis in the Ukraine and remembered those people living in Ukraine on losing their peace and autonomy from Russia.

Alderman Martin thanked Reverend Meban for her contribution and her attendance that evening.

Alderman A Grehan left the meeting at the commencement of the Mayor's Chaplain's address at 7.51 pm and returned to the meeting at it's conclusion at 7.56 pm.

1. Business of The Right Worshipful the Mayor

At the outset The Right Worshipful the Mayor, on behalf of himself and his wife, Joanna, expressed thanks to Members and Officers for their support, and to those people who had reached out to them, during the past number of very difficult weeks when one of their children had spent an extended period of time in the care of the great staff on the Children's wards at the Ulster Hospital. The Right Worshipful the Mayor put on record that he would be eternally grateful to the staff of the Mayor's Office for everything they had done to support him during this time. He also expressed thanks and appreciation to the Deputy Mayor, Councillor T Mitchell, for having deputised for him on a number of occasions, and extended sincere thanks and heartfelt gratitude for the support of his Chaplain, Rev Cheryl Meban during these past weeks which he said had been a very uncertain time for his family.

1.1 Mayor's Engagements

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

2. Apologies

It was agreed to accept apologies for non-attendance at the meeting on behalf of Alderman M Henderson MBE.

3. Declarations of Interest

There were no declarations of interest.

4. Council Minutes

Council Meeting held on 25 January, 2022

It was proposed by Alderman J Tinsley, seconded by Alderman A Grehan, and agreed that the minutes of the meeting of Council held on 25 January, 2022 be confirmed and signed.

Special Meeting of Council held on 10 February, 2022

It was proposed by the Deputy Mayor, Councillor T Mitchell, seconded by Councillor A P Ewing, and agreed that the minutes of the special meeting of Council held on 10 February, 2022 be confirmed and signed.

5. Matters Arising

There were no matters arising.

6. Deputations

There were no deputations to be received at the meeting.

7. Business Required by Statute

(i) Signing of Legal Documents

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

- Lisburn and Castlereagh City Council and Bryson Recycling, Rives Edge, 13-15 Ravenhill Road, Belfast BT6 8DN – Contract for the provision of a kerbside sort service for the collection and recycling of dry recyclables and food waste from households within the Lisburn and Castlereagh City Council area (Ref STA21/22-040)
- Lisburn and Castlereagh City Council and OHRD Ltd, 21 Old Channel Road, Belfast BT3 9DE – Contract for Lot 1 Provision of Occupational Health Service
- Lisburn and Castlereagh City Council and Familyworks, 2B Regent Street, Newtownards BT23 4LH – Contract for Lot 2 Provision of Counselling Service
- Lisburn and Castlereagh City Council and AJCG Limited, 21 Enterprise Avenue, Belfast Road, Downpatrick BT30 9UP – Contract for Festive Lighting

8. Adoption of Minutes of Committees**Leisure and Community Development Committee****1 February, 2022**

Proposed by Councillor S Skillen

Seconded by Councillor R T Beckett

Verbal Matter

Alderman W J Dillon advised that he had received notification from the Rector of St John's Parish Church, Moira, who was seeking permission from the Council to hold a short church service on 12th April, 2022 in Moira Demesne to celebrate Holy Week.

It was proposed by Alderman W J Dillon, seconded by Councillor C McCready, and agreed that the Council's Byelaw in connection with the holding of religious ceremonies in public places be temporarily suspended on 12th April, 2022 in order that the above-mentioned church service could take place in Moira Demesne.

Environmental Services Committee**2 February, 2022**

Proposed by Councillor A P Ewing

Seconded by Councillor C McCready

Development Committee**3 February, 2022**

Proposed by Alderman A Grehan

Seconded by Councillor H Legge

Corporate Services Committee**9 February, 2022**

Proposed by Councillor J Laverty

Seconded by Alderman W J Dillon

Planning Committee**10 January, 2022**

The minutes of the Planning Committee meeting of 10 January, 2022 had been circulated for noting only as these minutes had been agreed at the subsequent meeting of the Planning Committee on 7 February, 2022. It was proposed by Councillor A Swan, seconded by Alderman J Tinsley and agreed that their contents be noted.

9. Report from Chief Executive

There were no reports for consideration from the Chief Executive.

10. Reports from Members on Boards

There were no reports from Members on Boards.

11. Reports on Decisions Subject to the Reconsideration Procedure

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

12. Notice of Motion

There were no Notices of Motion for consideration.

13. Confidential Business

There was no confidential business raised at the meeting.

14. Any Other Business

14.1 Tributes to Christopher Stalford by Education Authority
Councillor D J Craig

Councillor D J Craig conveyed to the Council that he had attended a meeting of the Education Authority earlier that day in Wellington College, Belfast, at which tributes had been paid to Christopher Stalford. Councillor Craig stated that the tributes were particularly sad as Wellington College was the school attended by Christopher Stalford and that Christopher had also been a former member of that school's Board of Governors.

14.2 Incident in Bow Street Shopping Mall on 22 February 2022
Councillor D J Craig

Councillor D J Craig commended the efficient response of the Security staff and the PSNI to the serious incident that had occurred in the Bow Street Shopping Mall that afternoon which had resulted in an individual who appeared to be armed with a knife and a weapon being arrested.

Councillor Craig described the actions of the individual as deeply regrettable and shameful which no doubt had traumatised both staff and members of the public who witnessed the incident. Councillor Craig requested that, through the Mayor's Office, this Council's thanks and appreciation be conveyed to the security staff in the Bow Street Mall and the PSNI Officers for the prompt actions that they took on that occasion.

The Right Worshipful the Mayor, Alderman S Martin, also addressed the Council in regard to the above-mentioned incident that had taken place in the vicinity of the City Centre which he said was of great concern. The Right Worshipful the Mayor expressed his gratitude for the effectiveness of the response of the PSNI Officers and the Bow Street Mall's security team and agreed to pass on the Council's thanks and gratitude as requested by Councillor D J Craig.

14.3 Antisocial Behaviour in Moira Demesne
Councillor C McCready

Councillor C McCready put on record his disappointment in regard to the antisocial behaviour in Moira Demesne which had taken place over the period of the schools' half term break. The actions of the individuals concerned had resulted in damage to Council property and as a result the toilet block had to be closed for a period of time.

Councillor McCready also put on record his thanks and appreciation to the PSNI for their response to the above matter and also to the Council's Parks and Amenities team for their efforts. Councillor McCready was hopeful that the toilet block in Moira Demesne would return soon to normal opening times.

14.4 Apology for Non Attendance for Alderman M Henderson
Councillor N Trimble

Councillor N Trimble having indicated that he wished to be associated with the comments by The Right Worshipful the Mayor and also Councillor D J Craig in relation to the incident in Bow Street Mall earlier that day, requested that an apology for non-attendance at the meeting that evening be recorded for Alderman M Henderson.

14.5 Lough Neagh Partnership Report – November 2021
Councillor John Palmer

Councillor John Palmer welcomed the most recent publication of the Lough Neagh Partnership Report which had been circulated to Members and which detailed the projects, developments and investment in the Lough Neagh area over the past five years. Councillor Palmer stated that he was honoured to have been a member of the Lough Neagh Partnership over the past number of years and commended the sum of £10 million that had been invested in many projects by the Partnership. Councillor Palmer also commended the input from this Council, along with the other Councils and partners in progressing these projects which he said had brought communities together around the Lough and which he hoped would continue in the future.

14.6 Lisburn Baptist Church – Request to hold Outdoor Service on
Easter Sunday
Councillor A Givan

Councillor A Givan advised that he had received a request earlier that day from Lisburn Baptist Church seeking permission from the Council to hold an outdoor church service on Easter Sunday, 17th April 2022 at 8.30 am in either Wallace Park or Castle Gardens. Councillor Givan stated that the Church had felt that during the current Covid-19 Pandemic an outdoor church service would be a much safer environment.

It was noted that the Council would be required to suspend the relevant Byelaw in relation to the holding of religious ceremonies in public places should Lisburn Baptist Church's request be acceded to.

14.6 Lisburn Baptist Church – Request to hold Outdoor Service on Easter Sunday (Cont'd)
Councillor A Givan

Following further comments from The Right Worshipful the Mayor, Alderman S Martin, it was agreed on a proposal by Councillor A Givan and seconded by Councillor S Skillen that the Council grants delegated authority to the Leisure & Community Development Committee at its meeting to be held on Tuesday, 1 March 2022 to consider the request from Lisburn Baptist Church to hold an outdoor church service on Easter Sunday and to make a decision thereon.

Conclusion of the Meeting

At the conclusion of the meeting, The Right Worshipful the Mayor, Alderman S Martin, thanked those present for their attendance and asked everyone to take care and keep safe.

There being no further business for consideration, the meeting was terminated at 8.18 pm.

Mayor

LISBURN & CASTLEREAGH CITY COUNCIL**Minutes of the Meeting of the Leisure and Community Development Committee held in the Island Civic Centre, The Island, Lisburn, and remotely, on Tuesday 1st March 2022 at 6.00pm**

<u>PRESENT:</u>	Councillor S Skillen (Chairperson)
	Aldermen A Grehan and J Tinsley
	Councillors N Anderson, D J Craig, A Gowan, D Honeyford and S Hughes
<u>PRESENT IN A REMOTE LOCATION:</u>	The Right Worshipful the Mayor Alderman S Martin
	Councillors R T Beckett, R Carlin, M Guy, A McIntyre, Jenny Palmer, John Palmer and Hon N Trimble.
<u>OTHER MEMBERS PRESENT IN A REMOTE LOCATION:</u>	Councillors A Givan and A Swan
<u>IN ATTENDANCE:</u>	<u>Lisburn & Castlereagh City Council</u> Director of Leisure and Community Wellbeing Head of Communities Head of Parks and Amenities Head of Sports Services Member Services Officers (BF & EW) Technician IT Support

Commencement of Meeting

The Chairperson, Councillor S Skillen, welcomed everyone to the meeting and reminded attendees that, in accordance with the Council's Standing Orders, unauthorised recording was not permitted. The Director of Leisure and Community Wellbeing read the safety announcement and the Member Services Officer read out the names of the Elected Members and officers in attendance.

1. **Apologies**

An apology was reported on behalf of Deputy Mayor, Councillor T Mitchell.

2. **Declaration of Interest**

In respect of item 4.4, 'Queen's Platinum Jubilee Grant Programme, Alderman J Tinsley declared an interest in that he was a member of Fourshore LOL 340, which had applied for funding under the grant programme.

3. Report of the Director of Leisure and Community Wellbeing

(Alderman A Grehan joined the meeting 6:02pm)

3.1 Leisure and Community Wellbeing – Quarter 3 Performance Report

The Director outlined the principal aspects of the above-mentioned report, together with the details contained within the management accounts and tables of key performance indicators, which gave an overview of the Department's performance during Quarter 3 of the financial year 2021/22. In response to a question from Councillor D J Craig, the Director clarified the factors which had contributed to the department recording a financial underspend during the financial year.

It was proposed by Alderman A Grehan, seconded by Alderman J Tinsley, and agreed that the Committee note the following information as provided:

- the management accounts covering the period from 1st October to 31st December;
- the outturn of operational metrics/service KPIs from 1st October to 31st December; and
- the outturn of Performance Improvement KPIs from 1st October to 31st December.

4. Report of the Head of Communities

4.1 District Electoral Area (DEA) Investment Programme – Community Development Bursary

The Head of Communities reported that the DEA Investment Plan for 2022/23 included provision for a Community Development Bursary with an associated budget of £5,000. She added that additional funding capacity may be available within the Community Support Programme for 2022/23, should it be required, depending on the demand for the bursary.

The Committee was advised that the bursary was designed to support members of community/voluntary groups to apply for financial assistance of up to £1,000 towards the costs associated with further educational studies which contributed to community development. The overall objective of the funding stream would be to increase the capacity of community leaders which, in turn, would provide additional capacity and benefits across the council area. She further outlined the eligibility criteria that would be applied in the application process.

After discussion, during which a number of Members welcomed the introduction of the bursary, it was proposed by Councillor D J Craig, seconded by Alderman A Grehan, and agreed that the Committee endorse the promotion and implementation of the Community Development Bursary (with the launch to take place in April 2022) and noted that, following the assessment of submissions, a further report would be submitted to the Committee to consider and agree the award of funding.

4.2 Good Relations Action Plan 2022/23

The Committee was reminded that the Council's Good Relations Programme was delivered as part of the Northern Ireland Executive's 'Together: Building a United Community' strategy. In December 2021, the Executive Office had invited the Council to apply for funding under that strategy for the financial year 2022/23, based on a commitment that 75% of funding to support the Council's programme would be provided by the Executive Office, with the remaining 25% coming from within the Council's budgets, provision for which had been included within financial estimates for 2022/23.

The Head of Communities outlined the principal aspects of the draft Strategy and Action Plan for the period 2022/23, copies of which had previously been circulated. In particular, she highlighted that research and community consultation had identified the following needs which would be addressed and incorporated within the 2022/23 Programme, namely:

- the need to support young people to become leaders within civic life;
- the diversity of cultural celebrations;
- the opportunities for new and existing communities to link together and build relationships; and
- programmes to increase education and awareness of minority groups within communities.

During discussion, the Head of Communities outlined how the funding streams within the Programme could be utilised to encourage enhanced participation, together with proactive and reactive engagement, with all groups in the Council area. In addition, she reported that, given the prevailing circumstances at central government, there could be a delay encountered in the receipt of confirmation that the Council had been successful in its application for funding and that the Committee would be kept informed in this matter. Members further commented on the comprehensive nature of both documents and acknowledged the effort made by officers in bringing this Strategy and Action Plan forward.

It was proposed by Councillor Jenny Palmer, seconded by Alderman A Grehan, and agreed that the Committee endorse the three-year Good Relations Strategy and Annual Action Plan for 2022/23 for its onward submission to the Executive Office.

4.3 PEACE PLUS Partnership & Structure – Update

The Head of Communities reminded Members that PEACE PLUS was a European Union-funding programme which had been designed to support peace and prosperity across Northern Ireland. The Committee was reminded also that, at its meeting on 7th September 2021, it had adopted a number of recommendations to progress the governance, partnership and delivery models for the programme within the Council area. She provided the Committee with an update on the themes which had been adopted for the programme, together with the next steps that would be taken in the progression of a Local Action Plan.

