

LISBURN & CASTLEREAGH CITY COUNCIL

Minutes of the proceedings of the Development Committee Meeting of Lisburn & Castlereagh City Council held in the Island Civic Centre, Lisburn, BT27 4RL on Tuesday, 2 April 2019 at 8.05 am

PRESENT:

Alderman W A Leathem (Chairman)

The Right Worshipful the Mayor
Councillor U Mackin

Aldermen W J Dillon MBE, A G Ewart MBE and S Martin

Councillors S Carson, A P Ewing, J Gray MBE,
B Hanvey

IN ATTENDANCE:

Lisburn & Castlereagh City Council

Director of Service Transformation
Head of Planning & Capital Development
Head of Economic Development
Principal Planning Officer
Member Services Officer

Commencement of Meeting

The Chairman, Alderman W A Leathem, having welcomed everyone to the April meeting of the Development Committee which had been rescheduled from the normal meeting date due to the Mansion House Investment Event taking place in London on 3 and 4 April 2019. The Chairman thanked Members for their attendance and proceeded to outline the evacuation procedures in the case of an emergency.

The Chairman reminded everyone to ensure mobile phones were turned off or on silent mode for the duration of the meeting and stated that should any Member require to leave the meeting to notify the Members Services Officer in order that their departure could be recorded accurately in the minutes.

1. **Apologies**

It was agreed to accept an apology for non-attendance at the meeting on behalf of the Deputy Mayor, Councillor A Grehan, Aldermen D Drysdale and T Jeffers, Councillors J Baird, J Gallen, T Morrow and S Skillen and the Chief Executive.

2. Declarations of Interest

The Chairman 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.

During the course of the meeting the following Conflicts of Interests were declared:

Councillor A P Ewing declared an interest in item 3.1.5 Balmoral Show Sponsorship Request, in view of his employment with AB & C Insurance Company who were taking a stand at the Balmoral Show, and submitted a completed Declaration of Interest form accordingly.

Alderman S Martin declared an interest in item 4.3 Circular Economy Opportunity in view of a family member being employed by one of the companies cited, and submitted a completed Declaration of Interest form accordingly.

3. Report by the Director of Service Transformation

It was agreed that the report and recommendations of the Director of Service Transformation be agreed subject to any decisions recorded below.

3.1 Report of the Head of Economic Development

It was agreed that the report and recommendations of the Head of Economic Development be agreed subject to any decisions recorded below.

Councillor S Carson entered the meeting at 8.07 am.

3.1.1 Lisburn Light Festival 2019-2023: Financial Appraisal

The Head of Economic Development reminded the Committee of its decision in March 2019 to progress with further development the Light Festival and that as previously agreed this expenditure would be in line with the Council's agreed capital programme procedure and financial processes.

The Head of Economic Development reported that given that there would be no Committee meeting in the month of May 2019 due to the Local Government Elections and to keep in line with the procurement timeline, it was proposed to progress the economic appraisal under delegated authority to the Chief Executive.

It was proposed by Alderman S Martin, seconded by Councillor A P Ewing, and agreed to recommend that:

- a) delegated authority be granted to the Chief Executive to progress the economical appraisal to the next stage of the Capital Programme process,

3.1.1 Lisburn Light Festival 2019-2023: Financial Appraisal (Cont'd)

- b) given the timelines involved, delegated authority be granted to the Development Committee in June 2019 to make the award for the contract should there be a successful tender process, and
- c) a retrospective report be brought to the June Development Committee for consideration.

3.1.2 In-Market Support and Civic Reception – Foshan, China Update

The Head of Economic Development reminded the Committee that a follow-up report had been brought to the Committee at its meeting in February 2019 on the Council's successful civic visit to Foshan, China, which outlined a number of initial actions which would be taken to assist in the promotion of stronger civic and trade links between Lisburn and Castlereagh and Foshan.

In this regard the Committee had been furnished with a report outlining a number of objectives, a number of such actions having been progressed, including the Mayor hosting a meeting with the new Consul General, Madame Zhang, at the end of February. The aim of this had been to inform Madame Zhang of the visit outcomes, issuing correspondence to all Foshan delegates who attended meetings during the civic visit and meeting with SERC to establish a bespoke summer schedule for Foshan students.

