

**LISBURN & CASTLEREAGH CITY COUNCIL**

**Minutes of the Meeting of the Development Committee held in the Island Civic Centre, The Island, Lisburn, on Wednesday, 7 February, 2018 at 7:06 pm**

**PRESENT:**

Alderman A G Ewart MBE (Chairman)

Deputy Mayor  
Councillor H Legge

Aldermen W J Dillon MBE, D Drysdale, W A Leathem and S Martin

Councillors J Baird, S Carson, A P Ewing, J Gallen, A Givan, A Grehan, U Mackin, T Mitchell and S Skillen

**IN ATTENDANCE:**

Director of Service Transformation  
Head of Economic Development  
Principal Planning Officer (LDP)  
Community Planning Manager  
Member Services Officer

**Commencement of the Meeting**

At the commencement of the meeting, the Chairman, Alderman A G Ewart, outlined 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 The Right Worshipful the Mayor, Councillor T Morrow, and Councillor A Redpath.

2. **Declarations of Interest**

There were no declarations of interest expressed at this point. However, during the meeting, the following declarations were made:

- Councillors A P Ewing and A Givan in respect of item 5.8 "Lisburn Commerce Against Crime/CCTV System", in light of their membership of the Board of Lisburn Commerce Against Crime; and
- Councillor S Skillen in respect of item 5.2 "European Social Fund Match Funding – Project Assessment Update", given that her mother worked for Gems NI.

The Deputy Mayor, Councillor H Legge, submitted a declaration of interest form after the meeting in respect of item 4.1.6 "Annual Progress Report from Housing Executive on Sustainable Strategy and Action Plan", given that she was a member of the Board of the Northern Ireland Housing Executive (NIHE).

3. Minutes

It was agreed that the minutes of the meeting of the Development Committee held on 10 January, 2018 and the special meeting of the Development Committee held on 17 January, 2018, as adopted at the meeting of Council held on 23 January, 2018, be confirmed and signed.

4. Report from Director of Service Transformation

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

Items for Decision

4.1 Report by Principal Planning Officer (LDP)

Members were provided with a copy of a report prepared by the Principal Planning Officer (LDP) in respect of the following:

4.1.1 Guidance Note LDP and Soundness

Alderman D Drysdale arrived to the meeting during consideration of this item of business (7.11 pm).

A Members' training event, facilitated by appointed independent expert, Jane Healy Brown (ARUP), had been held on 15 November, 2017 in relation to the development of the Council's Local Development Plan (LDP). The event had focussed on the preparation of the LDP and how to best achieve 'soundness'. Following the event, a Members' Guidance Note had been prepared and been legal-proofed by the Council's solicitors. The Guidance Note, copy of which Members had been provided with, was intended to be Members' first reference point when involved in any discussions relating to the Council's LDP.

It was proposed by Councillor U Mackin, seconded by Councillor J Baird and agreed to recommend that the LDP Guidance Note be approved. It was further agreed that this be supplemented with clear reference to how Members should advise anyone who may approach them in relation to the process around the Council's LDP. This supplement would be agreed by the Chairman and Vice-Chairman. Following the Council meeting at the end of the month, all Elected Members would be provided with a hard copy of the Guidance Note.

4.1.2 Response from Department for Infrastructure Permanent Secretary to Chief Executive Letter Regarding Joint Working and the Local Development Plan

Members were reminded of the requirement for joint working with neighbouring councils and regional government departments. Due to a number of ambiguities and issues that had arisen, the Chief Executive had written to the Department for Infrastructure (DfI) seeking clarification. Members were provided with a copy of this letter (dated 29 November, 2017), which referred to four specific issues, as outlined in the report of the Principal Planning Officer (LDP).

4.1.2 Response from Department for Infrastructure Permanent Secretary to Chief Executive Letter Regarding Joint Working and the Local Development Plan (Contd)

Members were also provided with a copy of a response from the Permanent Secretary dated 20 December, 2017, the contents of which were outlined in the report of the Principal Planning Officer (LDP).

It was proposed by Councillor U Mackin, seconded by Councillor S Carson and agreed to recommend that:

- (a) the contents of the above correspondence be noted; and
- (b) a further evidence base be developed in support of the Council's housing growth ambitions.