It was pointed out that the Council had agreed previously to appoint 13 Elected Members to the PEACE PLUS Partnership via the d'hondt mechanism. In order to achieve a balance in terms of representation, it was recommended that 12 social partners be nominated to

serve on the Partnership also, to include seven from across the Council's DEAs and five from a range of targeted groups. The nomination and appointment process for the social partners would be undertaken through an 'open call' to provide equality of opportunity to the local community, details of which were outlined to the Members.

It was further reported that the number of statutory representatives on any Partnership could vary, but it was suggested that this number could be up to six in the Council area, who would serve in an advisory capacity without voting rights. Regarding the selection process, the Head of Communities recommended that nominations be sought through the Community Planning Partnership to identify suitable representatives from within the statutory sector. The Committee was provided also with an outline of the timescale for the delivery of the work of the Partnership, together with an overview of the expenditure details associated with the programme.

After discussion, it was proposed by Councillor D Honeyford, seconded by Councillor Jenny Palmer and agreed that the Committee note the information provided and agree to approve the following:

- the proposed structure for the PEACE PLUS Partnership;
- the outlined criteria and commencement for the recruitment process for the appointment of social partners
- that delegated authority be granted to the 13 Elected Members on the PEACE PLUS Partnership to provide input to the process as required; and
- that a further report to be brought back to committee to agree the appointment of the social partners to the Partnership.

4.4 Queen's Platinum Jubilee Working Group Grant Programme

The Head of Communities reminded the Committee that, at its meeting on 7 December, 2021, it was agreed that a sum of £25,000 be allocated towards a grant programme to support community groups in hosting events to mark the Queen's Platinum Jubilee. There would be a maximum amount of £500 available to individual community groups to host such events.

It was reported that 91 applications had been received under the programme and, after assessment against the agreed criteria, all applications had been deemed successful and the total amount requested had been £45,360. Accordingly, given that the amount requested under the programme had exceeded the original funding allocation, the Head of Communities outlined three options for the Committee's consideration.

The Committee was informed that, should it agree to adopt the option 1 which recommended to fund all applications at 100%, any additional financial contribution required would be sourced from within the departmental underspend for 2021/22.

After discussion, during which officers undertook to examine the reasons for the variance in the number of applications received across the Council area, particularly from Castlereagh East and Castlereagh South, it was proposed by Councillor N Anderson, seconded by Alderman J Tinsley, and agreed that the Committee adopt option 1 as set out in the report.

4.5 Minutes of the Queen's Platinum Jubilee Working Group

It was agreed that the Committee note the contents of the minutes of the Council's Queen's Platinum Jubilee Working Group of 12th January 2022.

Arising from discussion on the previous two items, Councillor M Guy suggested, given the overspend which had been accrued in respect of the Queen's Platinum Jubilee Grant Programme, that it would be beneficial if the working group noted the actual spend against all aspects of the Programme and reported on this accordingly.

4.6 Welfare Reform Mitigations – Fair Funding Allocation

The Committee was advised that the Department for Communities (DfI) had announced in December a public commitment to a 'fair funding' approach to supporting the critical work delivered by the voluntary and community sector. This commitment related to posts directly funded by DfI through the Welfare Reform Mitigations Package. Such posts had been ring-fenced and were directly and fully funded through salaries, with the payments being made through local councils. This had amounted to £5,484.38 for Lisburn & Castlereagh City Council to be paid to the contractor employed to deliver this service.

The Head of Communities advised the Members that, subsequent to the publication of the Committee report, a Letter of Variance had been received from the Department for Communities, under the Council's Community Support Programme, to apply a similar uplift to the salaries in respect of those employed to deliver advice services through the Council's approved contractor to the value of £26,657.10.

It was moved by Alderman J Tinsley, seconded by Councillor John Palmer and agreed that the payment as outlined be made to Community Advice Lisburn & Castlereagh for the provision of the welfare reform mitigation posts and those for advice services.

5. Report of the Head of Parks and Amenities

5.1 Dromara Community Group: Fireworks Display

On the proposal of Councillor A Gowan, which was seconded by Councillor N Anderson, the Committee approved the hosting of a fireworks display by the Dromara Community Group at Lagan Park on 28th October 2022, subject to appropriate scrutiny by the Safety Advisory Group (SAG) and the production of necessary insurance and compliance certificates.

It was agreed further, given that this request had been acceded to annually by the Committee, that delegated authority be granted to the Head of Parks and Amenities to approve similar-type requests received from the Dromara Community Group to host firework displays at Lagan Park.

5.2 Mayor's Parade and Family Fun Day

The Committee was advised that, in order to avoid a clash with the Royal Ulster Agricultural Show, which would take place between 11th and 14th May, the most appropriate date for the hosting of the annual Mayor's Parade and Family Fun Day in 2022

would be Saturday 7th May. The parade would be held in conjunction with a family fun day and the date had been agreed after consultation with The Right Worshipful the Mayor, subject to any prevailing COVID-19 restrictions which may apply at that time.

The Head of Parks and Amenities reminded the Committee that the Council had utilised an existing tender to erect a panoramic wheel in Wallace Park in both 2020 and 2021. Since that tender remained valid, the wheel operator had requested permission to erect the wheel again in 2022, between Friday 15th April and Sunday 12th June. Members were reminded that the operator paid the council a set fee for this purpose.

In response to a number of questions relating to the steps that would be taken to ensure that businesses within Lisburn would benefit from any additional footfall on 7th May, it was clarified that this matter had been considered as part of the event planning process. As such, there would be a range of additional attractions provided to encourage people to remain in the city centre after the parade.

It is moved by Councillor N Anderson, seconded by The Right Worshipful the Mayor, and agreed that the Committee notes that the Mayor's Parade and Family Fun Day would take place on Saturday, 7 May, 2022. In addition, the Committee approved the following:

- the installation of the panoramic wheel in Wallace Park from 15th April until 12th June;
- that all income from the mobile vendors be donated to the Mayor's Charity; and
- that a sum of £1,000 be donated by the wheel operator to the Mayor's Charity.

6. Report of the Head of Sports Services

6.1 Sports Services Customer Service Excellence Accreditation

The Committee was advised that Sports Services was the only Council Service to have achieved the Customer Service Excellence Accreditation. The Head of Sports Services reported that a full review of the Service had been undertaken by independent assessors in December and that a very positive result had been achieved, particularly with the number of partial compliance areas having reduced from five to one, together with an increase recorded in the number of 'compliance plus' areas. He added that the results reflected very positivity on the staff within the Services and the Council's overall commitment to the provision of high-quality health and physical wellbeing activities for both its residents and customers.

Members extended their congratulations to the Service on the outcome of the assessment process and it was proposed by Alderman J Tinsley, seconded by Councillor N Anderson, and agreed that the Committee note the information provided.

6.2 Salto City of Lisburn National Gymnastics Centre

The Committee was advised of the arrangements which had been put in place for the hosting of a charity fundraising event Salto City of Lisburn National Gymnastics Centre in aid of Motor Neurone Disease in Wallace Park on Sunday 20th March 2022.

The Head of Sports Services reported that, given the late receipt of the request, both the Chairperson and Vice Chairman had been consulted by the Director and she had exercised her delegated authority to grant approval to the event, agreed also that a contribution of £500 be made to the organisation, and that the Sports Events Coordinator would assist in the management of the event on the day.

The Committee noted and endorsed the course of action which had been undertaken by the Director in this matter.

7.0 Confidential Report of the Director of Leisure & Community Wellbeing

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

“In Committee”

It was proposed by Councillor DJ Craig, seconded by Councillor A Gowan, and agreed that the confidential report of the Director of Leisure and Community Wellbeing be considered “in committee” in the absence of members of the press and public being present.

7.1 Pilot Community Asset Transfer – Meanwhile Use

It was proposed by Alderman A Grehan, seconded by Councillor DJ Craig, and agreed that Grove Activity Centre as outlined within the report be used as a pilot facility for a potential ‘Meanwhile Use’ as a form of Community Asset Transfer to inform a formal policy covering relevant Council assets.

7.2 Sam McBratney Digital Art and Literature Trail Update

It was proposed by Councillor N Anderson, seconded by Alderman A Grehan, and agreed that the Committee note the update provided by the Head of Communities in relation to the above-mentioned project, including the risks associated with the timeframe for delivery in line with the terms of the grant received from Tourism NI

7.3 Replace of Excavators – Financial Appraisal

It was proposed by Councillor D Honeyford, seconded by Councillor N Anderson, and agreed that Financial Appraisal to enable the undertaking of a tendering exercise for replacement of two excavators be approved.

7.4 Single Tender Action – Lock and Unlock Services

It was proposed by Councillor S Hughes, seconded by Councillor D J Craig, and agreed that the Committee approve the extension of the contracts for the above-mentioned service until 30th June, 2022.

7.5 Application for Flexible Retirement

It was proposed by Councillor D J Craig, seconded by Councillor A Gowan, and agreed that the Committee approve a request for flexible retirement for an employee within the Sports Services Section.

7.6 Tender for the Supply of Cleaning Materials – Sports Services/Parks and Amenities

It was moved by Councillor S Hughes, seconded by Councillor N Anderson, and agreed that the Committee notes the outcome of the tendering exercise and the award of contract regarding the above-mentioned matter.

7.7 Tender for Electric Golf Carts – Sports Services

It was moved by Councillor D J Craig, seconded by Councillor N Anderson, and agreed that the Committee note the outcome of the tendering exercise and the award of contract regarding the above-mentioned matter.

7.8 Lady Mary Peters – 50th Anniversary of 1972 Olympic Gold Medal Win

It was moved by Councillor N Anderson, seconded by Councillor D J Craig, that the Committee adopt the recommendation of the Head of Sports Services regarding the marking of the above-mentioned achievement.

7.9 Asylum Seekers

The Committee noted an update from the Director of Leisure and Community Wellbeing regarding a course of action which the Council had undertaken to receive further clarity and information from the Home Office in respect of correspondence it had issued to the Council in respect of above matter.

(The Right Worshipful the Mayor Alderman S Martin left the meeting at 7:41pm)

“Resumption of Normal Business”

It was proposed by Alderman J Tinsley, seconded by Councillor N Anderson, and agreed to come out of Committee and normal business be resumed.

6. Any Other Business

(The following items were considered prior to Confidential Items).

6.1 Lisburn Baptist Church

The Chairperson, Councillor S Skillen, reminded the Committee that the Council, at its meeting on 22nd February, had been advised by Councillor A Givan that he had received a request from Lisburn Baptist Church seeking permission to hold an outdoor church service on Easter Sunday, 17th April 2022, in either Wallace Park or Castle Gardens. At that meeting, the Council had agreed that delegated authority be granted to the Committee to consider the request.

The Head of Parks and Amenities advised that should the Committee accede to the request, it would be necessary that the relevant bye-law which precluded of the holding of religious ceremonies in Council parks be set aside for this purpose.

The Committee, on the proposal of Alderman A Grehan, which was seconded by Councillor N Anderson, agreed to accede to the request and agreed further that the relevant bye-law be set aside on this occasion to enable the service to take place.

6.2 Carryduff Regeneration Forum

At the request of Councillor M Guy, who indicated that she had received several queries from representatives of the Carryduff Regeneration Forum, both the Head of Parks and Amenities and the Head of Sports Services provided an update in respect of a number of ongoing projects within the Carryduff area.

There being no further business, the meeting ended at 8:09pm.

Mayor/Chairperson

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Minutes of the Remote Meeting of the Environmental Services Committee held on Wednesday, 2 March, 2022 at 6:00 pm**PRESENT IN CHAMBER:**

Councillor C McCready (Acting Chairman)

Deputy Mayor
Councillor T Mitchell

Alderman J Baird

Councillors N Anderson, A Givan, S Lee and R McLernon

PRESENT IN REMOTE LOCATION:

Councillor A P Ewing

The Right Worshipful the Mayor
Alderman S Martin

Alderman M Henderson MBE

Councillors S Eastwood, M Gregg, H Legge, A McIntyre and S Skillen

OTHER MEMBERS IN REMOTE LOCATION:

Alderman J Tinsley

Councillors A Gowan and A Swan

IN ATTENDANCE:**In Chamber:**Director of Environmental Services
Head of Service (Waste Management and Operational Services)
IT Officer
Technician
Member Services Officers**In Remote Location:**Head of Service (Building Control)
Head of Service (Environmental Health)**Commencement of the Meeting**

As the Chairman, Councillor A P Ewing, was not able to attend the meeting in person, the Vice-Chairman, Councillor C McCready, took the chair and conducted the business on the agenda.

At the commencement of the meeting, the Acting Chairman, Councillor C McCready, welcomed those present to the remote meeting of the Environmental Services

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Commencement of the Meeting (Contd)

Committee, which was being live streamed to enable members of the public to hear and see the proceedings.

At this point, the Member Services Officer read out the names of the Elected Members and Officers in attendance at the meeting, during which Councillor A Givan arrived to the meeting (6.02 pm).

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

Councillor A P Ewing joined the meeting at this point (6.05 pm).

The Director of Environmental Services proceeded to outline the evacuation procedures in the case of an emergency.

1. Apologies

It was agreed to accept apologies for non-attendance at the meeting on behalf of Alderman S P Porter and Councillor S Lowry.

2. Declarations of Interest

There were no declarations of interest.

3. Report from Director of Environmental Services

3.1 Environmental Services Performance Report

Councillor H Legge joined the meeting during consideration of this item of business (6.06 pm).

Members were provided with a copy of (a) management accounts covering the period 1 October – 31 December, 2021; (b) the outturn of operational metrics/service KPIs for Quarter 3 (October to December 2021); and (c) the outturn of Performance Improvement KPI for Quarter 3 (October to December 2021).

It was proposed by the Deputy Mayor, Councillor T Mitchell, seconded by Councillor A Givan and agreed to recommend that the information contained in (a) to (c) above be scrutinised and noted.