The Head of Economic Development reported that it was now appropriate that an in-market resource be procured to build on the initial interest generated in the Lisburn Castlereagh offering. It was proposed that the contract for this resource would commence in summer 2019 and would include planning the proposed reciprocal visit by Foshan to Lisburn Castlereagh in 2020, it being noted that provision had been made in the Economic Development 2019/2020 budget estimates.

The Head of Economic Development further reported that at the meeting with SERC, the College had also invited the Council to participate in the visit of 15 Chinese Technical and Vocational Education and Training teachers. This visit was planned for June 2019 with the potential for the Council to host a civic reception and organise a tour of Hillsborough Castle for the delegation. It was noted that the Mayor's Office was hosting this visit and that the Council, through its Community Planning structures, were also in contact with a separate Chinese delegation from another Chinese province.

It was proposed by Councillor J Gray, seconded by The Right Worshipful the Mayor, Councillor U Mackin, and agreed to recommend that the Council procures an in-market resource with the appropriate language capabilities to represent Lisburn & Castlereagh City Council in Foshan, China and build upon developing bilateral relations.

3.1.3 Eurocities Network Membership 2019/2020 and 2020/2021

The Head of Economic Development reported that following the Council having become an Associate Member of the Eurocities Network in June 2016 opportunities had arisen including access to strategic partners within Local Governments. This included over 130 of Europe's largest cities and 40 smaller partner cities. Membership also provided for the sharing of knowledge, ideas, exchange experiences, analysis of common problems, developing innovative solutions, and identifying sources of EU funding and new transnational partners. An example of this was when the Council became a partner on the Support Network for Social Enterprise (SuNSE) Project. This project resulted in €288,637 to support new and existing Social Enterprises in the Lisburn & Castlereagh City Council area.

It was also noted that membership allowed for attendance at the aforementioned biannual meetings of the Economic Development Forum. The annual meeting of the Co-operation Platform provided opportunities to develop new shared project and funding proposals. Membership also allowed to apply to host Co-operation Platform meetings affording an opportunity for members to showcase their Local Government area as a destination to visit and invest. The Head of Economic Development advised that this was a possibility to consider as part of the Council's inward investment activities and that this partnership would also continue to support EU liaison and new and existing long term relationships post Brexit.

The Head of Economic Development also reported that in recommending to take this forward to aid planning during any BREXIT transition period, it was also recommended that Members give consideration to officers exploring opportunities for the Council to potentially host a future Co-operation Platform. Such a meeting would be aimed at a longer term relationship post BREXIT with a focus to showcase the Council area as a destination to visit and invest.

It was proposed by Alderman W J Dillon, seconded by Councillor S Carson, and agreed to recommend that:

- a) the payment of the annual membership of Eurocities for the 2019/2020 period at a cost of €4,550 euros (circa £3,991 sterling) and payment of the annual membership for the period 2020/2021 of €4,550 euros (circa £3,991 sterling) be agreed, with provision having been made in the 2019/2020 budget for this year's fee and the associated costs of membership.
- b) Officers' attendance at meetings of the Economic Development Forum and the Co-operation Platform be approved, and
- c) the attendance of the Chairman and Vice Chairman of the Development Committee, or their nominees, at the annual conference be approved subject to opportunities having been identified to further the objectives of the Council's Economic Development Strategy.

3.1.4 Northern Ireland Business Start Up Programme – Review of Targets

The Head of Economic Development reported that through the “Go For It” Programme entrepreneurs could develop their business plan for starting a business with help from their local Council and their delivery agents. The local delivery agents were Lisburn Enterprise Organisation and Inspire Business Centre with the programme funded by Invest NI and the European Regional Development Fund (ERDF) as part of the EU Programme for Growth & Jobs 2014-2020, currently with a planned delivery period of three years from 2017 – 2020.

To ensure the programme and targets remained fit for purpose, the Council, as lead Council for the 11 Councils’ collaboration, had appointed Capaxo Ltd to complete an Economic Review of the NIBSUP Job Targets. The outcome of this would be compared to the Department for the Economy (DfE) Statutory Targets by Council Area set under the Review of Public Administration.