4.1.3 Update on Department for Infrastructure Meeting Regarding Draft Plan Strategy

Members were provided with, and noted the contents of, a copy of a report providing details of a meeting held with the DfI Infrastructure Strategic Planning Team on 11 January, 2018 regarding the Draft Plan Strategy.

4.1.4 Response to Armagh City, Banbridge and Craigavon Borough Council Pre-Preferred Options Paper Consultation

Members were provided with, and noted the contents of:

- (a) a copy of a letter dated 12 January, 2018 from Armagh City, Banbridge and Craigavon Borough Council regarding the pending publication of its Preferred Options Paper. The purpose of the consultation was to enable the Council to take account of any relevant issues that Lisburn & Castlereagh City Council, as a neighbouring council, had in relation to specific planning policy or land-use issues, for consideration in advance of publication; and
- (b) a copy of this Council's response to Armagh City, Banbridge and Craigavon Borough Council dated 17 January, 2018

4.1.5 Update on Metropolitan Area Spatial Working Group 26 January, 2018

The Principal Planning Officer (LDP) set out in her report, the agenda items that had been discussed at a meeting of the Metropolitan Area Spatial Working Group on 26 January, 2018. It was noted that a summary of the outcomes arising from the meeting was that councils were still seeking further clarification on a number of issues and a joint letter was to be sent to the DfI regarding issues that had arisen. Councils had expressed concern that the interdependencies, especially with regard to transport linkages, may adversely impact on the programme timetables that were being worked to.

It was further noted that full minutes of the meeting would be presented to the March meeting of the Development Committee and that updates on subsequent

4.1.5 Update on Metropolitan Area Spatial Working Group  
26 January, 2018 (Contd)

meetings of the Working Group would be reported to the Committee in due course.

The Director of Service Transformation and the Chairman, Alderman A G Ewart, thanked Councillor U Mackin for having chaired the meeting of the Metropolitan Area Spatial Working Group on 26 January at short notice.

4.1.6 Annual Progress Report from Northern Ireland Housing Executive  
on Sustainable Strategy and Action Plan

In November 2016, the Northern Ireland Housing Executive (NIHE) had launched "Sustainable Rural Communities", a Rural Strategy and Action Plan 2016-2020. The Plan had five strategy objectives, as set out in the report of the Principal Planning Officer (LDP). It was noted that 43 action points had flowed from the objectives and the NIHE had issued its first Annual Progress Report in respect of work commencing on all 43 action points. Further updates on the Strategy and Plan would be reported to the Development Committee upon receipt from the NIHE.

4.2 Report by Community Planning Manager

Members were provided with a copy of a report prepared by the Community Planning Manager in respect of the following:

4.2.1 Actions within Community Plan

Members were reminded that, at the Committee meeting held in January 2018, the Community Plan Draft Action Plan had been noted. The Community Planning Manager reported that, since then, all the Community Planning Partners had been asked to commit to those parts of the Action Plan which fell within their remit. Members were now requested to do likewise and adopt the Council's contribution to the Community Planning process. Members having been provided with a copy of the Draft Action Plan, it was proposed by Alderman W J Dillon, seconded by Councillor A Givan and agreed to recommend that the Council's contribution to the Community Plan Draft Action Plan be approved.

The Community Planning Manager pointed out that, even when the Draft Action Plan had been adopted, it should be considered as a working position, given that new initiatives and agreed partnership actions may come forward for consideration.

Alderman S Martin commended the Community Planning Manager on the work she had put into developing the Community Plan Draft Action Plan. He referred to four non-statutory consultees who were leads in relation to actions identified in the Plan and expressed concern at the potential for perceived conflicts of interest. The Director of Service Transformation concurred with Alderman Martin and agreed that his concerns would be taken on board.

#### 4.3 Report by Head of Economic Development

The Principal Planning Officer (LDP) and the Community Planning Manager left the meeting at this point (7.35 pm).

