

**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, 2 December 2021 at 6.00 pm**

**PRESENT IN THE CHAMBER:**

Alderman A Grehan (Chairperson)  
Councillor H Legge, (Vice Chairperson)  
Deputy Mayor, Councillor T Mitchell  
Alderman A G Ewart MBE  
Councillors U Mackin, G McCleave, C McCready and A Swan

**PRESENT IN A REMOTE LOCATION:**

The Right Worshipful the Mayor, Alderman S Martin  
Councillors S Carson, J Gallen, A Givan, M Guy and Jenny Palmer

**IN ATTENDANCE:**

Lisburn & Castlereagh City Council  
Director of Service Transformation (Council Chamber)  
Head of Economic Development (Remote Location)  
Head of Planning & Capital Development (Remote Location)  
Portfolio Manager (Remote Location)  
Head of Assets (Remote Location)  
Principal Planning Officer (Remote Location)  
Member Services Officer (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 December 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.

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

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 reminded the Committee of 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 Alderman D Drysdale and Councillors D Honeyford and R McLernon.

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 of the 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, risk 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 Q2 (July – September 2021) for the operational metrics/service KPIs for the Service Transformation Directorate which were internal targets to track and monitor aspects of service performance across the Council.
- a copy of the current Directorate Risk Dashboard along with a summary of risk fluctuations. The Director's report highlighted the key issues in relation to a number of the risks as outlined in the summary sheet. The Director made specific reference to the Management Development risk (listed at no. 6 on the attached summary sheet), it being noted that a workshop to address a number of issues relating to this risk would be convened for Members of the Planning Committee as well as other interested Members in the near future.
- the Service Transformation Summary Budget report for period 7 of the current financial year. The Director elaborated on two key issues in respect of the summary budget report, namely; legal fees (Planning Unit) and the leasing of Bradford Court (Technical & Estates Unit).

### 3.1 Performance/Budgets - Service Transformation

It was proposed by the Vice Chairperson, Councillor H Legge, seconded by the Deputy Mayor, Councillor T Mitchell, and agreed to recommend that the reports on performance, risk and budgets, including the key issues outlined, be noted.

## 4. Report by the Head of Economic Development

### 4.1 Hillsborough Forest – Orienteering Proposal

The Committee considered a report by the Head of Economic Development outlining a proposal in relation to the production of a new orienteering map that would meet Geo Referenced standards and could be used on both traditional mapping and smartphone technology. The Head of Economic Development reported that the Council's internal Hillsborough Forest Project Board had agreed to recommend that the Council supports the production of this new orienteering map up to a maximum £2,000.

The report also made reference to the on-going review of car parking options in Hillsborough, it being noted that the Head of Economic Development intended bringing a further report to the Committee following the ongoing review of these options in due course.

A number of Members welcomed the proposal for the new orienteering map.

The Head of Economic Development and the Director of Service Transformation responded to questions from the Committee in connection with the operation of the proposed new orienteering map. The Director advised the Committee of efforts by Council Officers to develop a business case to secure Covid funding from the Department for Communities in relation to improved infrastructure in Hillsborough.

It was proposed by Councillor U Mackin, seconded by Councillor C McCreedy, and agreed to recommend that:

- a) the orienteering map in Hillsborough Forest be updated, as outlined, and
- b) the Council proceeds with the purchase of the 30 posts and necessary materials for the development of a permanent orienteering course at Hillsborough Forest, up to a maximum cost of £2,000.

### 4.2 Electric Vehicle (EV) On-Street Residential Charge Point Scheme

The Head of Economic Development's report outlined the background and key issues in connection with the Electric Vehicle (EV) On-Street Residential Charge Point Scheme.

The Head of Economic Development updated the Committee following the decision of the Committee in March 2021 that officers would investigate the merits of entering into a

#### 4.2 Electric Vehicle (EV) On-Street Residential Charge Point Scheme (Cont'd)

collaborative approach with other Councils to progress the opportunity to develop an application through the above-mentioned Scheme. It was noted that it was the intention of the consortium to submit a joint application for funding to the £20 million On-Street Residential Charge Point Scheme (ORCS) fund in early 2022 and to use the funding made available from the Minister for Infrastructure to provide the required match funding.