A report detailing Information on the rationale and options for choosing the appropriate target had been furnished to the Committee.

The Head of Economic Development highlighted that Option 3 would allow the Council to strive to create additional jobs and economic benefit for the Council area and should Members approve this approach officers would liaise with DfE when recommending new Statutory targets to DfC for public consultation on the future programme targets.

It was proposed by The Right Worshipful the Mayor, Councillor U Mackin, seconded by Councillor S Carson, and agreed to recommend that the Council approves Option 3, as outlined in the report circulated, to be used as a baseline in the new Business Start Programme.

3.1.5 Balmoral Show – Sponsorship Request

The Head of Economic Development reported that the 2019 Balmoral Show would be staged at Balmoral Park, Maze Long Kesh, from Wednesday 15 to Saturday 18 May 2019. The Council would once again be showcasing over 25 city centre retailers and other businesses within the large marquee near the front entrance, similar to previous years.

The Head of Economic Development reported that in addition to this promotional activity, the organisers had approached the Council to explore the opportunity of taking out sponsorship once again at Balmoral Show. In the past, LCCC had sponsored the Council for Awards of Agricultural Societies (CARAS) and whilst this had proven worthy of Council support, Members had indicated that a new area of sponsorship should be explored to provide further profile for Lisburn & Castlereagh City Council. In this regard the Committee had been furnished with a new sponsorship proposal for an equestrian event at the 2019 Show for consideration.

3.1.5 Balmoral Show – Sponsorship Request (Cont'd)

It was proposed by Alderman W J Dillon, seconded by the Right Worshipful the Mayor, Councillor U Mackin, and agreed to recommend that the sponsorship request of £750 be approved and that the Council avails of the opportunities outlined in the proposal, as circulated.

3.1.6 Strategic Economic Plan Workshop – Summary Report

The Head of Economic Development reminded the Committee that a workshop for Members had taken place on Friday 22 March 2019 to discuss the development of the Council's new Economic Development Strategy/Lisburn Castlereagh Strategic Economic Plan 2019-2032.

A summary of the slides from the presentation had been furnished to the Committee together with a summary of the feedback from the workshop, it being noted that the next stage in the process would be for Officers to work up the detail of the proposed plan in the form of a final draft which would be considered by the Committee at a later date prior to it being circulated for consultation and stakeholder engagement.

The Director of Service Transformation discussed the significance of the Council's Economic Development Strategy and the Strategic Economic Plan 2019-2032 and also the Council's new Business Start Programme in the creation of additional jobs and economic benefit for the Council area going forward. The Director also advised that the Tourism strategy and the Belfast Region City Deal projects also fed into the overall Strategic Economic Plan. The Director urged Members to engage in these important strategic projects and to prioritise the projects in terms of the available budget.

The Chairman, Alderman W A Leathem, advised that he had received a number of positive comments on the Strategic Economic Plan Workshop on 22 March.

It was proposed by Alderman W J Dillon, seconded by Alderman S Martin, and agreed to recommend that the summary report on the Strategic Economic Plan Workshop be endorsed and that Members provide any feedback and questions on the content to the Head of Economic Development.

3.1.7 Lisburn City Centre Events Programme 2019

The Committee had been furnished with a programme of events that was proposed be delivered by the City Centre Management Team in Lisburn city centre throughout the year.

A full events programme for 2019 had been developed which included events such as a fashion show working with a range of retailers taking place in June; Movie Days and a music event in June showcasing local bands.

3.1.7 Lisburn City Centre Events Programme 2019 (Cont'd)

It was proposed by Alderman W J Dillon, seconded by Alderman S Martin, and agreed to recommend that the Programme of Events as circulated be approved and that Members identify any additional partners who could contribute in any way to support the initiatives.

At the request of the Chairman, the Head of Economic Development undertook to email the Lisburn City Centre Events Programme to all Members of Council to remind them of the request for potential partners in relation to the Events Programme.

3.2 Report of the Principal Planning Officer

It was agreed that the report and recommendations of the Principal Planning Officer (LDP) be agreed subject to any decisions recorded below.