Members were provided with a copy of a report prepared by the Head of Economic Development in respect of the following:

##### 4.3.1 European Year of Cultural Heritage Grant Programme

The Head of Economic Development reported that the Department for Communities (DfC) had ran a European Year of Cultural Heritage Grant Programme Workshop on 10 January, 2018. The workshop had presented a new funding programme based on a number of objectives, as set out in the Head of Economic Development's report.

Following the workshop, Officers had submitted an 'Initial Enquiry email' to apply for support towards a Hillsborough Digital Trail, based on the recommendations of the Hillsborough Tourism Master Plan, and allowed promotion of the village and its heritage content through new technologies. Officers had been notified that the Council had been shortlisted to full application stage and a workshop held on 25 January, 2018 had allowed better feedback from the DfC. Feedback would assist in gathering information towards submitting a full application before 12 February, 2018.

The total funding available for Northern Ireland was £400,000, with an expected 8-12 projects likely to get funding support. The Head of Economic Development advised that 100% funding was available; however, additional match-funding contributions may strengthen any potential bid. The overall cost of the Hillsborough Digital Trail was estimated to be up to £60,000. With this in mind, and as the project was aligned to the Hillsborough Tourism Master Plan, an indicative contribution from the Council of £15,000 may assist in strengthening the application.

It was proposed by Alderman W J Dillon, seconded by Councillor J Baird and agreed to recommend that an application be submitted to the DfC for a new Hillsborough Digital Trail and that an indicative contribution from the Council of £15,000 towards the overall estimated project costs of £60,000 be approved to strengthen the application. It was further agreed to recommend that a further report on the success of the application be provided to the Committee in due course, at which time the Committee could confirm its position regarding match-funding.

##### 4.3.2 Lisburn and Castlereagh City Business Awards 2018

Members were reminded of the upcoming Lisburn & Castlereagh City Business Awards 2018. This year's Awards Ceremony and Gala Dinner was to be held in the La Mon Hotel on Friday, 23 March, 2018.

Given the Council's prominence in local business development activities, it had been agreed by the Development Committee in June 2017 that, once again, the Council would be one of the main sponsors of the Awards, at a cost of up to a

#### 4.3.2 Lisburn and Castlereagh City Business Awards 2018 (Contd)

maximum of £10,000. In line with previous years, this sponsorship included a free guest table of 10 attendees. Given the success and profile of the last event in 2016, it was proposed by Alderman W J Dillon, seconded by Councillor J Gallen and agreed that the Council purchase an additional table for 10 attendees, at a total cost of £650 + VAT, thereby allowing for an opportunity for additional guests, Elected Members and key decision-makers to attend this prestigious event.

#### 4.3.3 Visit Lisburn Castlereagh Website

Members were advised that one of the key promotional tools for Council tourism was through the Visit Lisburn Castlereagh website; however, with technology advancements, a redesign was now required around every three years. The current website was now four years old and required a new look and feel, functionality and ability to link with other tourism platforms. The new proposed tourism website would sit within the Council brand guidelines and, upon completion, would be promoted through a number of activities that fell within the draft Digital and Communications Strategy 2018.

The new website would be used to promote all areas of the Council area to visitors, inviting them to discover all that was on offer and keeping them informed of what to do, where to visit and places to stay and eat. Over the last 4 years, 620,000 website views had been made on [visitlisburncastlereagh.com](http://visitlisburncastlereagh.com), representing 220,000 website users. To increase these numbers, a website was required that was better designed to meet Google's most recent requirements for search engine optimisation, eg. faster upload speed, minimal use of plug-ins, better image compression and other technical considerations. Having a website that was both technically robust and designed specifically to meet users' expectations would underpin the Council's promotional activities of the local tourism and visitor product. With a significant 80% of all web content now being accessed via smartphones and smartphone technology adapting radically to accommodate this, it was crucial that the Council's tourism website was both technically and aesthetically designed for this end.

Visitors from all demographic groups most often planned trips in advance and would access relevant information from the internet. A new and improved website would provide the foundation for all tourism digital marketing and, it was anticipated, would, at a minimum, double usage from that of the current site.