The Committee had been furnished with a copy of a letter received from the Minister for Infrastructure to Council Chief Executives confirming that a funding allocation of £350,000 match funding had been ring-fenced to support Councils who were successful with an application to ORCS.

The Head of Economic Development referred to a recent meeting that had taken place with representatives of the motorcycle fraternity and whilst it was noted that the price of e-bikes was expensive currently, there would be a need for the development of e-bike charging points in the future.

The Director of Service Transformation, Head of Economic Development and the Head of Planning and Capital Development responded to questions from the Committee in connection with a number of issues including:

- consideration of electric vehicle charge points being a regulatory requirement for new build domestic properties
- actual charge per 'charge' transaction to the customer
- motorcycle charging points and motorcycle parking bays
- the need for rapid charging points in car parks
- the limited number of 15 charge point locations across a range of sites being proposed in the first instance

The Director advised that the issues raised, as well as other legislative matters would be addressed further at the Member workshop planned for January 2022. It was noted that this initiative would be consistent with the strategic context as set out in the Council's Car Parking Strategy.

Councillor Jenny Palmer paid tribute to the efforts of the Director of Service Transformation and the Head of Economic Development and the team in progressing this important piece of work in a timely manner.

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

- a) the letter from the Minister for Infrastructure confirming the funding allocation of £350,000 match funding towards the Electric Vehicle Charge Point Scheme be noted,
- b) Council Officers continue to work as part of the Consortium to bring forward the submission of a joint application to the ORCS funding stream,

#### 4.2 Electric Vehicle (EV) On-Street Residential Charge Point Scheme (Cont'd)

- c) a workshop be held in January 2022 with Members to agree final proposals for the locations of the charge points application process, and
- d) the commissioning arrangements for a strategic partner to provide off-street car parking charge points on a concession-based contract be progressed.

#### 4.3 High Street Task Force Call for Evidence – Draft Council Response

The Head of Economic Development advised the Committee that the Stormont Executive Office had formed the High Street Task Force (HSTF), which included members from retail, hospitality, local government, academia, the voluntary and community sector, the culture and arts sector, tourism and trade unions. The HSTF had identified challenges and issues faced by high streets across NI, and was seeking views on solutions to support high streets and to contribute to the development of thriving and sustainable city, town and village centres. It was noted that a final report would be presented to the Executive by Spring 2022.

The Head of Economic Development's report provided a link to documents in connection with the Executive's call for evidence.

The Committee had been furnished with a copy of the draft Council response in respect of the HSTF Call for Evidence which had been developed by officers in consultation with stakeholders including Lisburn Chamber of Commerce. It was noted that the deadline for submissions had been extended to 13 December which would allow the Committee to formally consider the Council's draft response. The Head of Economic apologised to Members for the lateness in providing the draft Council response which had been issued earlier that day.

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

- a) the report on the HSTF Call for Evidence and associated documentation be noted,
- b) individual Members consider providing their own responses to the call as appropriate,
- c) the draft response be considered and any additional comments from Members of the Committee be included as appropriate, and
- d) the document be submitted as a final draft by 13 December, with a final version submitted once ratified by Council at its meeting on 15 December, 2021.

## 5. Report by the Portfolio Manager

### 5.1 Digital Infrastructure Development Update

The Portfolio Manager outlined the background and key updates in relation to the Council's Digital & Innovation Strategy 2020-2023 the purpose of which was to improve digital infrastructure connectivity that would meet the demands of modern living and work and also attract new investment into the area.

The report circulated provided an update in relation to the 'Digital LCCC' Pillar, the aim of which was to 'future proof' the Council area to ensure there is an adequate digital and smart innovation ecosystem in place so that the Council continues to have a competitive advantage in drawing down future public sector funding and private sector investment to develop key industrial sites.

A number of proposals were outlined in relation to:

- securing dark fibre capability to strategic nodes and gateways of key industrial sites within the Council area in the anticipation of future development at identified sites.
- a comprehensive 'network in advance' exercise in identified sites whereby telecommunication providers would be asked to develop digital infrastructure plans for their respective sites
- exploring ways to support future advanced wireless network technology within the Council area.