3.2.1 Open Space Strategy – Joint Commission

The Head of Planning and Capital Development reported that in consultation with the Parks and Amenity Unit of the Leisure and Community Wellbeing Directorate, a joint proposal was presented to deliver the following:-

- A Council Open Space Strategy
- An Assessment of Open Space
- An Action Plan

It was noted that the Leisure and Community Wellbeing Directorate could prioritise areas most in need of improvement, using a reliable and up-to-date evidence base, and the Service Transformation Directorate could utilise the evidence to support the LDP.

It was noted that the Open Space Strategy which linked into the wider Strategic Greenways proposed through the Department for Infrastructure's publication "Strategic Greenways – Exercise, Explore, Enjoy" (DfI 2016) would help deliver on many of the actions identified through the Council's Community Plan given the direct correlation to improving health and well-being and creating further opportunities for recreation and leisure. The Open Space Strategy would also help to ensure that the Local Development Plan and its decisions were informed by robust and up to date evidence in relation to future need and open space provision across the Council area.

The Committee had been furnished with a copy of a paper outlining the Council's proposed Open Space Strategy, including an Assessment of Open Space and Action Plan. It was noted that part of the costs associated with this study required to be borne by the Planning Unit to act as a reliable and up-to-date evidence for the LDP. Additionally this would help inform the Service Transformation Directorate on how future investments were made through the Capital Programme.

3.2.1 Open Space Strategy – Joint Commission (Cont'd)

The Principal Planning Officer and the Head of Planning and Capital Development responded to a question from The Right Worshipful the Mayor, Councillor U Mackin, in relation to the requirement of developers to provide open space in housing developments.

It was proposed by Alderman W J Dillon, seconded by Councillor A P Ewing, and agreed to recommend that:

- a) the joint commissioning by the Council's Leisure & Community Wellbeing Directorate and the Service Transformation Directorate of an Open Space Strategy, including an Assessment of Open Space and Action Plan, at an estimated cost of £25-35K be approved and
- b) a suitable consultant for this specialist area be secured via a tender exercise (through the e-tender process).

3.3 UK Prosperity Fund

The Director of Service Transformation advised that the UK Ministry for Housing, Communities and Local Government (MHCLG) had released information for discussion on the proposed UK Integrated Funding package that Westminster intended to establish as an aspect of future UK Regional Policy and a replacement for the loss of the EU Structural Funds.

The Committee had been furnished with a copy of the presentation slides from a workshop on the above-mentioned funding proposal that had been attended by Officers from across the 11 Councils, it being noted that MHCLG had invited further submissions from Northern Ireland Councils on the funding architecture. An initial position paper on the new fund had also been furnished to the Committee for consideration.

It was proposed by Alderman A G Ewart, seconded by The Right Worshipful the Mayor, Councillor U Mackin, and agreed to recommend that the proposed UK Integrated Funding package be noted and approval be granted for Officers to engage with the Ministry for Housing, Communities and Local Government in relation to the policy development process, as outlined in the reports circulated.

3.4 Risk Registers

The Committee had been furnished with the quarterly updated Risk Registers for Community Planning, Economic Development, Development Management, Local Development Plan and Service Transformation.

It was proposed by Alderman A G Ewart, seconded by Councillor J Gray, and agreed that the quarterly risk registers, as circulated, be approved.

3.5 Performance Improvement

The Committee had been furnished with a Quarterly Monitoring document for the period to December 2018 by way of an update on all the projects within the Service Transformation directorate that would demonstrate improvement against the 2018/19 Performance Improvement Objectives.

The Committee also had been furnished with a report had been taken from the 'Performance Manager' System (Dashboard) detailing Key Performance Indicators (KPIs) for each service within the Organisation for the period up to December 2018.

It was proposed by Alderman A G Ewart, seconded by Councillor J Gray, and agreed that the quarterly Monitoring Reports for Performance Improvement, as circulated, be approved.

3.6 Budget Reports

The Committee had been furnished with a summary budget report for Service Transformation for the year to 31 March 2019 as at 28 February 2019.