A key objective of the Council's tourism activities was to increase overnight visitor numbers. The Council was very aware that, with a substantial and continuing projected increase in visitors to Northern Ireland, Great Britain and the Republic of Ireland, it was vital to engage with all groups and individuals both in advance of and during their visits. It was necessary to ensure that the Council's digital marketing activities, of which the website was a fundamental aspect, were both strategic and technically excellent, employing the most contemporary methods and functionality that users would respond to. Site structure should be focussed specifically to engage with day visitors from Ireland and Northern Ireland, as well as overseas visitors passing through the area en route to other areas and tourist attractions.

#### 4.3.3 Visit Lisburn Castlereagh Website (Contd)

It was proposed by Councillor U Mackin, seconded by Councillor A P Ewing and agreed to recommend that approval be given to a maximum budget of £20,000 from the tourism budget estimates towards the redesign of a new Visit Lisburn and Castlereagh website.

The Head of Economic Development took note of comments by Councillor S Carson that the new website should be linked to an 'app'.

#### 4.3.4 24 Hour Touchscreens

The Head of Economic Development reported that Tourism currently had two 24 hour touchscreens located at Lisburn Visitor Information Centre and Lagan Valley LeisurePlex, with information synced from the Visit Lisburn Castlereagh website. The screens had proved popular with visitors, with some 18,500 views, and information available included places to stay, attractions, activity providers, places to eat, events and more.

Other sites for 24 hour screens had been identified, with approval agreed for erecting a touch screen at Forestside Shopping Centre and a further one for Dundonald International Ice Bowl, which could be reinstated in the redeveloped Ice Bowl, when constructed. In addition to providing a link to the tourism website's content, it was possible to use the touchscreens to offer other services to visitors; for example, the touchscreens had capability to integrate with booking systems and make reservations at local facilities, such as Dundonald International Ice Bowl, or to avail of offers from relevant local businesses. The screens could also offer information such as traffic updates and weather reports. This digital format of providing information was in keeping with visitor expectations, linking to constant real-time information and easily accessible via the clean and contemporary interface.

Touchscreens provided tourism staff with the capability of cross-selling information to visitors regarding other places to visit within the area, encouraging repeat visitation and a longer length of stay. The ability to update content in minutes ensured that information was up-to-date and local eateries and restaurants or other attractions could avail of space on the touchscreen to promote new offers and availability. All local upcoming events or tailor-made packages of suggested activities, eg. for couples at Valentine's Day, could be promoted via the screens and help to support local economic impact.

This technology extended the existing support currently provided free of charge by Visitor Information Centre staff and was an additional service to the ratepayer, both locally and Province-wide. The Head of Economic Development advised that the cost per touchscreen was £3,400, excluding VAT, and the cost for software and installation was £3,500, excluding VAT, with a slight discount for purchasing more than one. Members having been provided with details on the specification of the touchscreens, it was proposed by the Deputy Mayor, Councillor H Legge, seconded by Councillor A P Ewing and agreed to recommend that approval be given to a maximum budget of £12,500, including VAT, for the purchase of two more 24 hour touchscreens, one at Forestside Shopping Centre and one at Dundonald International Ice Bowl.

4.3.5 Eurocities Network Membership 2017/2018 & 2018/2019

Members having been provided with a copy of a report detailing the opportunities available to the Council through membership of the Eurocities Network, it was proposed by Councillor U Mackin, seconded by Alderman W J Dillon and agreed to recommend that:

- (a) approval be given to the payment of the annual membership of Eurocities for the 2017/2018 period, at a cost of €4,420 (approx. £3,900) and payment of the annual membership for the period 2018/2019 of €4,420;
- (b) Council Officers be afforded the opportunity to attend meetings of the Economic Development Forum and the Co-operation Platform and that Elected Members be afforded the opportunity to attend the annual conference if opportunities had been identified to further the objectives of the Council's Economic Development Strategy, Corporate Plan and Community Plan; and
- (c) Council Officers explore opportunities for the Council to host a future Co-operation Platform meeting with a focus to showcase the Council area as a destination to visit and invest in.

The Director of Service Transformation pointed out that training was being arranged for all Heads of Service in order that all Departments of the Council could take advantage of the opportunities presented by Eurocities Network membership.

4.3.6 Lisburn & Castlereagh City Council and South Eastern Regional College Local Skills Initiative – Update

Councillor S Carson left the meeting during consideration of this item of business (7.52 pm).