The Portfolio Manager advised that an application to the DCMS Digital Connectivity Infrastructure Accelerator Programme had been submitted by the lead applicant, Belfast City Council, on Thursday 18 November. Other consortium partners included Antrim & Newtownabbey Borough Council, Ards & North Down Borough Council and Land & Property Services. It was expected that Consortium Partners would be informed if the application had been successful in mid-January 2022 (and not mid-December 2021 as indicated in the report circulated) after which the Council would be obliged to commence the project in early January 2022.

The Portfolio Manager responded to a question from a Member in relation to the reference in the report to advanced wireless network technology.

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

- a) the proposals to work in partnership with key telecommunication providers be approved, namely;
  - (i) to explore the current potential to bring dark fibre capability to strategic nodes and gateways within identified industrial sites, and

## 5.1 Digital Infrastructure Development Update (Cont'd)

- (ii) to undertake a more comprehensive 'network in advance' exercise whereby telecommunication providers are asked to develop digital infrastructure plans for identified sites in acknowledgement of emerging and more detailed development proposals being brought forward by public and private sector investors.
- b) subject to a successful outcome, the Letter of Offer from DCMS for the Digital Connectivity Infrastructure Accelerator Programme funding bid as outlined, be accepted.

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

### 6.1 Local Development Plan – Delegated Authority to Officers in relation to matters regarding the Local Development Plan arising during the Independent Examination

The Head of Planning and Capital Development reminded the Committee that the Council had submitted its Plan Strategy to the Department of Infrastructure (DfI) on 22<sup>nd</sup> March 2021 and that DfI had since caused an Independent Examination.

The Council had submitted all documents to the Planning Appeals Commission on 23<sup>rd</sup> July 2021 (the body conducting the Independent Examination) and awaited confirmation on a date for the commencement of said Independent Examination.

The Head of Planning and Capital Development outlined in his report a number of issues in connection with the above-mentioned Independent Examination and the need for Officers to have delegated authority over and above those that were contained in Section 3 of the Council Scheme of Delegation, and which was necessary to facilitate the progression of the Council's Draft Plan Strategy through the Independent Examination process. The specific areas requiring delegated authority were outlined in the report circulated.

It was proposed by the Vice Chairperson, Councillor H Legge, seconded by Councillor U Mackin, and agreed to recommend that:

- a) Officers attending to the Independent Examination can act on behalf of the Council under delegated authority as outlined in the report, over and above the current Council Scheme of Delegation and
- b) a progress report be brought to the Committee following the Independent Examination which would highlight any amendments to the agreed Draft Plan Strategy during the Independent Examination process.

The Principal Planning Officer left the meeting at 6.40 pm.

## 7. 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:

Lisburn Public Realm Scheme Update: Confidential due to a) information relating to the financial or business affairs of any particular person or organisation (including the Council holding that information), b) information in relation to which a claim to legal professional privilege could be maintained in legal proceedings, and c) information likely to reveal the identity of an individual

New Covid Recovery Small Settlements Regeneration Programme – Draft Proposals: 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 Alderman A G Ewart, seconded by Councillor C McCreedy, 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 (6.40 pm).

"In Committee"

### 7.1 Lisburn Public Realm Scheme Update

The Director of Service Transformation's report highlighted the background and key updates in relation to the Lisburn Public Realm Scheme.

The Director of Service Transformation elaborated on the key updates as outlined in the report, it being noted that further update reports would be brought to the Committee in due course.

It was proposed by Alderman A G Ewart, seconded by the Vice Chairperson, Councillor H Legge, and agreed that the update report on the Lisburn Public Realm Scheme be noted.

### 7.2 New Covid Recovery Small Settlements Regeneration Programme – Draft Proposals

The Committee considered a report by the Head of Economic Development outlining the background and key issues in relation to the draft proposals for a new Covid Recovery Small Settlements Regeneration Programme. A summary of the Programme's objectives were set out in the report and a copy of the draft guidance had been appended to the report.