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4. Report from Head of Service (Environmental Health)

4.1 Appointment of Public Analysts

It was proposed by Alderman M Henderson, seconded by Alderman J Baird and agreed to recommend that the persons listed in the Head of Service's report be appointed as Public Analysts to the Council under Article 27 (1) of the Food Safety (NI) Order 1991.

5. Report from Head of Service (Waste Management and Operational Services)

5.1 Consultation on the Introduction of Mandatory Digital Waste Tracking

Councillors A Swan and A Gowan joined the meeting during consideration of this item of business (6.16 pm and 6.18 pm respectively).

Members were provided with a copy of a letter advising of the launch of a four-nation consultation on the 'Introduction of Mandatory Digital Waste Tracking' and seeking views on practical aspects of implementation, as set out in the Head of Service's report. Information on the consultation had been circulated to Members on 3 February, 2022.

Councillor N Anderson put on record that he had issues with the proposals contained in the consultation in terms of the impact it would have on councils, which would be unduly burdened and with no support from Central Government.

It was proposed by the Deputy Mayor, Councillor T Mitchell, seconded by Alderman J Baird and agreed to recommend that:

- (a) Members forward any comments they had on the consultation to the Head of Service (Waste Management and Operational Services) no later than 9 March, 2022 for inclusion in the draft response; and
- (b) delegated authority be granted to the Environmental Services Committee at its April meeting to consider and approve the draft response to the consultation in order that it could be submitted by the closing date of 15 April, 2022.

6. Confidential Business

The matters contained in the confidential report would be dealt with "In Committee" due to containing information (a) relating to the financial or business affairs of any particular person (including the Council holding that information); (b) which is likely to reveal the identity of an individual; and (c) in relation to which a claim to legal professional privilege could be maintained in legal proceedings.

"In Committee"

It was proposed by Councillor S Lee, seconded by the Deputy Mayor, Councillor T Mitchell, and agreed that the following matters be considered "in committee", in the absence of members of the press and public being present.

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The live-stream was paused at this point (6.23 pm).

6.1 Council Consortium Materials Recovery and Sorting Facility (MRSF)
Addendum to Business Case

During consideration of this item of business, The Right Worshipful the Mayor, Alderman S Martin, joined the meeting (6.35 pm), Councillor R McLernon arrived to the meeting (6.30 pm) and Alderman J Tinsley joined the meeting (6.39 pm).

Members having been provided with a copy of an MRSF Business Case Addendum, it was proposed by Councillor S Lee, seconded by Councillor A McIntyre and agreed to recommend that it be approved.

During discussion of the above matter, the Director of Environmental Services advised that information had been provided to Members for consideration at the February meeting of the Committee in respect of waste options and stated that Officers would be available to speak individually to Members on this matter, if required.

Verbal Matters

6.2 Mullaghglass Odour Complaints

The Head of Service (Environmental Health) gave a verbal update in respect of Mullaghglass odour complaints and advised that a written update would be provided to Members.

6.3 Street Sweepings Contract Extension

Following a verbal update on the above matter by the Head of Service (Waste Management and Operational Services), it was proposed by Alderman J Baird, seconded by the Deputy Mayor, Councillor T Mitchell, and agreed to recommend that delegated authority be granted to the Environmental Services Committee at its April meeting to consider and approve the contractual proposals for the extension of the current contract for street sweepings.

Resumption of Normal Business

It was proposed by Councillor N Anderson, seconded by the Deputy Mayor, Councillor T Mitchell, and agreed to come out of committee and normal business was resumed. The livestream was resumed at 6.44 pm.

7. Any Other Business

7.1 Covid-19 Regulations – Operational Arrangements
Alderman J Baird

In response to a query by Alderman J Baird, the Director of Environmental Services advised that, in keeping with recent Covid-19 Regulations, operational Risk Assessments would inform what controls would be revised.

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7.1 Covid-19 Regulations – Operational Arrangements (Contd)
Alderman J Baird

The Head of Service (Waste Management and Operational Services) advised that this would be considered as part of the overall Council recovery plan, and any revised arrangements would be prioritised and progressed.

7.2 Frequency of Street Sweeping in Carryduff
Councillor S Lee

Councillor N Anderson left the meeting during consideration of this item of business (6.47 pm)

Councillor S Lee referred to staff being redeployed during the pandemic and asked for an indication of the frequency of street sweeping in the Carryduff area. It was agreed that the Head of Service (Waste Management and Operational Services) would contact Councillor Lee directly in this regard.

7.3 Air Quality Statistics
Councillor S Lee

Councillor N Anderson returned to the meeting during consideration of this item of business (6.48 pm).

To assist in efforts to have the Glider service extended to Carryduff, Councillor S Lee asked that research be carried out on data from the air monitoring station at Dundonald to identify if the introduction of the Glider service in that area had brought about an improvement in air quality. The Head of Service (Environmental Health) agreed to provide this information.

7.4 Condition of Roads/Central Reservations
Councillor A Givan

Alderman M Henderson left the meeting during consideration of this item of business (6.53 pm).

Councillor A Givan voiced his concern in relation to the amount of leaves, debris and overgrown grass etc in the central reservation areas of roads and asked that the Director of Environmental Services write to the Department for Infrastructure, Roads Service, to ask that it arrange for the necessary maintenance and sweeping of central reservations on roads within all of the Council area. The Director agreed to write to the Department and also suggested that Members raise this matter at the next special meeting of Council at which Roads Service representatives were present.

7.5 Interruption to Service at The Cutts Household Recycling Centre
Head of Service (Waste Management and Operational Services)

The Head of Service (Waste Management and Operational Services) gave a verbal report in respect of interruption to service at The Cutts Household

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7.5 Interruption to Service at The Cutts Household Recycling Centre (Contd)
Head of Service (Waste Management and Operational Services)

Recycling Centre as a result of a power outage the previous afternoon. NIE had sourced the problem and it was expected that power would be returned this evening.

7.6 Report on Dog Fouling
Head of Service (Environmental Health)

Following a recent request by the Chairman, Councillor A P Ewing, the Head of Service (Environmental Health) agreed to provide a report on dog fouling to the next meeting of the Committee.

There being no further business, the meeting was terminated at 6.59 pm.

Mayor/Chairman

LISBURN & CASTLEREAGH CITY COUNCIL**Minutes of the proceedings of the Development Committee Meeting of Lisburn & Castlereagh City Council held in the Civic Centre, Lisburn, BT27 4RL on Thursday, 3 March 2022 at 6.00 pm****PRESENT IN
THE CHAMBER:**

Alderman a Grehan (Chairperson)
 Deputy Mayor, Councillor T Mitchell
 Aldermen D Drysdale and A G Ewart MBE
 Councillors A Givan, D Honeyford, C McCready,
 R McLernon and A Swan

OTHER MEMBER:

Alderman W J Dillon

**PRESENT IN A
REMOTE LOCATION:**

Councillor H Legge, (Vice Chairperson)
 Councillors S Carson, J Gallen, M Guy and
 G McCleave,

**OTHER MEMBERS
PRESENT IN A
REMOTE LOCATION:**

Aldermen J Baird and A Gowan

IN ATTENDANCE:

Lisburn & Castlereagh City Council

Director of Service Transformation (Council Chamber)
 Head of Economic Development (Council Chamber)
 Head of Assets (Council Chamber)
 Head of Planning & Capital Development (Remote Location)
 Programmes Manager (Remote Location)
 Programmes Coordinator (Remote Location)
 Member Services Officer (BS) (Council Chamber)
 Member Services/PCSP Administrative Assistant (Council Chamber)

Commencement of Meeting

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

At this point, Member Services/PCSP Administrative Assistant read out the names of the Elected Members in attendance at the meeting.

Commencement of Meeting (Cont'd)

The Vice Chairperson, Councillor H Legge, joined the meeting at 6.02 pm.

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

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

1. Apologies

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

Later in the meeting, under item agenda item 7 (Any Other Business) at the request of Councillor A Swan it was agreed that apologies for non-attendance at the meeting be recorded on behalf of Councillor Jenny Palmer.

2. Declarations of Interest

The Chairperson invited Members to declare any Conflicts of Interest they might have in relation to the business of the meeting and reminded them of the requirement that they complete Declaration of Interest forms in this regard, which had been provided at the meeting.

There were no Declarations of Interest declared at the meeting.

3. Report by Director of Service Transformation

3.1 Performance/Budgets - Service Transformation

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

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

- a paper outlining the key performance indicators for Q3 (October-December 2021) for the operational metrics/service KPIs for the Service Transformation Directorate, and

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

- the Service Transformation Summary Budget report to the end of Q3 of the current financial year.

The Director elaborated on a number of the key issues in relation to the performance summary report and also the summary budget report.

Councillor A Gowan joined the meeting at 6.08pm.

The Director and the Head of Planning and Capital Development responded to a question from a Member in relation to the statutory consultation process in respect of planning applications which, in the Member's opinion, resulted in the lengthy processing times for many planning applications. The Head of Planning and Capital Development assured the Member that all planning applications are triaged in the first instance. In their responses both the Director and the Head of Planning and Capital Development made a number of comments in relation to the Northern Ireland Audit Office's recently published report on the effectiveness of Planning in Northern Ireland. It was noted that further reports on this review of planning would come forward to both the Planning Committee and the Development Committee in due course.

It was proposed by Alderman A G Ewart, seconded by Councillor A Givan, and agreed to recommend that the reports on performance and budgets, including the key issues outlined, be noted.

4. Report by the Head of Economic Development

4.1 Interim Labour Market Partnership formation and planning - Update

The Head of Economic Development's report outlined an update in relation to the formation and planning of the Interim Labour Market Partnership. It was noted that the Council had been working with the Department for Communities (DfC) and local partners in the design and development of an Interim Action Plan for the new Lisburn and Castlereagh Labour Market Partnership in order to secure a letter of offer from the Department. The Interim Action Plan had been submitted and re-submitted to DfC for staged assessments in October and November 2021 and also January 2022.

The Head of Economic Development elaborated on the key issues in relation to this initiative including finance and resource implications for the Council.

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

4.1 Interim Labour Market Partnership formation and planning – Update (Cont'd)

- a) the update report on the formation and planning of the Interim Labour Market Partnership be noted, and
- b) the Committee continues to signpost any potential programme participants or contacts to the Programmes team.

4.2 Closure of NI Rural Development Programme 2014- 2020 and Lagan Rural Partnership Ltd Local Action Group

The Head of Economic Development outlined the background and key issues in connection with the closure of the NI Rural Development Programme (NIRDP) 2014-2020 and the Lagan Rural Partnership Local Action Group (LAG).

A copy of the final Lagan Rural Partnership Newsletter had been furnished to the Committee.

The report circulated outlined the final grant payments that had been administered under the four funding schemes operated by Lagan Rural Partnership.

The Head of Economic Development reported that on Monday 28th March 2022 the LAG would meet for the final time, it being noted that many of the LAG members had given many years of voluntary service to this organisation in order to improve the lives of rural residents and bolster rural businesses. The final meeting of the LAG would be followed by a meal in Lighters Restaurant and also attended by The Right Worshipful the Mayor, Alderman S Martin, the Chairperson of the Development Committee, Alderman A Grehan, and Council Officers.

Alderman A G Ewart, Chairman of the LAG, having referred to the success of the Lagan Rural Partnership over the past number of years put on record his thanks and appreciation to the efforts of the Council's Rural Development team and also to the commitment and support of the social partners on the LAG, a number of which had been involved from the start of the Rural Development Programme.

Alderman W J Dillon, a member of the LAG, expressed thanks to the Chairman of the LAG, Alderman A G Ewart, for his efforts and commitment to the LAG, and also the manner in which he had chaired the group for many years. Alderman Dillon also commended the efforts of the Officers and staff on the LAG team which had ensured a very successful programme of activity across the rural communities.

The Chairperson, Alderman A Grehan, drew the Committee's attention to the tribute to the late Councillor Margaret Tolerton who had been a member of the LAG since 2009 and had also held the position of Chair of the LAG. The late Councillor Tolerton who had played an active role in the delivery of two of the NI Rural Development Programmes in this region and had been a great advocate for rural communities and businesses, sadly passed away in February 2021.

4.2 Closure of NI Rural Development Programme 2014- 2020 and Lagan Rural Partnership Ltd Local Action Group (Cont'd)

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

- a) the planned closure of the NIRDP and the LAG Board be noted,
- b) the Committee extends appreciation for the contribution of the LAG Members and for the efforts of the Council Officers in managing this programme, and
- c) an update report be brought back to the Committee regarding any future replacement schemes arising from the Rural Framework Strategy currently being finalised by DAERA.

4.3 Delivery of a new Rural Business Development Grant Scheme funded by DAERA under the Tackling Rural Poverty and Social Isolation programme (TRPSI).

The Head of Economic Development outlined the background and key issues in relation to the delivery of a new Rural Business Development Grant Scheme which was being funded by the Department of Agriculture, Environment and Rural Affairs (DAERA) as part of the TRPSI Programme.

The Head of Economic Development reported that DAERA had indicated that the fourth call for applications under the Rural Business Development Grant Scheme was to open in May 2022 and was expected to close at the end of that month. It was noted that as DAERA were currently developing a business case for the new programme not all of the details were confirmed at this stage. It was noted that as with the current programme, it was proposed that the Council also administers the scheme in rural Belfast, for which it would receive an additional modest income.

It was proposed by Alderman A G Ewart, seconded by Councillor A Swan, and agreed to recommend that the roll out of a fourth tranche of the Rural Business Development Grant Scheme in the Lisburn & Castlereagh City Council area and rural Belfast areas, commencing in May 2022, be approved.

5. Confidential Report by the Director of Service Transformation

The Chairperson, Alderman A Grehan, advised of the reasons for confidentiality in respect of the items contained in the Director's Confidential Report as follows:

Assessment Panel Recommendations for the Lisburn & Castlereagh City Council Call 3 ESF Match Funding Scheme: confidential due to information relating to the financial or business affairs of any particular person or organisation (including the Council holding that information)

5. Confidential Report by the Director of Service Transformation (Cont'd)

Food and Drink Campaign Evaluation – 2022-2023 Proposal: confidential due to information relating to the financial or business affairs of any particular person or organisation (including the Council holding that information)

Request for Flexible Retirement: confidential due to information likely to reveal the identity of an individual

Covid Recovery Small Settlements Regeneration Programme – Update: confidential due to information relating to the financial or business affairs of any particular person or organisation (including the Council holding that information)

It was proposed by the Deputy Mayor, Councillor T Mitchell, seconded by Councillor A Swan, and agreed that the Confidential Business be considered “in Committee” in the absence of press or members of the public.