It was proposed by Alderman A G Ewart, seconded by Councillor J Gray, and agreed that the budget report for Service Transformation for the year to 31 March 2019 as at 28 February 2019 be approved.

4. Confidential Report by the Director of Service Transformation

The Chairman, Alderman W A Leathem, advised that the items contained in the Confidential Report, as outlined on the agenda, were required to be considered "In Committee" due to the following reasons:

- 4.1 Draft Policy for Affordable Housing - Confidential due to information relating to the financial or business affairs of the organisation concerned (including the Council holding that information)
- 4.2 10 Year Investment Plan Proposition - Confidential due to information relating to the financial or business affairs of the organisation concerned (including the Council holding that information)
- 4.3 Circular Economy Opportunity - Confidential due to information relating to the financial or business affairs of the organisation concerned (including the Council holding that information)
- 4.4 The Dark Walk, Hillsborough - Confidential due to information in relation to which a claim to legal professional privilege could be maintained in legal proceedings
- 4.5 Hillsborough Forest – Additional Update - Confidential due to information in relation to which a claim to legal professional privilege could be maintained in legal

proceedings

- 4.6 Rolling Year Absence Figures for the Service Transformation Department - Confidential due to containing information (a) relating to any individual; and (b) which is likely to reveal the identity of an individual
- 4.7 Ulster Aviation Society – Tornado Aircraft - Confidential due to information relating to the financial or business affairs of the organisation concerned (including the Council holding that information)
- 4.8 Proposed Relocation of the Harry Ferguson Aircraft Memorial Sculpture - Confidential due to information relating to the financial or business affairs of the organisation concerned (including the Council holding that information)

It was proposed by Councillor A P Ewing, seconded by Alderman S Martin, and agreed that the Confidential Business be considered “In Committee” in the absence of press or members of the public.

“In Committee”

It was agreed that the Confidential report, including the Additional Confidential Report, and recommendations of the Director of Service Transformation be adopted subject to any decisions recorded below.

4.1 Draft Policy for Affordable Housing

The Committee had been furnished with a copy of the draft Policy for Affordable Housing.

The Principal Planning Officer responded to a question from the Chairman, Alderman W A Leathem, in relation in the draft Policy.

It was proposed by Alderman W J Dillon, seconded by Councillor J Gray, and agreed to recommend that the draft Policy for Affordable Housing be agreed in principle, and that the Members on the Council’s Housing Liaison Forum be advised of the Committee’s in principle decision with a copy of the draft Policy being provided also.

4.2 10-Year Investment Plan Proposition

Further to the decision of the Council at its meeting on 26 February 2019 to approve the 10-year Council Investment Plan the Director of Service Transformation outlined in his report a number of specific areas which this Committee required to consider in relation to debating and agreeing the items that reflected this Committee’s terms of reference.

The Committee had been furnished with a copy of the draft Investment Plan proposition together with a copy of a questionnaire that each Committee was required to consider in debating and agreeing the items that reflected their terms of reference.

4.2 10-Year Investment Plan Proposition (Cont'd)

It was proposed by Alderman W J Dillon, seconded by Councillor S Carson, and agreed to recommend that:

- a) the Director's report in relation to the 10-Year Investment Plan be approved,
- b) Members give consideration to the questionnaire, as circulated, such information to feed into the process, and
- c) a further report be brought to the Development Committee in June 2019 which would take account of responses from Members' questionnaires.

4.3 Circular Economy Opportunity

The Head of Economic Development outlined an opportunity for the Council in relation to an innovative system for recycling plastics.

Councillor J Gray and Alderman W J Dillon welcomed the above proposals which would also be considered by the Environmental Services Committee at its meeting on 3 April 2019.

It was proposed by Councillor J Gray, seconded by Alderman W J Dillon, and agreed to recommend that the proposals for a system to recycle plastics be endorsed and that the project be worked up with appropriate stakeholders and that a future presentation be made to the Development Committee in due course.

4.4 The Dark Walk, Hillsborough

The Committee had been furnished with a copy of a draft licence received from HRP regarding the access to the Dark Walk, Hillsborough.

The Right Worshipful the Mayor, Councillor U Mackin, welcomed the progress to date on this matter and expressed thanks to the Officers for their efforts.