The Head of Economic Development and the Director of Service Transformation elaborated on the types of projects that may be considered for funding under the above-mentioned regeneration programme, and responded to questions from the Committee.

## 7.2 New Covid Recovery Small Settlements Regeneration Programme – Draft Proposals (Cont'd)

Councillor U Mackin left the meeting at 6.44 pm.

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

- a) the report on the above-mentioned draft proposals for a new Covid Recovery Small Settlements Regeneration programme and the associated element of risk until the Letter of Offer was secured, be noted
- b) a workshop for Members be arranged during December 2021 to consider options for DEA small settlements projects and to agree an appropriate course of action,
- c) Officers commence work on a draft plan for this proposed regeneration programme,
- d) in view of the tight deadline for the submission of Councils' investment plans, the Committee seeks delegated authority from the Council to the Chairperson of the Committee and the Director of Service Transformation to agree an investment plan, subject to final approval by the Department of Finance, and
- e) further update reports on the Council's draft investment plan as part of the new Covid Recovery Small Settlements Regeneration Programme be brought to the Committee in due course.

### Verbal Confidential Matters by the Director of Service Transformation

## 7.4 Service Transformation Risk Dashboard

Further to agenda item 3.1 Quarterly Reports on Performance, Risk and Budgets for the Service Transformation Directorate, the Director of Service Transformation updated the Committee further on two issues in connection with the Directorate's risk dashboard, namely;

- a) the intention to hold a workshop in the near future for Members to provide a better understanding of the risk associated with major planning decisions by this Council, and
- b) a matter relating to a potential major investment. The Director paid tribute to the efforts of the Head of Planning and Capital Development and his team, as well as the Director of Environmental Services and her teams who had all worked together on this investment project

### Resumption of Normal Business

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

## 8. Any Other Business

### 8.1 Chamber of Commerce Annual Dinner Alderman A Grehan, Chairperson

Alderman A Grehan having referred to the Council having taken a table at the Northern Ireland Chamber of Commerce's Annual Dinner reported that this had been a successful evening with significant networking having taken place with a number of manufacturing and service businesses from across the Council area. The Chairperson extended thanks to the Vice Chairperson, Councillor H Legge, for having attended on the evening.

Alderman A Grehan advised the Committee that Dr Katrina Collins had been appointed recently as President to the Lisburn Chamber of Commerce and in this regard requested that a letter from the Council be sent to Dr Collins conveying congratulations on her appointment to President and to convey that the Committee was looking forward to working with her in the near future.

### 8.2 Christmas Light Programme – Incident in Lisburn City Centre Alderman A Grehan, Chairperson

Alderman A Grehan having referred to an incident which had occurred earlier that evening in the City Centre during the City Centre's Christmas Light show, which had since been resolved, wished to put on record her thanks to the Council Officers and staff from Leisure and Environmental Services who had attended to the incident earlier that evening.

Alderman A Grehan also stated that she felt that the Council's Christmas Light Shows were fantastic this year and reported that a number of positive feedback on the light shows had been received to date.

### 8.3 Labour Market Partnership – Letter of Offer Head of Economic Development

The Head of Economic Development reported that the Letter of Offer from the Department for Communities in the sum of circa £70,000 for administration funding in respect of the Council's Labour Market Partnership initiative had been received in recent days, it being noted that this funding related to the current financial year.

### 8.4 Invest NI – Letter of Offer Head of Economic Development

The Head of Economic Development reported that the Letter of Offer in the sum of £20,000 from Invest NI towards the cost of socio-economic research work in connection the Council's foreign direct investment projects, had been received in recent days.

8.5 Sentiments of the Season  
Chairperson, Alderman A Grehan

This being the last meeting of the Committee prior to Christmas, the Chairperson, Alderman A Grehan, conveyed sentiments of the season to everyone and put on record her thanks to Members for their continued support and engagement at meetings.

The Chairperson also indicated to everyone to stay safe over the Christmas period.

Conclusion of Meeting

The Chairperson, Alderman A Grehan, thanked Members for their attendance and there being no other business the meeting was terminated at 7.07 pm.

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Chairperson