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

“In Committee”

5.1 Verbal Update - Independent Examination of the LDP's Draft Plan Strategy

The Chairperson, Alderman A Grehan, updated the Committee in connection with the web link that had been issued to Members in respect of the Independent Examination of the Council's draft Plan Strategy which was scheduled to commence on 28th March 2022 at 10.30 am.

5.2 Assessment Panel Recommendations for the Lisburn & Castlereagh City Council Call 3 ESF Match Funding Scheme

The Head of Economic Development presented this item of business.

The Committee considered a report by the Director of Service Transformation outlining the background and key issues in connection with the Assessment Panel Recommendations for the Council's Call 3 ESF Match Funding Scheme which was managed by the Department for the Economy (DfE) for the Northern Ireland EU European Social Fund Programme.

Appended documents included a) Programme Guidance from DfE, b) LCCC Call 3 ESF Matching Funding Scheme – Guidance and scoring criteria, and c) a paper detailing the outcome of the Assessment Panel Recommendations.

Following a verbal communication from DfE the Head of Economic Development provided a further update to the Committee during which he outlined a proposed methodology for

5.2 Assessment Panel Recommendations for the Lisburn & Castlereagh City Council Call 3 ESF Match Funding Scheme (Cont'd)

the allocation of any remaining budget should one or more of the successful applicants not require their agreed portion of this funding.

The Head of Economic Development responded to questions from the Committee in connection with the above Match Funding Scheme.

It was proposed by Councillor D Honeyford, seconded by Alderman D Drysdale, and agreed to recommend that:

- a) the outcomes of the assessment panels held on the 10th February 2022 and 14th February 2022 resulting in the Council's full budget allocation for the ESF match funding scheme being awarded for the coming year, as outlined in the report, be approved, and
- b) in the event of not all of the total budget being allocated to the successful applicants, the methodology to award any remaining budget to the 'next in line' applicant(s), as outlined by the Head of Economic Development, be approved.

5.3 Food and Drink Campaign Evaluation – 2022-2023 Proposal

The Committee considered a report by the Director of Service Transformation which outlined the background and key issues in connection with an evaluation of the Council's Food and Drink Campaign and proposals for the 2022-2023 Campaign.

A series of evaluation reports that reviewed key activities across the various locations for the period September - December 2021 had been furnished to the Committee.

At the outset the Director addressed the Committee and thanked Members for their support in attending a number of the events organized as part of the Food and Drink Campaign and also for feedback received.

The Head of Economic Development presented the remainder of this item of business during which he responded to a number of comments and questions from the Committee on issues raised.

A Member expressed thanks to the Officers in the Economic Development Unit for their efforts in organising the Food and Drink Campaign events, a number of which had been organised at short notice.

Councillor J Gallen left the meeting during consideration of this item of business (6.56 pm).

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

5.3 Food and Drink Campaign Evaluation – 2022-2023 Proposal (Cont'd)

- a) the content of the various event evaluations, as circulated, and also the comments raised by Members during the discussion in relation local traders and visitor attraction, be noted,
- b) a letter from the Committee be sent to Babble conveying its thanks and appreciation in relation to the success of the Food and Drink Campaign to date,
- c) the 2022-2023 Food and Drink Campaign be put out to public tender to include a series of costed options for Members to consider, as outlined in the report circulated,
- d) a redacted version of the Food and Drink Campaign confidential report be published following adoption of the Committee minutes by Council on 22 March 2022, and
- e) further update reports on recommendations for the Food and Drink Campaign, as appropriate, be presented to the Committee in due course

5.4 Request for Flexible Retirement

It was proposed by the Deputy Mayor, Councillor T Mitchell, seconded by Councillor A Givan, and agreed to recommend that the request for flexible retirement, as set out in the Director of Service Transformation's report and as supported by the appended business case, be approved.

5.5 Covid Recovery Small Settlements Regeneration Programme - Update

The Committee considered an update report by the Director of Service Transformation outlining the background and key issues in connection with the Covid Recovery Small Settlements Regeneration Programme.

The Head of Economic Development presented this item of business.

A copy the letter of offer received from the Department for Communities on 4th of February approving the final grant amount had been furnished to the Committee.

It was proposed by Councillor C McCready, seconded by Councillor D Honeyford, and agreed to recommend that:

- a) a framework solution be taken forward to procure an employer agent to deliver the Covid Recovery Small Settlements Regeneration Programme,
- b) a Small Settlements Regeneration Officer be recruited on a fixed term contract of 12 months, with the possibility of an extension, in line with programme delivery,

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

- c) delegated authority be granted to the Chairperson and Vice Chairperson of the Development Committee and the Director of Service Transformation to agree the guidance and Terms of Reference for the delivery of the Rural Investment Fund, the Heritage Shop Front Grant Scheme and the Shop Front Scheme, and
- d) the principles of the funding as outlined in the report circulated, be approved

It was also agreed that the matter of the replacement signs in Moira be considered and if agreed, these are to be expedited if possible. Members asked that the proposals be taken back to Committee for agreement.

6. Any Other Confidential Business

6.1 Good News Story for Local Company – PR Issues

A Member made a number of comments in relation to the importance of good news stories, such as a recent good news story for a local Lisburn company, being communicated to and promoted by the Council in the first instance.

The Director of Service Transformation made further comment on this matter and undertook to inform the Head of Administration and Communications of the Committee's concerns.

It was agreed that a letter from the Committee be sent to the organisation concerned to include the issues raised during the discussion.

Councillor A Gowan left the meeting at 7.18 pm.

6.2 Former Friends Meeting House

The Director of Service Transformation responded to a question from a Member in relation to the sale of the former Friends Meeting House, and undertook to report back to the Committee when the sale had been completed.

6.3 BBC Spotlight Programme on Waste Management

A Member drew the Committee's attention to the BBC Spotlight Programme on the subject of waste management which would be aired next Tuesday, 8th March 2022. Alderman Drysdale made a number of comments in connection with the subject matter of this Spotlight programme.

Resumption of Normal Business

It was proposed by Councillor A Swan, seconded by Alderman A G Ewart, and agreed to come out of Committee and normal business was resumed. The livestream was re-commenced at 7.25 pm.

7. Any Other Business

7.1 Apology for Non-Attendance for Councillor Jenny Palmer Councillor A Swan

Councillor A Swan advised that he had received a text message earlier that day from Councillor Jenny Palmer asking that he submit her apology for non-attendance at the meeting. Councillor Swan apologised for not having put forward this apology earlier in the meeting. It was agreed that Councillor Jenny Palmer's apology be recorded.

7.2 Independent Review of Invest NI Councillor S Carson

Councillor S Carson referred to the above-mentioned additional item that had been uploaded to Decision Time that afternoon and enquired from the Director of Service Transformation if he was aware of any business that had received a letter of offer from Invest NI and which had subsequently been reneged upon. Councillor Carson stated that he had knowledge of one such case. In response, the Director advised that one business had approached the Council on a similar matter and that the Council would make representations on their behalf at the next scheduled meeting.

At this point the Chairperson, Alderman A Grehan, also drew Members' attention to the additional item on the Independent Review of Invest NI and the associated Call for Evidence, the contents of which were noted.

7.3 Hillsborough Forest Park Sculpture Trail - Update Councillor C McCready

At the request of Councillor C McCready, the Director of Service Transformation provided an update in regard to the Hillsborough Forest Park Sculpture Trail, it being noted that an official commissioning of the first sculpture would take place on Friday, 11 March, 2022. The associated press coverage had been issued by DAERA. The Director noted comments from Councillor McCready in connection with any necessary notices issued or signs erected to keep the general public and visitors to the Forest Park informed of the timescales for completion of this scheme.

The Director undertook to inform all Members when the Hillsborough Forest Park scheme was completed in its entirety.

7.4 Russian Invasion of Ukraine
Chairperson, Alderman A Grehan

The Chairperson, Alderman A Grehan, having referred to the ongoing crisis in Ukraine asked that everyone keep the families and people in Ukraine in their thoughts and prayers at this difficult time.

Conclusion of Meeting

The Chairperson, Alderman A Grehan, thanked Members for their attendance and there being no other business the meeting was terminated at 7.30 pm.

Chairperson

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LISBURN & CASTLEREAGH CITY COUNCIL**Minutes of Meeting of the Corporate Services Committee held remotely and in the Council Chamber, Island Civic Centre, The Island, Lisburn on Wednesday 9th March 2022 at 6.00 pm.****PRESENT IN COUNCIL CHAMBER (COMMITTEE):**

Councillor J Lavery, BEM (Chairman)
 Deputy Mayor
 Councillor T Mitchell
 Aldermen J Dillon MBE, A Ewart MBE, A Grehan and P Porter
 Councillors A Ewing, S Hughes and U Mackin

PRESENT IN A REMOTE LOCATION (COMMITTEE):

Alderman M Henderson, MBE (Vice-Chairman)
 Alderman O Gawith
 Councillors R Carlin, S Carson and S Lowry

OTHER MEMBERS OF COUNCIL PRESENT IN A REMOTE LOCATION:

Councillor S Skillen

IN ATTENDANCE:

Director of Finance & Corporate Services
 Director of Leisure & Community Wellbeing (Remote)
 Head of Assets (Remote)
 Head of Finance
 Head of Human Resources & Organisation Development
 Administration Manager (Remote)
 Acting PCSP/Member Services Manager (Remote)
 IT Officer
 Events Technician
 Member Services Officers (RN & BS)

Commencement of Meeting

The Chairman, Councillor J Lavery, welcomed everyone to the meeting and advised that it was being live-streamed to enable members of the public to both hear and see the proceedings.

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

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

The Director of Finance & Corporate Services proceeded to outline the evacuation procedures in the case of an emergency. Finally the Chairman asked that any Member entering or leaving the meeting alert the Acting Member Services Manager accordingly so that this might be accurately reflected in the minutes.

Councillors S Carson and R Carlin joined the meeting remotely during the housekeeping announcements. (6.01 pm and 6.03 pm respectively.)

1. Apologies

Apologies for non-attendance at the meeting were accepted and recorded on behalf of The Right Worshipful The Mayor, Alderman S Martin; Councillor The Hon N Trimble; the Chief Executive and the Head of Corporate Communications & Administration.

2. Declarations of Interest

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

During the course of the meeting, the following Declarations were made:

- Alderman M Henderson – Item 1 of Report of Head of Corporate Communications & Administration – “NI Veterans Awards – Belfast – 26th October 2022 - Request for Sponsorship”. (Former member of the UK Armed Forces)
- Councillor U Mackin – Item 4 of Report of Director of Finance & Corporate Services – “NILGA Planning Programme – Study Visit to Edinburgh”. (Participant in Study Visit)

3. Report of Director of Finance & Corporate Services

3.1 Finance & Corporate Services Performance Report

Members had been provided with reports on the following in regard to (i) the Finance & Corporate Services Directorate and (ii) Governance & Audit:-

- Trading accounts for the period 1st October – 31st December 2021;
- KPIs for Q3 (1st October – 31st December 2021).

Due to the implementation of a new HR and Payroll system, a report on attendance and absenteeism could not be provided this quarter (Q3). A report for Q3 would be provided in the Q4 performance reports.

It was agreed to recommend that the trading accounts and the outturn of operational metrics/service KPIs for Q3 (1st October – 31st December 2021) in regard to the Finance & Corporate Services Directorate and Governance & Audit be noted.

3.2 Downshire Tennis Club NI Open Tennis Tournament (11th – 18th June 2022) Request for Financial Assistance

Members had been provided with copy of an e-mail dated the 23rd February 2022 from the Chairman of Downshire Tennis Club seeking financial assistance towards their hosting and organisation of the NI Open Tennis Tournament from the 11th – 18th June 2022.

It was proposed by Alderman M Henderson, seconded by Alderman A Ewart and agreed that:-

- the award of financial assistance to Downshire Tennis Club for the hosting and organisation of the 2022 NI Open Tennis Tournament in June 2022 be agreed in principle;
- the source of funding and any other assistance that could be provided be passed to the Leisure & Community Wellbeing Directorate for dealing with.

Councillor U Mackin entered the Chamber during discussion of this item.
(6.09 pm)

3.3 National Association of Councillors

3.3.1 Forthcoming Events

Notification had been received from the National Association of Councillors (NAC) in regard to the following events:-

NAC NI Region Members' Meetings 2022		
Date	Venue	Council area
16 th March 2022	TBC	Armagh, Banbridge & Craigavon
25 th May 2022	TBC	Belfast City
20 th July 2022	TBC	Causeway Coast & Glens
21 st September 2022	TBC	Derry City & Strabane
21 st October 2022 (AGM)	TBC	TBC
16 th November 2022	TBC	Fermanagh & Omagh

NAC National Meetings & Conferences 2022		
Date	Event	Location
24 th – 26 th June 2022	Conference	TBC
25 th – 27 th November 2022	Conference including National AGM	TBC

It was proposed by the Deputy Mayor, Councillor T Mitchell, seconded by Councillor S Lowry and agreed to recommend that:-

- approval be granted for the attendance of any NAC member who might wish to attend any of the above events;
- the Council be responsible for the payment of Members' approved expenses in this regard.

The table above reflected additions to that previously reported to the Committee in October 2021. The Director stated that – in regard to future years - it would be her intention for the complete programme of NAC meetings and conferences to be presented to the Committee at the one time so that approval for Members' attendance on an annual basis might be obtained.

3.3.2 NAC Conference – “Community Empowerment” Glasgow - 25th/27th February 2022

Alderman A Grehan referred to the above conference which she, along with other Members, had attended. Alderman Grehan considered the conference to have been very beneficial and gave a brief outline of its subject content which was Community Asset Transfer. Alderman Grehan considered that a presentation to the Council by the conference speaker would be useful.