Members were reminded of the above local skills development initiative, whereby the Council was working with the South Eastern Regional College (SERC) to facilitate discussions with local employer in relation to their skills requirements and, where possible, developing local solutions and new initiatives to address these.

On 7 December, 2017, The Right Worshipful the Mayor, Councillor T Morrow, and the Vice-Chairman, Councillor A P Ewing, had facilitated a meeting with representatives from nine logistics and haulage companies. It had been brought to the Council's attention through a number of Business Engagement visits attended by Elected Members that local companies in this sector were experiencing difficulties in recruiting qualified HGV drivers, as well as warehouse and general operatives. The meeting on 7 December had also been attended by representatives from the Council's Economic Development Unit, SERC, the Road Haulage Association and Total Training Solutions, who currently delivered apprenticeships for the haulage and logistics sector.

Members were provided with a copy of information on the key areas of discussion and proposed actions arising from the meeting, which included a proposal that the Council facilitate a delegation of Elected Members, senior Officers and local businesses to the Department for the Economy to lobby for a

4.3.6 Lisburn & Castlereagh City Council and South Eastern Regional College Local Skills Initiative – Update (Contd)

Sectoral Partnership in Logistics to be set up as soon as possible, as well as the Council working with SERC and the other partners to explore opportunities for new locally-focussed employment initiatives which would help local companies to recruit for current vacancies. In addition, there were a number of marketing initiatives which the Council and local businesses could implement to help raise the profile of the industry locally and career opportunities, including running a Love Your Lorry Week as part of the overall Made in Lisburn Castlereagh campaign in Autumn 2018.

It was proposed by Councillor J Baird, seconded by Alderman W J Dillon and agreed to recommend that the Chairman and Vice-Chairman, or their nominees, facilitate a delegation to the Department for the Economy, as detailed above, and that the Council and its partners continue to work with local business representatives to progress these discussions and develop new local initiatives, where relevant.

During discussion, Officers took note of Members' comments regarding:

- the need to work with SERC to encourage and support all trades that were lacking in recruits, such as building, plastering, electrics and plumbing;
- the need to make apprenticeships more attractive for young people;
- insurance-related difficulties with taking on apprentices; and
- difficulties accessing funds that had been paid through the apprenticeship levy.

Members asked that the above points be raised at the meeting with the Department for the Economy.

4.3.7 'Lisburn Castlereagh in Lights' Christmas Theme Proposal

Members were reminded that there was a proposal to review the former Lisburn City for Life campaign. The proposal was that any new campaign would be more inclusive of the entire City and its various business districts.

The Head of Economic Development advised that Officers had started to develop ideas for the Christmas period in 2018 and a proposed idea was that a new theme could be manifested within the various commercial areas, with the main activity taking place in Lisburn City Centre as the strongest commercial centre supporting the Council's rate base. To this end, Officers had been investigating a number of options and had started to formulate a proposal around a 'Lisburn Castlereagh in Lights' theme. Some unique ideas were being proposed which had a real opportunity to drive footfall and spend into commercial centres over the Christmas period. The theme would also support opportunities for positive and far-reaching marketing initiatives.

Following a recent visit to Norwich City Centre and investigations carried out into various lighting and activity options, Members were provided with a copy of a proposal for Lisburn City Centre, prepared by City Centre Management Officers. If approved, the Head of Economic Development advised that this could then be

#### 4.3.7 'Lisburn Castlereagh in Lights' Christmas Theme Proposal (Contd)

developed as a concept for all of the main commercial areas across the Council and imbedded into Christmas event and animation activities delivered across all departments.

Members having welcomed the proposal on the 'Lisburn Castlereagh in Lights' theme, it was proposed by the Deputy Mayor, Councillor H Legge, seconded by Councillor S Skillen and agreed to recommend that Officers investigate the proposal further and that a more detailed report be presented to the Committee for consideration at its next meeting.

#### 4.3.8 Linen Biennale

The Head of Economic Development reported that a proposal for Council support toward a new event, Linen Biennale, had been presented to the January meeting of the Leisure and Community Development Committee. It had been agreed at that time to explore whether support for the event could come from both that Committee and the Development Committee.