It was proposed by The Right Worshipful the Mayor, Councillor U Mackin, seconded by Alderman W J Dillon, and agreed to recommend that the progress in regard to the access to the Dark Walk be noted and that the draft licence be formalised accordingly.

4.5 Hillsborough Forest, Additional Update

The Committee had been furnished with an update report detailing progress on the delivery of the Hillsborough Forest Project together with the following documents:

4.5 Hillsborough Forest, Additional Update

- Schedule of Activity
- Tender Report to award an Engineering Construction contract for Design and Build of a play area within the Forest
- Tender Report to award an Engineering Construction contract for the extension to the existing car park and refurbishment to the existing path network and new site furniture within the Forest
- Draft Communications Plan
- Maintenance plan for the Forest

The Head of Economic Development elaborated on a number of developments within the Hillsborough Forest project and responded to questions from The Right Worshipful the Mayor, Councillor U Mackin, and Alderman A G Ewart regarding particular proposals within the project.

Alderman S Martin left the meeting at 9.02 am.

It was proposed by Alderman A G Ewart, seconded by Alderman W J Dillon, and agreed to recommend that the undernoted be approved:

- a) the Hillsborough Forest (Phase 1) communication plan
- b) the recommendation of the Tender Report to award an Engineering Construction Contract for the Design and Build of a Play Area with Hillsborough Forest
- c) the recommendation of the Tender Report to award an Engineering Construction Contract for the extension to the existing car park, refurbishment to the existing path network and new site furniture within Hillsborough Forest
- d) the recommendation in relation to the Digital Sculpture Trail procurement exercise and the recommendation to consider the next steps to directly commission artists
- e) the programme for Phase 1 works at Hillsborough Forest to include infrastructure work to the car park, paths, site furniture and play area
- f) the update on Licence and Lease agreement
- g) the new dates for funding criteria as part of the TRPSI (DAERA) funding programme, and
- h) the High level Maintenance Programme.

4.5 Hillsborough Forest, Additional Update (Cont'd)

It was noted that a briefing session on the Hillsborough Forest Projects would be arranged for Members in due course.

4.6 Rolling Year Absence Figures for Service Transformation Department

The Committee had been furnished with and noted the content of a copy of the rolling year absence figures for Service Transformation Department up to 28 February 2018.

The Director responded to comments from Alderman A G Ewart in relation to long term absence in the Service Transformation Department.

Additional Confidential Report

4.7 Ulster Aviation Society – Tornado Aircraft – Correspondence

The Committee had been furnished with a copy of correspondence from the Ulster Aviation Society in relation to the above matter.

It was proposed by Alderman A G Ewart, seconded by Alderman W J Dillon, and agreed to recommend that the Council contributes a sum of £5,000 towards the above initiative.

4.8 Proposed Relocation of the Harry Ferguson Aircraft Memorial Sculpture

Councillor B Hanvey entered the meeting at 9.10 am.

The Committee had been furnished with a copy of a memo from the Ulster Aviation Society in relation to the above matter.

Following discussion it was proposed by Alderman W J Dillon, seconded by Councillor J Gray, and agreed that the request from the Ulster Aviation Society in relation to the relocation of the Harry Ferguson Aircraft Memorial Sculpture be not acceded to, for the reasons discussed.

It was proposed by Councillor J Gray, seconded by Councillor A P Ewing, and agreed to come out of Committee and normal business was resumed.

Resumption of Normal Business

5. Any Other Business

5.1 Thanks of the Chairman
Alderman W A Leathem

As this was the last meeting of the Development Committee for the Council Term, the Chairman, Alderman W A Leathem, wished to thank the Committee Members for their indulgence throughout the past year and expressed best wishes to all Members for the forthcoming Local Government Elections.

The Chairman expressed thanks to the Director of Service Transformation and his team for their support and commitment. He mentioned in particular the Head of Economic Development, the Head of Planning and Capital Development, the Principal Planning Officer, the BRCD Coordinator and the Community Planning Manager.

The Chairman also thanked the Member Services Officers for their help and support to the Committee throughout the year.

There being no further business the meeting terminated at 9.15 am.

Mayor/Chairman