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3.3.2 NAC Conference – “Community Empowerment”
Glasgow - 25th/27th February 2022 (Continued)

It was agreed that:-

- the materials from the conference referred to above be sourced from one of the attendees and placed on SharePoint;
- a report on training/information sessions in regard to Community Asset Transfer be presented to the Elected Member Development Group;
- issues raised about Members becoming more informed about Community Asset Transfer be conveyed to the Directors of Leisure & Community Wellbeing and Service Transformation who were considering the holding of a Members’ workshop in this regard;
- the development of a policy regarding Community Asset Transfer was within the remit of the Development Committee;
- given the interest of community groups in the topic of Community Assets, their involvement in this matter or a means by which they could be informed of pertinent information would be welcomed.

Having declared an interest in the next item of business (NILGA Study Visit), Councillor U Mackin left the Council Chamber. (6.20 pm)

3.4 NI Local Government Association
Planning Programme Study Visit (2nd & 3rd March 2022)
Hilton Edinburgh Carlton

The Committee noted that Councillor U Mackin was participating in a NILGA Planning Programme. As part of this programme, a study visit to Edinburgh on the 2nd & 3rd March 2022 had taken place. Expenditure incurred for flights, accommodation and car parking was detailed in the report.

It was proposed by Alderman A Grehan, seconded by Alderman J Dillon and agreed to recommend that the attendance of Councillor U Mackin at the above NILGA Planning Programme Visit be approved on a retrospective basis, together with the expenditure of £286.77 already incurred and also any further approved expenditure that might be incurred.

Councillor U Mackin returned to the Council Chamber after this item of business had been dealt with. (6.21 pm)

3.5 Lisburn & Castlereagh Policing & Community Safety Partnership Action Plan 2022/2023

Presented by the Acting PCSP/Member Services Manager on behalf of the Head of Communities who had prepared the report.

The PCSP is required on an annual basis to submit an action plan to the Department of Justice and the NI Policing Board. This is used to secure funding against delivery.

The Northern Ireland Executive had agreed that its spending priority for the incoming year was health and in its draft budget consultation, the Department of Finance was asking that all departments take a reduction in their baselines of 2% to divert resources to health and social care. Whilst this consultation had been paused, departments continued to assume the requirement to reduce their budgets by 2%. The Chairman of the Lisburn PCSP had written to the Ministers of Finance and Justice expressing her concerns in the reduction of funding to PCSPs.

The action plan for Lisburn & Castlereagh PCSP incorporating the requested 2% reduction (equating to £5,502.00 to be spread across administration and operational costs) had been agreed by the PCSP at its meeting held on the 15th February 2022. The action plan was duly noted also by the Committee.

4. Report of Head of Corporate Communications & Administration

In the absence of the Head of Corporate Communications & Administration who was involved in another Council commitment that evening, her report was presented by the Director of Finance & Corporate Services.

4.1 Northern Ireland Veterans' Awards Stormont Hotel, Belfast – 26th October 2022 Request for Sponsorship

Alderman M Henderson declared an interest in this item of business as a former member of the UK Armed Forces.

The report from the Head of Service detailed the above event and the sponsorship packages that were available as follows:-

- Feature Sponsor at a cost of £1,200.00 inclusive of two complimentary tickets (No longer available);
- Category Sponsor at a cost of £800.00 inclusive of one complimentary ticket;
- Awards Ceremony Dinner at a cost of £700.00 for a table of 10 or £85 per guest if less than 10 attending.

4.1 Northern Ireland Veterans' Awards
Stormont Hotel, Belfast – 26th October 2022
Request for Sponsorship (Continued)

The request for the Council to provide sponsorship did not fall within the Council's policy on financial assistance. However the Council had signed up to the Armed Forces Covenant in 2017. Furthermore, Alderman J Tinsley represents the Council on the Reserve Forces & Cadets Association for NI and he also (i) sits on the NI Veterans Support Committee and (ii) is the Council's Veterans' Champion. Exceptional factors could therefore allow for the request to be considered.

The Director advised that the Feature Sponsor package was no longer available.

It was proposed by Councillor A Ewing, seconded by Alderman P Porter and agreed that – given that the combined purchase of a Category Sponsor package and the Awards Ceremony Dinner did not greatly exceed the cost of a Feature Sponsor and would allow for 11 guests (as opposed to two) - the following two packages be purchased:-

- Category Sponsor at a cost of £800.00 (inclusive of one complimentary ticket)
- Awards Ceremony Dinner at a cost of £700.00 for a table of 10.

It was further agreed that the allocation of the tickets for the event include the Corporate Services Committee Chairman of the Day, the Mayor of the Day and the Veterans' Champion (or their nominees) with the remaining eight tickets being allocated by the Chairman and Vice-Chairman in consultation with the Director. The allocation of tickets to outside organisations such as the Royal British Legion would only apply in the event of Council members and relevant staff not being available to attend.

4.2 Building Illumination Requests

4.2.1 Requests acceded to

A number of requests to have the Council offices lit so as to mark different charities/commemorative days had been received and were set out in the Head of Service's report.

4.2 Building Illumination Requests (Continued)

4.2.1 Requests acceded to (Continued)

It was proposed by Councillor A Ewing, seconded by the Deputy Mayor, Councillor T Mitchell, and agreed that the following requests be acceded to:-

Organisation	Date	Colour
Action for Brain Injury Week	16 th May 2022	Green & Blue
World Neurofibromatosis Awareness Day	17 th May 2022	Blue
Queen's Platinum Jubilee	2 nd – 5 th June 2022	Purple

In addition to the above, the Committee noted that exceptional circumstances had been identified and agreed by the Chair, Vice-Chair and Mayor to allow LVI to be lit as follows:-

- to show solidarity and to stand by the people of the Ukraine - in yellow and blue on the 26th February 2022;
- International Women's Day 2022 – in purple on the 8th March 2022.

4.2.2 Requests Declined/Additions to Annual Schedule for 2023

Members noted that the following requests had been declined for the reasons as set out below but requests from the organisations in question had since been made to have light-ups added to the 2023 calendar of illuminations:-

Organisation	Date Received	Reason for decline
Parkinson UK Northern Ireland for light-up on 11 th April 2022	24 th February 2022	Request received outside the necessary timeframe.
CDH International (Cognitive Diaphragmatic Hernia Awareness Day) for light-up on 19 th April 2022	23 rd February 2022	Request received outside the necessary timeframe.

It was proposed by Councillor A Ewing, seconded by the Deputy Mayor, Councillor T Mitchell, and agreed that Parkinsons UK (NI) and CDH International be added to the 2023 illumination calendar for the 11th and 19th April 2023 respectively, both light-ups to be in blue.

- 4.3 South Eastern Health & Social Care Trust
Consultation – “Public Consultation on the Temporary Changes to Urgent and Emergency Care Services at Lagan Valley Hospital, Lisburn”
(Closing date: 22nd April 2022)

Members noted that the above consultation had been launched on the 23rd February 2022. Members had been furnished with the consultation on the 24th February and had been asked to provide their comments to Member Services by the 18th March 2022 so as to allow for a response to be drafted and presented to the Committee on the 13th April 2022.

The Director reported that a meeting of the Health Working Group had been arranged for Tuesday 29th March 2022 at 6.00 pm and the Chairman had agreed that all Members of Council would be invited to attend. SE Trust officials would be in attendance to present on the consultation.

It was proposed by Alderman A Ewart, seconded by Alderman O Gawith and agreed to recommend that – in order to meet the closing date of the consultation on the 22nd April 2022 – delegated authority be sought from the Council on the 22nd March 2022 for the Committee on the 13th April 2022 to agree the draft response to the consultation for submission to the Trust. The draft response would be based on comments received from Members and issues raised at the meeting of the Health Working Group.

5. Report of Head of Finance

- 5.1 Repairs & Renewals
Quarter 3 of 2021/2022

It was agreed to recommend that the breakdown of the Repairs & Renewals spend for 2021/2022 (Quarters 1 – 3), together with an extensive narrative report by way of explanation be noted.

- 5.2 Local Government Staff Commission
Contribution for 2022/2023

Members had been provided with copy of a letter dated the 10th February 2022 from the Local Government Staff Commission for Northern Ireland from which it was noted that an Executive decision on the future of the LGSC was awaited but that, in the meantime, a financial scheme was required for the Commission to perform its statutory functions.

The Council's contribution for 2022/2023 had been calculated at £31,359.00 which represented an increase of £3,744.00 on the previous year and also an overspend of £2,919 on that budgeted by the Council. Payment is due by the 30th April 2022.

5.2 Local Government Staff Commission
Contribution for 2022/2023 (Continued)

A number of Members spoke to the fact that – each year since 2015 – the LGSC was to have been wound up but this had still not happened.

It was proposed by Alderman J Dillon, seconded by Alderman M Henderson and agreed that:-

- a letter be sent to the Local Government Staff Commission expressing concern that – despite the winding up of the LGSC having been spoken of since 2015, it continued to exist and seeking the following information:-
 - a breakdown of what the funding covers;
 - the activities being carried out by the LGSC;
 - the management structure of the LGSC;
 - if commissioners are still in post and in receipt of remuneration;
 - the number of staff in post and if this number had been affected by furlough during the pandemic;
 - justification for an increase in funding given that the pandemic may have resulted in fewer activities and less expenditure, thereby leading to savings;
 - justification as to why the Council should pay for an organisation whose future is the subject of a consultation and on which a delay in the outcome of that consultation is not the fault of the Council.
- payment of the Council's contribution to the LGSC be deferred pending receipt of a response to the letter referred to above;
- in the event of a response not being available for the April meeting of the Committee which would therefore allow for payment of the Council's contribution to be further discussed, the matter of payment of the Council's contribution by the 30th April 2022 be delegated to the Chair and Vice-Chair in consultation with the Director.
- subject to a response being received, consideration would be given to other actions such as attainment of legal advice if deemed appropriate. This would be done in conjunction with the Chair and Vice Chair;
- the letter to the LGSC be copied to the Department for Communities, ie the department responsible for the LGSC.

The Acting PCSP/Member Services Manager left the meeting at the conclusion of this item of business. (7.00 pm)

6. Report of Head of Human Resources & Organisation Development

6.1 Quarterly Workforce Reports

Reports on the undernoted topics in relation to Council staff across all Departments were noted:-

- (i) Workforce Report; and
- (ii) Recruitment Report

The Head of Service pointed out that – due to the implementation of a new HR and Payroll system – a report on absence management could not be provided this quarter. The information was still being captured and reports would however be available for the next round of quarterly reports.

The Head of Service referred to the success of the recent open recruitment exercise at the Lagan Valley LeisurePlex and this was welcomed.

The Head of Service responded to comments made by Members and:-

- agreed that for future reports on recruitment, the presentation of the report be amended to include unit as well as department;
- agreed that future reports would include information on the number of substantive posts not filled, once the new system was in a position to provide this information;
- noted the comment made by Councillor S Carson that – whilst the induction of new employees included Elected Member introductions – this process did not always seem to be working effectively. The Head of Service undertook to investigate this procedure so as to make it more efficient.

7. Agenda Item Brought Forward Any Other Business

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

7.1 Telephony System
Councillor U Mackin

Councillor U Mackin expressed concern at the manner by which the telephony system was currently working in LVI. In particular, Councillor Mackin referred to the fact that calls were not always automatically redirected to the intended recipient. In addition to this, callers on occasion could not get their calls answered at all.

The Director agreed that an interim report be brought to the next meeting, it being noted that the telephony system at LVI was already under review.

The Director also asked that Councillor Mackin provide specific details on the incidents to which he had referred so that they might be investigated.

Alderman O Gawith left the meeting during discussion of this item. (7.12 pm)
Alderman A Grehan left and returned to the Chamber during discussion of this item. (7.16 pm and 7.18 pm respectively)

8. Confidential Report from Director of Finance & Corporate Services

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

8.1 Letting of Bradford Court - Update
(Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).

Report to be redacted following meeting of Council on 22nd March 2022.

8.2 Community Investment Fund
(Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).

Report to be redacted in September 2022.

8.3 CDEA Investment Programme – Q4
(Confidential for reason of information relating to (i) the financial or business affairs of any particular person (including the Council holding that information) and (ii) any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a Government Department and employees of, or office holders under, the Council.)

Report to be redacted in June 2022.

8.4 Centralisation of Registration Service

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

Report to be redacted in April 2022.

8.5 Freedom of the City - Update

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

Report to be redacted following the event.

8.6 Management Accounts – Period 10

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

Report to be redacted following meeting of Council on 22nd March 2022.

In Committee

It was proposed by the Deputy Mayor, Councillor T Mitchell, seconded by Councillor U Mackin and agreed that the Confidential Report of the Director be considered “in Committee”. (The live-stream was paused at this stage in proceedings.)

8.1 Letting of Bradford Court - Update

Presented by Head of Assets.

The Head of Assets provided a comprehensive report in regard to the current lettings of Bradford Court and responded to Members’ questions in this regard.

It was proposed by Councillor A Ewing, seconded by Alderman M Henderson and agreed to recommend that - provided they remained within the designated planning use – the letting arrangements and granting of future leases for Bradford Court be delegated to the Chair and Vice-Chair of the Committee for dealing with.

It was further agreed that a report on the expenditure in relation to Bradford Court be made to the next meeting of Committee.

8.2 Community Investment Fund – Pilot Extension

Presented by Director of Leisure & Community Wellbeing.

The Director reported extensively on the Community investment Fund and the proposal to launch an extension of the pilot scheme. The Directors of Leisure & Community Wellbeing and Finance & Corporate Services responded to Members' questions.

It was proposed by Alderman P Porter, seconded by Alderman A Grehan and agreed to recommend that - subject to inclusion of a community reference at sections 2(a) and 6 - the launch of the extension to the Community Investment Fund pilot be commenced, with experiences from the pilot scheme for Ballymacash Sports Academy being incorporated.

Councillor S Skillen joined the meeting remotely during discussion of this item. (7.48 pm)

Councillor S Hughes left the Chamber at the conclusion of this item of business. (7.51 pm)

8.3 DEA Investment Programme – Q4

Presented by Director of Leisure & Community Wellbeing.

The Director reported extensively on this matter.