Officers from Leisure and Community Services and Tourism had met to discuss the proposal, with agreement that more information be sought in order to properly consider the merits in supporting this new event. It was noted that a further report on this proposal would be presented to the Committee upon receipt of such information.

#### 4.3.9 Shop Front Improvement Scheme – Update

Members were reminded that the Council's City Centre Management Team was delivering a Shop Front Improvement Scheme in Lisburn City Centre, as well as in the commercial centres of Dundonald and Carryduff. This was being financially supported through the Department for Communities Revitalisation Programme.

In order to be eligible for an award of grant, businesses and/or property owners were required to meet certain application conditions and have all necessary permissions in place, including planning approval where appropriate. Particular consideration was given to planning applications where the property was located within the Lisburn Conservation Area, given that certain guidelines must be adhered to.

Members noted from the Head of Economic Development's report, a summary of progress made to date. It was further noted that the timeframe for delivery of the overall Grant Scheme was restrictive, given that approval from the Department for Communities had only been received very late in the financial year. Members were assured that everything possible was being done to support businesses to meet the conditions of the grant offer, including a collaborative approach with colleagues in the Planning Unit. Individual meetings had been held with the applicants who still required planning approval to assist them through the completion of the process. It was expected that, if they submitted the required information as soon as possible, they would be in a position to avail of the grant within the timeline of the scheme.

4.3.9 Shop Front Improvement Scheme – Update (Contd)

Officers took note of comments regarding the need for communication from the Conservation Officer to be simplified for agents/applicants.

Councillor A P Ewing was unsure whether he should declare an interest in this item as he was not aware if his employer had applied for a grant under this scheme. The Head of Economic Development undertook to investigate if this was the case and advise Councillor Ewing accordingly.

During discussion:

- (a) Alderman W A Leathem expressed his dissatisfaction with the large number of training events currently being arranged for Members. He requested that for any future such events being organised by staff in Economic Development, Elected Members receive an electronic calendar invitation to attend, rather than just an email;
- (b) Alderman W A Leathem referred to discussion that had taken place at a previous workshop regarding expanding the City Centre boundaries to include Longstone Street and Sloan Street. The Director of Service Transformation confirmed that representation had been made to the Department in this regard. Longstone Street was included in the re-designation of the City Centre in the Preferred Options Paper. Sloan Street could not be included in that; however, a separate case was being made in relation to shop fronts in Sloan Street as part of an arterial routes project;
- (c) Members were advised that when the public realm schemes had been completed in Hillsborough and Moira, submissions would be made, once a Minister was in place, to commence shop front improvement schemes at those locations.

The Deputy Mayor, Councillor H Legge, commended Officers involved in progressing the shop front improvement scheme. She had been contacted by a number of businesses in Dundonald who had been very pleased to have been part of the scheme.

4.3.10 Lisburn & Castlereagh City Council, Lisburn Chamber of Commerce and Intertradelreland Joint Business Networking Event – 9 February, 2018 – Café Vic Ryn, Lisburn

The Head of Economic Development advised that Members may recently have received an invitation from the Chairman of the Development Committee to attend the above event, the key speaker at which would be Sir Jeffrey Donaldson. The event had been themed around providing information on Brexit for local businesses, including the key considerations for local SMEs in relation to currency, supply chains, tariffs on trade and sector-specific issues.

It had been agreed at the December meeting of the Development Committee that the Council would deliver a Brexit-based information session in February 2018 for local companies, in partnership with Intertradelreland. The Chairman, Alderman A G Ewart, had, therefore, agreed that, as the Chamber of Commerce was running a similar Brexit-themed event with Sir Jeffrey Donaldson on 9 February, this would

4.3.10 Lisburn & Castlereagh City Council, Lisburn Chamber of Commerce and Intertradelreland Joint Business Networking Event – 9 February, 2018 – Café Vic Ryn, Lisburn (Contd)

be an excellent opportunity for the Council to also work in partnership with the Chamber to maximise the potential attendance by local businesses and to avoid duplication. Lisburn Chamber of Commerce had subsequently updated all promotional material it had previously produced to reflect this enhanced business networking event and partnership with the Council and Intertradelreland.

The Chairman, Alderman A G Ewart, asked any Members interested in attending the networking event to notify the Economic Development Unit accordingly.

Item for Noting

4.4 Planning Monitoring Framework

Members were provided with:

- (a) correspondence dated 30 January, 2018 from the Permanent Secretary, DfI, outlining the Planning Monitoring Framework which SOLACE had been asked to comment on; and
- (b) a copy of the Framework document, which set out a series of indicators of how the planning function was to be assessed within the Local Authority context.

The Director of Service Transformation asked that Members advise him, no later than 20 February, 2018 of any comments they had in relation to Planning Monitoring Framework.

4.5 Budget Report

Members were provided with, and noted the contents of, a copy of a summary budget report for Service Transformation for the year to 31 March, 2018, as at 31 December, 2017.

Additional Report

4.6 RTPI “Improving Performance” - 12 March, 2018 – The Mac, Belfast and Annual Dinner on 15 March 2018 – Titanic Hotel

Members having been provided with a copy of correspondence dated 1 February, 2018 from RTPI regarding the above, it was proposed by Alderman W J Dillon, seconded by Councillor A Grehan and agreed to recommend that:

- (a) any Member of the Development Committee interested in attending the “Improving Performance” conference on 12 March, 2018, be permitted to do so; and
- (b) the Council avail of a sponsorship package for the annual dinner on 15 March 2018, at a cost of £200 + VAT, with the Council’s logo being included on publicity materials.

4.7 Inward Investment Programme Events April 2018 – Update

The Head of Economic Development reported that, under the banner of ‘Invest Lisburn Castlereagh, the Council had hosted an annual high profile investment promotion event in the Palace of Westminster, London, since 2015. Attended by over 100 delegates, this had proven to be an important event, which acted as a platform to raise the profile of the Council area as an inward investment opportunity, as well as helping the showcase and promote local businesses and trade opportunities. Given the success of these previous events in London, the Council had seen an opportunity to further develop the profile of the Council area and its local businesses to key contacts in London and GB markets and was now planning its most ambitious programme of activity to date in 2018.

Members were provided with a copy of further detail on the annual Westminster event, which this year would be held on 18 April, as well as the Food & Drink trade mission taking place the same week from 18-21 April, with 10 local producers participating. It was noted that the Westminster event had been given Committee approval in June 2017.

Members were reminded that, at a meeting of the Committee held on 6 December, 2017, it had been agreed that consideration be given to hosting a further high profile event in London, in addition to the annual Westminster event, to further enhance the Lisburn Castlereagh presence in the GB market and to promote further investment and business development opportunities.

It was recommended that an additional event take place on 17 April in the White Tower at the Tower of London. This event would be run in partnership with Historic Royal Palaces (HRP) and, given the significance of Hillsborough Castle and the Hillsborough Tourism Masterplan to the future tourism development of the City, the event would have a key focus on investment opportunities in Tourism and Hospitality and target, in particular, new hotel investment, as well as using it as platform to launch the Council’s new Tourism Development Strategy.

The Head of Economic Development advised that the cost to host this event was expected to be in the region of up to £22,000, with HRP contributing the hire of the venue free of charge to the Council (which would usually cost £8,200). It was intended that relevant local businesses would be approached for sponsorship, in particular those in the Food, Drink Hospitality and Tourism sectors, to offset some of the additional costs.

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

- (a) approval be given to the Council hosting the event at the Tower of London on 17 April, 2018, as outlined above, in order to further promote investment opportunities and raise the profile of the City of Lisburn & Castlereagh as a premier investment location;
- (b) the update provided on the Westminster event, as previously agreed by the Committee, be noted;

4.7 Inward Investment Programme Events April 2018 – Update (Contd)

- (c) the event in the Tower of London on 17 April be attended by the Chairman, Alderman A G Ewart, the Vice-Chairman, Councillor A P Ewing, The Right Worshipful the Mayor, Councillor T Morrow, and a representative from each political party on the Development Committee.