It was agreed to recommend that the updates on the DEA Programme as contained within Q4 be noted.

It was further agreed that consideration be given to an allocation of budget to the DEA Investment Programme from which funding for small projects or requests for financial assistance which might arise during the course of the year could be sourced. The Director of Leisure & Community Wellbeing confirmed that this was being considered.

Alderman P Porter left the Chamber during presentation of this item. (7.53 pm)

Councillor S Hughes returned to the Chamber during discussion. (7.54 pm)

Councillor A Ewing left the Chamber during discussion. (7.56 pm)

8.4 Centralisation of Registration Service

A comprehensive report prepared by the Head of Corporate Communications & Administration had been provided and was presented by the Director of Finance & Corporate Services in her absence.

8.4 Centralisation of Registration Service (Continued)

It was proposed by Alderman M Henderson, seconded by Alderman A Grehan and agreed to recommend that:-

- the centralisation of the Registration Service to Lagan Valley Island be approved;
- a comprehensive communications plan be implemented to ensure that the changes to arrangements were widely understood.

Councillor A Ewing returned to the Chamber during discussion of this item.
(7.59 pm)

8.5 Freedom of the City - Update

A comprehensive report prepared by the Head of Corporate Communications & Administration had been provided and was presented by the Director of Finance & Corporate Services in her absence.

The Director and the Administration Manager responded to Members' questions.

8.5.1 Keith and Krysten Getty

Discussions with the Gettys' management company were ongoing in regards to available dates etc. Accordingly it was agreed that more detailed proposals for the Freedom of the City event for the Gettys be presented to the next meeting of the Committee, thereby allowing for more considered decisions.

8.5.2 Health & Social Care

It was proposed by Alderman A Ewart, seconded by Alderman A Grehan and agreed that:-

- the outline arrangements as detailed in the report for the Freedom of the City event for the HSC be agreed;
- the event be based on Option 6 as detailed in the report but duly amended to reflect a reduction in the number of civic guests as put forward at the meeting.

The following persons left the meeting during discussion of this item:-

Councillor S Skillen at 8.04 pm;
Director of Leisure & Community Wellbeing at 8.08 pm;
Deputy Mayor, Councillor T Mitchell, at 8.19 pm.

8.6 Management Accounts – Period 10

Presented by the Head of Finance.

It was agreed to recommend that the Management Accounts for the period ending the 31st January 2022, together with an extensive narrative report by way of explanation be noted.

The Head of Finance advised of a number of additional factors which would be in the Period 11 report, all of which having a substantial financial impact.

9. Any Other Business - Confidential

9.1 Island Hall and Conference/Event Bookings Councillor S Carson

In response to comments from Councillor S Carson, the Director confirmed that bookings for the Island Hall, conferences and events were considered to be reopened in terms of the Covid-19 regulations. The Director gave a recap of bookings that had been made. The revised budget for the Island Hall and conference/event bookings would be presented to the next meeting.

Resumption of Normal Business

It was proposed by Councillor S Hughes, seconded by Alderman A Grehan and agreed to come “out of Committee”. Normal business and the live-stream were resumed.

10. Any Other Business

There was no other business raised.

There being no further business, the Meeting concluded at 8.39 pm.

MAYOR/CHAIRMAN

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Minutes of the Remote Meeting of the Governance and Audit Committee held on Thursday, 10 March, 2022 at 6:00 pm**PRESENT IN CHAMBER:**

Councillor John Palmer (Chairman)

Alderman J Baird (Vice-Chairman)

Councillor J Lavery BEM

PRESENT IN REMOTE LOCATION:The Right Worshipful the Mayor
Alderman S Martin

Aldermen O Gawith, S P Porter and J Tinsley

Councillors S Eastwood, J Gallen, S Lowry, G McCleave and R McLernon

INDEPENDENT MEMBER:

Mr E Jardine (present remotely)

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

Mr P O'Sullivan (present remotely)

Commencement of the Meeting

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

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

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

The Chairman, Councillor John Palmer, welcomed to the meeting Mr Peter O'Sullivan, Northern Ireland Audit Office (NIAO) and the recently appointed Internal Audit Manager, Ms Maureen Leonard.

1. Apologies

It was agreed to accept apologies for non-attendance at the meeting on behalf of the Deputy Mayor, Councillor T Mitchell, Councillors S Lee, C McCready and A Swan and Mrs C Kane, NIAO.

2. Declarations of Interest

There were no declarations of interest.

3. Report from Chief Executive

3.1 Party Group Leaders Forum

Members were provided with a report setting out a number of options in respect of membership of the Party Group Leaders Forum.

It was proposed by Alderman J Baird and seconded by Councillor J Lavery that (a) option 1 be agreed, ie that the status quo would remain with parties of 3 or more Elected Members being represented, with single or dual Member parties having access to anything discussed at the meeting; and (b) membership of the Forum be reviewed every 4 years following the Local Government elections to ensure the Forum reflected the wishes of the new Council.

An amendment was proposed by Councillor J Gallen and seconded by Councillor G McCleave that, in order to increase inclusivity and transparency (a) option 5 be agreed, ie that all parties would be represented (currently DUP, UUP, APNI, SF, SDLP, Green and 1 Independent); and (b) membership of the Forum be reviewed every 4 years following the Local Government elections to ensure the Forum reflected the wishes of the new Council.

Alderman O Gawith stated that the Alliance Party would be in favour of option 5, with the condition that anyone who had left a party to which they had been elected in order to become an Independent Member during the Council term would not be included in the Forum. Councillor J Gallen agreed to amend his proposal to reflect this.

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3.1 Party Group Leaders Forum (Contd)

The amendment in the name of Councillor J Gallen, as further amended by Alderman O Gawith, was put to the meeting and, on a vote being taken, was declared "lost", the voting being 6 in favour and 7 against (the Chairman having used his casting vote).

The proposal in the name of Alderman J Baird was put to the meeting and, on a vote being taken was declared "carried", the voting being 7 in favour (the Chairman having used his casting vote) and 6 against.

4. Report from the Performance Improvement Officer

4.1 Complaints Report – Quarter 3

Members having been provided with a copy of a comparative report taken from the Council's Customer Care System detailing the number of comments, complaints and compliments in Quarter 3 of 2021/22, it was proposed by Councillor J Gallen, seconded by Councillor J Laverty and agreed to recommend that this report be approved.

4.2 Performance Improvement Objectives, Case Studies & Associated KPIs – 3rd Quarter Review

The Right Worshipful the Mayor, Alderman S Martin, left the meeting during consideration of this item of business (6.26 pm).

Members were provided with a copy of:

- (a) a quarterly monitoring document (covering October – December 2021) on all projects that demonstrated improvement against the 2021/22 Performance Improvement Objectives, including the relevant Performance Improvement KPI. An additional section was included detailing some case studies and customer feedback that had demonstrated improvement during quarter 3; and
- (b) a report from the 'Performance Manager' System (Dashboard) detailing the Performance Improvement Key Performance Indicators (KPIs) for the organisation for the period October – December 2021.

Members noted from the report of the Performance Improvement Officer, information in relation to KPI Reference 151, KPI Reference 152 and KPI Reference 176.

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

Councillor J Gallen, as well as the Chairman, Councillor John Palmer, commended Officers involved in this area of work.

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4.3 Draft Performance Improvement Objectives and Projects 2022/23

Councillor J Lavery left the meeting during consideration of this item of business (6.28 pm).

Members having been provided with a copy of the Draft Performance Improvement Objectives and Projects for 2022/23, it was proposed by Alderman J Baird, seconded by Alderman O Gawith and agreed to recommend that these be approved.

4.4 Northern Ireland Audit Office – Audit and Assessment Report 2021/22

Councillor S Lowry left the meeting during consideration of this item of business (6.32 pm).

Members were provided with, and noted the contents of, a copy of the final report and certificate of compliance recently issued by the NIAO.

In response to a query by Alderman J Baird in relation to accessibility of the Summary Performance Improvement Plan, the Performance Improvement Officer advised that there had been quite a few hits on the performance page on the website and agreed to endeavour to determine how many people had read the document.

Alderman S P Porter and Alderman O Gawith put on record their appreciation of the hard work and dedication of Officers involved in having achieved this positive Audit and Assessment Report.

5. Report from the Risk Officer

5.1 Corporate Risk Register

The Risk Officer set out in her report, an update in respect of the quarterly review of the Corporate Risk Register. Members were provided with, and noted the contents of, a copy of the Corporate Risk Dashboard. Members having been asked to identify the next two corporate risks to undergo deep dive in the new financial year it was proposed by Councillor J Gallen, seconded by Alderman J Baird and agreed to recommend that these would be Risk CRR4 'Capital Programme' and Risk CRR7 'Financial Sustainability'.

In response to comments by Alderman S P Porter regarding discussion that had taken place the previous night at the Corporate Services Committee meeting in respect of the Council's telephone service, the Chief Executive advised that this was an operational issue. The Director of Finance and Corporate Services and Director of Service Transformation had discussed this earlier and this matter would be addressed during the course of the coming year.

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6. Confidential Business

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

“In Committee”

It was proposed by Alderman O Gawith, seconded by Alderman J Baird and agreed that the following matters be considered “in committee”, in the absence of members of the press and public being present. The live-stream was paused at this stage (6.45 pm).

6.1 Report by Director of Finance and Corporate Services

6.1.1 NIAO 2021/22 Audit Strategy

Alderman S P Porter left the meeting during consideration of this item of business (6.46 pm).

Members were provided with a copy of the NIAO Strategy for 2021/22. Mr P O’Sullivan, NIAO, made a verbal presentation to the Committee in respect of the Strategy and answered queries raised. Further to comments by Alderman J Baird, Mr O’Sullivan agreed that consideration would be given to providing the estimated audit fee at an earlier stage in future years in order that this could be taken account of during the estimates process.

It was proposed by Alderman J Baird, seconded by Councillor J Gallen and agreed that that 2021/22 Audit Strategy be noted.

6.2 Report by Internal Auditor

The Internal Audit extended a welcome to the newly appointed Internal Audit Manager, Ms M Leonard.

6.2.1 Internal Audit Progress Report – March 2022 (Item 6.2.2 on agenda)

Alderman S P Porter re-joined the meeting during consideration of this item of business (6.57 pm).

Members were provided with a copy of an Internal Audit Progress Report – March 2022. This report summarised internal audit work and progress against the Operational Plan since the last meeting of the Committee on 9 December, 2021. A copy of any internal audit reports referred to in the progress report were also provided in full on SharePoint for Members’ information.

It was proposed by Alderman J Baird, seconded by Councillor J Gallen and agreed that the Internal Audit Progress Report be noted.

6.2.2 Draft Internal Audit Operational Plan 2022/23
(Item 6.2.3 on agenda)

Members having been provided with a copy of the draft Internal Audit Operational Plan 2022/23, it was proposed by Alderman J Baird, seconded by Alderman O Gawith and agreed to recommend that it be approved.

6.2.3 Lisburn & Castlereagh City Council Annual Audit Letter 2020/21
(Item 6.2.1 on agenda)

Members having been provided with a copy of the Lisburn & Castlereagh City Council Annual Audit Letter for 2020/21, it was proposed by Alderman J Baird, seconded by Alderman O Gawith and agreed that it be noted.

6.2.4 Internal Audit Charter – March 2022

Members were provided with a copy of the Internal Audit Charter – March, 2022. This Charter defined the purpose, authority, responsibility and scope of activity of the Council's Internal Audit Unit. It reflected good practice and was compliant with CIPFA and Public Sector Internal Audit Standards. It was proposed by Alderman S P Porter, seconded by Alderman O Gawith and agreed to recommend that the Internal Audit Charter – March 2022 be approved.

6.2.5 Terms of Reference for Governance and Audit Committee

Members were advised that, in line with good practice, the Terms of Reference for the Governance and Audit Committee should be reviewed on a regular basis to ensure they remained effective, reflected best practice and aligned with CIPFA guidance. Members having been provided with a copy of the Terms of Reference for the Committee, as well as the Indicative Work Programme for Committee meetings during 2022/23, it was proposed by Alderman S P Porter, seconded by Alderman J Baird and agreed to recommend that the Terms of Reference for the Governance and Audit Committee be approved.

6.2.6 Governance and Audit Committee Self-Evaluation Outcome Report

Members were provided with a copy of an Outcome Report in respect of a Governance and Audit Committee Self-Evaluation exercise that had been undertaken in February 2022. It was proposed by Alderman S P Porter, seconded by Alderman J Baird and agreed to recommend that this report be approved.

The Chairman, Councillor John Palmer, commented on the importance of the self-evaluation exercise and thanked those Members who had returned questionnaires.

Resumption of Normal Business

It was proposed by Alderman J Baird, seconded by Alderman S P Porter, and agreed to come out of committee and normal business was resumed. The live-stream was resumed at 7.09 pm.

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7. Any Other Business7.1 Special Meetings of the Committee

The Chairman, Councillor John Palmer, advised of forthcoming special meetings of the Committee as follows:

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

There being no further business, the meeting was terminated at 7.09 pm.

Mayor/Chairman

LISBURN & CASTLEREAGH CITY COUNCIL**Minutes of Meeting of the Planning Committee held remotely and in the Council Chamber, Island Civic Centre, The Island, Lisburn, on Monday 7 February 2022 at 10.15 a.m.****PRESENT:**Present in Chamber:

Alderman J Tinsley (Vice-Chairman) in the Chair

Aldermen WJ Dillon, D Drysdale, O Gawith

Councillors M Gregg, U Mackin

Present in Remote Location

Councillor A Swan (Chairman)

Alderman A Grehan

Councillor J Palmer

IN ATTENDANCE:Present in Chamber:

Head of Planning and Capital Development

Member Services Officer (PS)

Member Services Officer (BF)

Present in Remote Location:

Director of Service Transformation

Principal Planning Officer (RH)

Senior Planning Officer (RT)

Senior Planning Officer (MB)

B Martyn, Legal Advisor - Cleaver Fulton Rankin

Commencement of Meeting

The Vice-Chairman, Alderman J Tinsley, welcomed everyone to the meeting which was being live streamed to enable members of the public to hear and see the proceedings. He explained that the Chairman, Councillor A Swan was unable to attend physically in the Council Chamber but would be joining via zoom which meant that he, as Vice-Chairman, would be Chairing the meeting.

He stated that Planning Officers, the Legal Advisor and those speaking for or against the applications would be attending the meeting remotely.

The Vice-Chairman advised on housekeeping and evacuation procedures. The Member Services Officer then read out the names of the Elected Members in attendance at the meeting.

1. Apologies

It was agreed that apologies for non-attendance at the meeting would be recorded from Councillor J Craig and Councillor J McCarthy.

2. Declarations of Interest

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

The following Declarations of Interest were made:

- Councillor U Mackin referred to LA05/2020/0617/F and stated that Lagan Valley Regional Park was referred to in the Report and he was on the Board of that organisation, however he had not pre-determined the application.
- Councillor A Swan referred to LA05/2020/0617/F and stated that Lagan Valley Regional Park was referred to in the Report and he was on the Board of that organisation, however he had not pre-determined the application. He also advised that he had been approached by the applicant requesting a deferral of the determination but he had offered no response.

3. Minutes of the Planning Committee Meeting held on 10 January 2022

It was proposed by Alderman O Gawith, seconded by Councillor M Gregg, and agreed that the minutes of the Committee meeting held on 10 January 2022 as circulated be signed.

4. Report from the Head of Planning and Capital Development

4.1 Schedule of Applications

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

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

- (i) LA05/2020/0617/F - Proposed two infill dwellings and garages (Amended Application Form) Between 184 and 188 Hillhall Road, Lisburn

The Chairman advised that a request has been received from the applicant requesting that the determination of this application be deferred pending further information. The Head of Planning and Capital Development went on to summarise the request for time to submit amended plans addressing the design concerns outlined in the planning officer's report.

Alderman J Dillon said that he would need a very good reason to accede to such a request. He felt that the design element was only a small part of the reasons outlined for refusal.

Councillor U Mackin said that he felt that if there was additional information then the determination request should be allowed and he proposed that this course of action be taken.

Alderman O Gawith concurred and seconded the proposal which was then put to a vote. The vote tied and with the Chairman having the deciding vote, he voted in favour of the proposal to defer and the proposal was therefore carried.

The determination of the application was therefore deferred for a period of one month pending the receipt of further information.

- (ii) LA05/2020/0593/F - Proposed phase 2 residential development comprising 65 residential units (22 apartments, 18 semi-detached dwellings and 25 detached dwellings) garages and ancillary works including proposed amendment to Phase 1 site frontage approved under LA05/2015/0609/F (Amended scheme) on Lands at 43 47 and 49 Lurgan Road and lands to west of 33 Lurgan Road Moira

The Principal Planning Officer (RH) presented this application as outlined within the circulated report.

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

- She fully concurred with the recommendation of the Planning Officers.
- There were no objections from statutory consultees.
- The application was fully policy compliant.
- The proposal was sited within settlement limits.
- She urged approval.

Ms Shannon then responded to Members' queries as follows:

- Alderman J Tinsley asked for clarification on the amount of open public space incorporated and was advised that it was 10% in total.

- Alderman O Gawith asked how many journeys this development would add in peak times, he also referred to the apartments and asked how they would impact on the main road and how close they were to the road. Mr C Bryson, who was present with Ms Shannon responded that the apartments were set back and that planting would be incorporated to soften the impact, he advised that some would face the road but the separation distance was from the road was 5 metres. Mr T Cousins who was also present with Ms Shannon advised that it had been calculated that there would be around 33 additional journeys during peak times, 1 car every two minutes or so and therefore not significant, he also advised that a turning pocket had been incorporated.

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

- Alderman D Drysdale asked where the letters of objection had come from and was advised that they were mainly from adjacent developments including those to the south on the other side of the road.
- Alderman O Gawith asked for clarification on the finished height of the apartment block and was advised that the finished floor level was 66.20 and the level at the road was 63.66.
- Councillor U Mackin asked a number of questions - clarification on the closest play area, the amount of open space which was usable. He also referred to a building on the map asking what this was and sought clarification on comments made by NI Water asking why this had not been conditioned.
- The Head of Planning and Capital Development outlined the open space available to the residents and advised that closest play park was at Moira Demesne. He advised that the building referred to was now redundant and it was confirmed by Ms Shannon that it was due to be demolished. He also advised that the comment made by NI Water was a standard response and that was why it was not felt necessary to impose a condition. He outlined the planning history at the location and advised that NI Water had committed to connection.
- Councillor M Gregg referred to previous planning history and asked for the cumulative number of dwellings at the site, he wondered if, when this was taken into account, the threshold for including a play area would have been met. He said that the density was slightly lower than the Key Site Requirements and sought clarification on this. He also sought information on what parts of the site were zoned for housing and confirmation of the settlement limits. He asked for information on the ridge heights vis a vis the surrounding housing.
- The Head of Planning and Capital Development and the Principal Planning Officer used maps to outline the extent of the zoning and the relationship of the development to the settlement limits. The differences between Key Site Requirements was explained and it was also highlighted that density was considered to be acceptable. Regarding the cumulative number of dwellings, it was confirmed that this totalled approximately 88 which kept it under the threshold for a play area. It was also highlighted that there was another entrance which served 5 houses. Mr S Cash from Department for

Infrastructure (Roads) was present at the meeting and he went on to outline how they had considered the road network proposals at the location. Regarding ridge height, the Head of Planning and Capital Development confirmed that this was in keeping with surrounding housing.

- Councillor M Gregg then sought further clarification on zoning in draft BMAP.
- The Head of Planning and Capital Development and the Principal Planning Officer provided further clarification including any key difference in the key site requirements.
- Alderman O Gawith then referred to the reference to an additional 33 journeys per day at peak times and asked Mr Cash from the Department for Infrastructure (Roads) for his comments on this. Mr Cash confirmed that this is what would be expected. Alderman O Gawith said he felt this seemed low.

During the ensuing debate, the following comments were made:

- Alderman J Dillon said that his reservations had been addressed and he would be supporting the recommendation. He said that a Moira bypass was what was needed in the area to deal with traffic, however he felt the traffic island would assist in this instance.
- Councillor A Swan said that the land was zoned for development and therefore he would be supporting it.
- Alderman D Drysdale said that the debate had been first class and that he would be supporting the recommendation.
- Alderman O Gawith referred to the open space and asked if there was any room for negotiation with the developer asking them to put in a play area, he asked if that would require the determination of the application to be deferred. The Head of Planning and Capital Development said that members had the opportunity to defer the determination of the application if they so wished.
- Councillor M Gregg said that during the presentation and discussion on this application a number of issues had arisen. He said that he had issue with the ridge height of the apartments given that the land falls away, he said he did not see how this design was in keeping with the local area. He said that given the Key Site Requirement issue and the play park issue he did not feel that he could support this.
- Alderman D Drysdale said that not all residents wanted play parks in their area, it was a very subjective matter, he said that the Committee could only deal with what was before them.
- Alderman J Dillon concurred and went on to outline instances in the past where residents had contacted him as they had issues with play parks.

At this stage Alderman O Gawith proposed deferring the determination of the application to allow for negotiation with the developer regarding play provision.

The Head of Planning and Capital Development said that it was within the Committee's right to ask for the decision to be deferred for further consideration. He said that the challenge would be in reconciling the need for play against the policy with the request but that the decision was ultimately theirs to make.

The proposal was seconded by Councillor M Gregg and members proceeded to vote on it. The vote tied and with the Chairman having the deciding vote, he voted against the proposal which therefore fell and members proceeded to determine the application.

The Committee, having considered the information provided within the Report of the Principal Planning Officer, and by those making representations, agreed by a vote of 6:2 with 1 abstention to approve the application as outlined in the report and subject to the conditions stated therein.

Adjournment of Meeting

The Chairman declared the meeting adjourned at 11.45 am

Resumption of Meeting

The Chairman declared the meeting resumed at 12.00 noon

(Alderman A Grehan did not return to the meeting due to another engagement).

- (iii) LA05/LA05/2019/0782/F - Proposed alterations to existing residential home to include: two storey front and rear extensions with associated site works, new access and rear parking. Works are to incorporate the grounds of adjacent dwellings at No's 2 & 4 Ashley Park (Amended plans) at Residential Home, 19 Church Road Carryduff,

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

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

- This entrance was located in a small cul-de-sac.
- The main issue was the movement of vehicles into and out of Ashley Park.
- He felt it was astonishing that the Planning Unit did not feel that this would have a serious impact on residents of Ashley Park.
- He felt that DfI (Roads) had supported this without due consideration, they had not even noticed that the wrong road name had been incorporated.
- He said that DfI (Roads) had not tested any of the applicant's assumptions.
- He said that due to the fact that they had lost some land at the rear of their homes to allow for a road meant that residents of Ashley Park used the amenity space at the front of their properties.

Mr Mills then responded to Members' queries as follows:

- Alderman D Drysdale referred to parking concerns and asked whether there were parking issues currently, prior to the extension. He was advised that there were not however there were general traffic issues in the area which

would be exacerbated by the proposed extension and he went on to outline these.

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

- Residents were concerned at the nature, scale and appropriateness of the development.
- Incompatibility and parking issues were highlighted.
- Road Safety issues were highlighted.
- DfI (Roads) due diligence issues were highlighted.

Councillor Anderson then responded to Members' queries as follows:

- Alderman J Tinsley asked how much amenity space was lost. Councillor N Anderson responded that the issue was the access and how this will impact on residents of Ashley Park. He said that a traffic assessment needed to be carried out to look at the issue, he said that the access changed the character and amenity of the area.
- Alderman D Drysdale referred to the staffing issues raised in Councillor Anderson's written submission and sought clarification. Councillor Anderson said that there was no consideration of shift working in DCAN 9.
- Alderman J Dillon sought clarification on how the entrance would impact on the houses and was advised by Councillor Anderson that residents of Ashley Park tended not to use their rear gardens due to the road, this entrance would increase traffic going right past their main amenity space.
- Councillor A Swan asked whether staff would be coming and going during the night. Councillor Anderson replied that there would be some comings and goings during the night and he highlighted the attendance of doctors and ambulances.
- Alderman J Dillon asked whether conditioning would alleviate concerns and Councillor Anderson replied that he would like to see a traffic survey carried out.

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

- The application meets current policy requirements.
- The initial error with the street name was made by surveyors.
- The design has been cut back to respond to the requirements of Ashley Park's context.
- Regarding parking, he outlined how the figures had been arrived at.
- DfI (Roads) have no objections and have responded on four separate occasions.

Mr Downey then responded to Members' queries as follows:

- Alderman D Drysdale stated that the issue was the Ashley Park access and the staffing parking issue, he asked whether this had been discussed with management. Mr Downey advised that the proposal would not lead to a doubling of staff parking requirements.

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

- Councillor M Gregg referred to paragraph 59 of the report which referred to shift working and he sought clarification on this. He also sought clarification on DCAN 9 parking requirements.
- The Head of Planning and Capital Development advised that there was a requirement as part of the process for a form to be completed regarding parking. This form indicated that for existing 18 bed scenario there would be 6 full time and 3 part time staff and that for the proposed 36 bed scenario the ratio would be 9 full time and 3 part time staff. He went on to clarify the current parking arrangements and the future parking provision. He said that there were no current parking issues highlighted, the number of spaces would more than double and therefore the requirements of DCAN 9 is met. The Senior Planning Officer (MB) confirmed that the Parking Standards document had been taken on board and under it the arrangements were acceptable.
- Councillor M Gregg read out DCAN 9 stating that he felt that it required 22 spaces rather than 17. The Senior Planning Officer stated that Parking Standards, as agreed by DfI (Roads) had been the calculation that had been used in this instance. There was some discussion on DCAN 9 requirements and calculations were carried out.
- The Head of Planning and Capital Development confirmed that it transpired that DCAN 9 was not met as was alluded to earlier, however, Parking Standards, which had been updated in October 2019 was met. The Head of Planning and Capital Development advised that DCAN 9 was published in the 1990s, Parking Standards had been updated in 2019 however both documents needed to be taken account of in assessing the need for parking. He outlined the potential future demands on parking and how planners would have weighed this in bringing forward a recommendation. Councillor M Gregg asked for the site layout slide with parking indicated to be put on screen and this was done.
- Alderman D Drysdale said that there would be deliveries, doctors, ambulances and other traffic movements all increasing on site, not to mention the impact of the construction. He concurred with the need for a traffic survey to be carried out as requested by Councillor N Anderson.
- The Head of Planning and Capital Development advised that the current access from Church Road would be closed and the main entrance would be the one from Ashley Park. Regarding the request for a traffic survey, he outlined the different types of traffic information options and how parking was considered. He said that it was an option for the Committee to defer the determination of this application for a Parking Survey to be carried out but it may not change the outcome.

Alderman D Drysdale said that more information was needed for the parking and access arrangements and he proposed deferring the determination of the

application pending further information being obtained on parking arrangements, staff numbers, traffic movements and to allow for a site visit to be convened.

The Head of Planning and Capital Development said that it would be unusual for a Traffic Impact Assessment to be provided in such a case however clarification could be sought. Alderman D Drysdale said that as well as staff parking, he wished to include the other potential parking situations alluded to. The proposal was seconded by Councillor J Palmer.

The Chairman said he would be taking two separate votes, one on the proposal to defer pending further information and one on the proposal to defer pending a site visit being arranged.

By a show of hands the proposal made by Alderman D Drysdale and seconded by Councillor J Palmer to defer the determination of the application to allow for further information on the need for a Transport Assessment and parking survey to be explored, clarification to be provided on staffing and for further consideration to be given in relation to potential impact of the new access on residential amenity.

By a show of hands the proposal made by Alderman D Drysdale and seconded by Councillor J Palmer to defer the determination of the application to allow for a site visit to be convened fell.

The determination of the application was therefore deferred for a period of one month pending further information as outlined above.

Adjournment of Meeting

The Chairman declared the meeting adjourned at 1.05 pm

Resumption of Meeting

The Chairman declared the meeting resumed at 1.45 pm

- (iv) LA05/2020/0604/O – Proposed site for new dwelling and garage on lands between 63 and 69 Bresagh Road Boardmills Lisburn

The Principal Planning Officer (RH) presented this application as outlined within the circulated report.

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

- The concern appeared to be one of the site frontage size, the policy refers to a small gap which is what this is.

- He outlined that other frontages in the area accommodated more than 1 building.
- He said that this proposal was consistent with plot pattern in the area.
- He acknowledged that the access proposition is unusual but it would not have any detrimental effect and he urged approval.

Mr Donaldson then responded to Members' queries as follows:

- Councillor A Swan asked why the proposed access had been chosen and was advised that the frontage was narrow and there would have been visibility splay issues, this access was already in situ and had less of an impact.
- Alderman J Dillon sought clarification on the entrance which was provided by Mr Donaldson. Alderman Dillon asked whether Mr Donaldson felt that a back garden development was policy compliant. Mr Donaldson said that this was not a back garden development and he went on to outline how it fitted comfortably into the gap.
- Alderman J Dillon sought clarification on the retention of a large tree which was outlined by Mr Donaldson.

There were no questions for the Planning Officers.

During the ensuing debate, the following comments were made:

- Alderman J Dillon said he would be uncomfortable approving this application and would be supporting the recommendation to refuse.

The Committee, having considered the information provided within the report of the Principal Planning Officer and by those making representations, agreed by a majority of 7:1 with 0 abstentions to refuse the application as outlined in the Officer's report.

At this stage the Chairman advised that, due to exceptional circumstances the speaker on the next application would be doing so in person and was on his way to the Council offices. In the meantime the committee would proceed to deal with the other items on the Report of the Head of Planning and Capital Development.

4.2 Handling of planning appeal contrary to officer recommendation - LA05/2020/0971/F

Members were reminded that in October 2021, an application for a proposed detached dwelling to the rear of 65 Antrim Road, Lisburn was presented to the Committee with a recommendation to approve. It had been agreed by members, by a majority of 3 to 5 with 1 abstention that the recommendation would not be upheld. The Committee were advised that in the event of an appeal against a refusal of planning permission contrary to an officer recommendation, the Committee should decide who should attend the appeal to defend the decision.

The following options were available to members:

- a. Council shall require Planning Officers to prepare the case for written submission and /or attend the appeal even if it is against their recommendation;
- b. Members who proposed and seconded the motion to refuse contrary to officer recommendation may be called as Council witnesses; and
- c. Planning consultants or different planning officers from those who made the original recommendation may be used.

The Committee was advised that an appeal had been lodged against the Council's decision but that no date for this had yet been set.

Alderman J Dillon proposed that option A be taken as he felt that the original planning officers should be able to outline the Committee's thoughts on the case and defend the decision however there was no seconder for this proposal.

Alderman O Gawith proposed that option C be taken forward with different Planning Officers from those who made the original decision being used to defend the decision. This proposal was seconded by Councillor M Gregg and it was agreed by the Committee that Option C be taken forward.

Alderman J Dillon wished it to be noted that he was not in favour of this course of action.

4.3 Update on Planning Application LA05/2021/0124/F

Members were provided with an update on the above Planning Application which was for a dwelling, garage and associated site works 100 metres south of 23A Lower Ballinderry Road, Lisburn which was presented to the Committee for determination at its meeting on 10 January 2022. They were advised of changes to the proposal which allowed the application to be determined under delegated authority in accordance with the scheme of delegation as an approval of permission.

It was agreed that the information be noted.

4.4 Submission of Pre-application Notice (PAN) for the redevelopment of an existing football pitch and sectional buildings/clubhouse to provide a facility with a new Community Hub and improved playing surface at Stanley Park Lisburn.

Members were advised that the above PAN had been submitted and they were provided with information including a site plan. It was agreed that the information be noted.

It was also agreed by the Committee that clarification be sought on which Members of Council should have been notified of this Pre-application Notice.

4.5 Appeal Decision in respect of planning application LA05/2019/0211/F

Members were reminded that an application for a new apartment block comprising 4 two-bedroom apartments and 1 three-bedroom apartment with associated parking, site works and landscaping was refused planning permission on 20 October 2020. They were provided with information on an Informal Hearing which was held on 14 October 2021 with the main issue being whether the proposed development would create a quality residential environment. A copy of the Appeal Decision was provided to Members which advised that the Appeal had been dismissed.

It was agreed that the information be noted.

4.6 Referral Directions for applications LA05/2018/1154/O and LA05/2018/1155/F (Blaris & Knockmore Link Road)

Members of the Committee were provided with an update on the following applications:

- LA05/2018/1154/O – Proposed mixed use development to include new housing (1300 dwellings) and commercial floor space (754,000 square feet) 1.6km M1-Knockmore link road, riverside parkland and ancillary works on lands at Blaris, Lisburn (lands between existing M1 Junction 8/ A101 roundabout and Moira Road/ Knockmore Road junction); and
- LA05/2018/1155/F – Construction of a new link road (1.6km) connecting the existing M1 junction 8/A101 roundabout to existing Moira/Knockmore Road Junction at Lands at Blaris Lisburn (lands between existing M1 junction 8/A101 roundabout and Moira Road/Knockmore Road junction)

The Committee was reminded that at the Meeting held in April 2021 Members had supported the officer recommendation to approve planning permission for both applications subject to the Council entering into a Section 76 Agreement with the developer.

In advance of any decision being issued and in accordance with Direction issued by the Department for Infrastructure under the powers conferred on it by Articles 17 and 18 of the Planning (General Development Procedure) Order (NI) 2015 in January 2019, the Council's decision to approve planning permission was notified to the Department on 12 May 2021.

Members were provided with copies of correspondence dated 4 January 2022 from the Chief Planning Officer & Director of Regional Planning which advised that the Department for Infrastructure, in exercise of its powers conferred on it by Section 29 (1) of the Planning (Northern Ireland) Act 2011, has directed that the

Council refer to it for determination applications LA05/2018/1154/0 and LA05/2018/1155/F.

The reasons for requiring the applications to be referred were set out but no other information was provided to support the decision. Members of the Committee were advised that Officers were currently considering the implications of the Department's decision.

A verbal update was provided by the Head of Planning and Capital Development on the detail of the papers copied to the Department and Alderman J Dillon expressed his delight that papers had been submitted. There was some discussion on the challenges ahead.

Alderman D Drysdale proposed that correspondence be sent from the Chairman of the Planning Committee outlining the issues the Committee had with the decision taken by the Department for Infrastructure. Alderman J Dillon concurred with this proposal and suggested that the correspondence be sent jointly by the Chairman of the Planning Committee and the Right Worshipful the Mayor.

It was agreed on receipt of response from the Department in relation to the Councils letter of 25 January 2022 that further consideration would be given to a joint letter issuing.

"In Committee"

It was proposed by Alderman O Gawith, seconded by Councillor M Gregg and agreed that the meeting go "in committee" to receive legal advice in the absence of members of the press and public.

Legal Advice

There was a discussion in respect of the called in application at Blaris and the PAN. Legal Advice was sought and the information provided was noted.

After consideration it was agreed by the Committee that correspondence as proposed and seconded be sent however this should be deferred pending further reports from officers.

It was also agreed that reference to the NI Audit Office comments should be made in said correspondence.

Resumption of Normal Business

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

Resumption of the Schedule of Applications

At this stage the Chairman advised that, due to exceptional circumstances the speaker on the next application would be doing so in person.

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

The Principal Planning Officer (RH) presented this application as outlined within the circulated report.

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

- He addressed the refusal reasons and felt that the map he had submitted showed that this proposal did respect the existing pattern of development.
- He said that the visual barrier referred to in the report did not exist.
- He outlined that the proposal would also meet the requirement of CTY2a and he urged approval.

Mr Coffey then responded to Members' queries as follows:

- Alderman J Tinsley sought clarification on how measurements had been taken, this was outlined by Mr Coffey. Alderman Tinsley asked Mr Coffey for his comments on the statement by planners that this would create a ribbon of Development. Mr Coffey said that there was a gap and therefore no ribbon would be created.
- Councillor A Swan sought clarification on the replacement of no 39 which was provided by Mr Coffey.
- Alderman J Dillon sought some further information on the content of the map submitted by Mr Coffey which was provided.

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

- Alderman J Dillon said he was glad to see a speaker returning to the Council Chamber.
- Councillor M Gregg asked why the original dwelling at no 39 had not been demolished. The Head of Planning and Capital Development referred to the drawing submitted by Mr Coffey and outlined the buildings at the location and their frontages and plot sizes. He explained how the planners had reached their decision that this application did not respect the existing development. The Principal Planning Officer put up another slide to illustrate this and it was emphasised that frontage was only one factor, plot size also needed to be considered. It was confirmed that the building beside no 39 was used for storage and that there was no planning history relating to it.

During the ensuing debate, the following comments were made:

- Councillor U Mackin referred to the fact that opposite the proposed site, on the other side of the road there was a hall, he asked if this did not constitute a cluster and could the application be considered differently if it were to be applied for under policy CTY2a.
- The Head of Planning and Capital Development brought the relevant policy up on the screen and read it out. He said that a number of policy criteria might be met however but it is considered against that policy. In order to provide proper advice to the members the application would need to be deferred to allow the proposal to be considered against that policy.

Alderman J Dillon then suggested deferring the determination of the application to allow for it to be considered under a different policy. Other members concurred with this suggestion and the Head of Planning and Capital Development confirmed that this could be done if members so wished.

It was then proposed by Councillor U Mackin, seconded by Alderman J Dillon and unanimously agreed by the Committee that the determination of the above planning application be deferred for one month to allow for additional information to be considered.

4.7 Dfl Consultation on Review of Strategic Planning Policy on Renewable & Low Carbon Energy

(Alderman D Drysdale left the meeting at 3.40 pm and returned at 3.45 pm)

Members of the Committee were provided with information on Department for Infrastructure Consultation on the Review of Strategic Planning Policy on Renewable and Low Carbon Energy together with a summary of the key issues and draft response. It was agreed that the information be noted.

Councillor M Gregg expressed his concern at some of the technologies listed as being 'emerging'. The Head of Planning and Capital Development advised that technology was ever changing and went on to explain why these had been included.

4.8 Battery Energy Storage Systems [BESS] – Judicial Review

Members were reminded that an update had been provided in April 2021 that TLT solicitors served a Pre-Action Protocol Letter on the Solicitors Office of the Department for Infrastructure on 15 March 2021 in respect of advice offered in the Chief Planner's Update (CPU) 7.

They were further advised that the correspondence had advised that judicial review proceedings were also lodged on 15 March 2021 on a protective basis

with copies of letters sent to each Council as potential interested parties in the matter.

Members were advised of the issues raised in the correspondence and of the key issues and it was agreed that the information be noted.

4.9 Development Management Practice Note 9a - Unauthorised Environmental Impact Assessment (EIA) Development

Members of the Committee had been provided with information on Development Management Practice Note 9a – Unauthorised Environmental Impact Assessment (EIA) development which is designed to guide planning authorities and officers through the regulatory procedural requirements and legal principles relating to unauthorised Environmental Impact Assessment (EIA) development and deals primarily with both procedures and good practice.

Key issues were highlighted and it was agreed that the information be noted.

4.10 Planning Statistical Bulletin – Second Quarter 2021/22

Members of the Committee had been provided with a copy of the Department for Infrastructure Northern Ireland Planning Statistics covering the second quarter of 2020/2021 which had been published on Thursday 16 December 2021. The Bulletin provides an overview of planning activity across NI and summary statistical information on Council progress across the three statutory targets for major development, local development and enforcement.

It was agreed that the information be noted.

4.11 Statutory Performance Indicators – December 2021

Members were provided with a copy of Statutory Performance Indicators for December 2021 and after a verbal update from the Head of Planning and Capital Development it was agreed that the information be noted.

4.12 Notification by telecommunication operator(s) of intention to utilise permitted development rights

Members were advised that the Council had been notified by five telecommunication operators of their intention to utilise permitted development rights at a total of seven locations within the Council area to install electronic communications apparatus in accordance with Part 18 (Development by Electronic Communications Code Operators) F13 of the Planning (General Permitted Development) Order (NI) 2015. A list of the locations was provided to the Committee together with a summary of the proposals.

It was agreed that the information be noted.

4.13 May Committee Meeting

It was highlighted by the Head of Planning and Capital Development that the scheduled date of the May 2022 Committee Meeting fell on a bank holiday and therefore it had been agreed with the Chairman that the Meeting be held on Monday 9th May 2022

It was agreed that the information be noted.

5. Any Other Business

5.1 Alderman J Tinsley Update on the Planning Portal

In response to a question from Alderman J Tinsley, the Head of Planning and Capital Development updated that the 'go live' date was 15 August 2022 with a testing period running with two systems in tandem for three months until December 2023.

The information was noted.

5.2 Councillor M Gregg Typographical error

Councillor M Gregg highlighted a typographical error in Item 4.5

The information was noted.

5.3 Head of Planning and Capital Development Agendani NI Planning Conference

Members had been provided with information on a forthcoming NI Planning Conference at the Europa Hotel on Wednesday 2 March 2022 which was being organised by Agenda NI. The cost per delegate would be £195.00 plus vat and expenses.

It was agreed by the Committee that the Chair and Vice-Chair or their nominees attend the event if they so desired.

5.4 Confidential Other Business

It was proposed by Councillor M Gregg, seconded by Alderman O Gawith and agreed that the following matters be considered "in committee", in the absence of members of the press and public being present.

Reasons for confidentiality were that the business to be discussed included:

- (i) Information relating to the financial or business affairs of any particular person (including the Council holding that information); and

- (ii) Information in relation to which a claim to legal professional privilege could be maintained in legal proceedings.

Councillor M Gregg
Update on applications in Dundonald

At the request of Councillor M Gregg, the Head of Planning and Capital Development and the Principal Planning Officer provided a verbal update on three applications in the Dundonald area.

It was agreed that the information be noted.

Resumption of Normal Business

It was proposed by Alderman D Drysdale seconded by Councillor U Mackin and agreed to come out of committee and normal business was resumed.

(During the above discussion, Alderman J Dillon left the meeting at 3.55 pm returning at 4.05 pm)

There being no further business, the meeting concluded at 4.05 pm.

CHAIRMAN / MAYOR