The Director of Service Transformation advised that the launch of the Council's Corporate Plan would be taking place in advance of 17 April at Lagan Valley Island. However, in order to get maximum publicity, there would be a subsequent launch at the event in the Tower of London on 17 April. That being the case, it was agreed to recommend that the Chairman and Vice-Chairman of the Committee responsible for the Corporate Plan also attend the event in the Tower of London. In relation to the launch of the Corporate Plan that was to take place at Lagan Valley Island, Councillor J Baird asked that early notification of the date/time be provided to Members.

The Director of Service Transformation having made a verbal report in respect of a proposal to hold a Food Festival within the Council area in the future, Alderman W J Dillon stated that this should be pursued and requested that a report on this matter be presented to the next meeting of the Committee.

5. Confidential Business

It was agreed that the reports and recommendations of the Chief Executive be adopted, subject to any decisions recorded below.

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

"In Committee"

It was proposed by Councillor J Baird, seconded by Councillor A Givan and agreed that the following matters be considered "in committee", in the absence of members of the press and public being present.

Items for Decision

5.1 Kilwarlin Moravian Church – Funding Request

Members were provided with information in relation to a funding request from Kilwarlin Moravian Church in relation to the development of Kilwarlin Battlefield Garden. Given the historic nature of this request, and having considered it within the framework of the Hillsborough Tourism Masterplan, it was proposed by Alderman W A Leathem, seconded by Councillor U Mackin and agreed to recommend that funding of £5,000 be awarded to Kilwarlin Moravian Church.

5.2 European Social Fund Match Funding – Project Assessment Update Agreed Process to Assess and Award Match Funding to Successful Applicants Under the European Social Fund (ESF) 2018-2022

The Director of Service Transformation set out in his report, details of the European Social Fund (ESF) Match Funding Project Assessment and provided Members with two methodologies of how match funding could be awarded to each application. It was proposed by Councillor A Grehan, seconded by Councillor J Baird and agreed to recommend that:

- (a) the Council open a public call for applications in February 2018 for organisations seeking match funding against their ESF award and that each organisation be scored and ranked according to assessment panel scores; and
- (b) methodology 1 be adopted as a mechanism to award funding to the highest ranked applications.

5.3 Crematorium Update and Future Cemetery Provision

Councillor S Skillen left, and returned to, the meeting during consideration of this item of business (8.58 pm and 9.00 pm respectively).

The Director of Service Transformation having set out in his report, information in relation to the above matter, it was proposed by Alderman W A Leathem, seconded by Councillor A Grehan and agreed to recommend that:

- (a) the update provided by the Director be noted; and
- (b) approval be given for the Council to engage through the respective Directorates of Environmental Services and Service Transformation in order to understand the options for developing an alternative regional crematorium facility with Antrim and Newtownabbey Borough Council.

Items for Noting

5.4 Update on Belfast Regional City Deal

Members were provided with, and noted the contents of:

- (a) a presentation on Sub-Regional Industrial Strategy;
- (b) a draft Governance Structure;
- (c) correspondence from the Department for Communities and Local Government; and
- (d) presentations outlining the draft prioritisation criteria for the physical infrastructure projects and the digital infrastructure proposition.

5.5 Lisburn City Centre Public Realm Scheme

Councillor J Gallen left the meeting during consideration of the above item of business (9.11 pm).

5.5 Lisburn City Centre Public Realm Scheme (Contd)

Members were provided with, and noted the contents of, a copy of an update report on the ongoing legal proceedings with regard to the Lisburn City Centre Public Realm Scheme.

5.6 Rolling Year Absence Figures for the Service Transformation Department

Members were provided with, and noted the contents of, (a) a table showing the rolling year absence figures for the Service Transformation Department to 31 December, 2017; and (b) a copy of the monthly absence figures.

5.7 Heathrow Logistics Hub Procurement – Update Phase 2

Members having been provided with a copy of information outlining the next pre-qualification stage of the Heathrow Logistics Hub Procurement process, it was agreed to recommend that approval be given to the attendance of the Chairman and Vice-Chairman, or their nominees, at a Business Summit on 20 June, 2018 in Belfast City Hall and that, in addition, the Economic Development Unit take appropriate steps to ensure that as many local companies as possible take part in this event.

Verbal Matter

5.8 Lisburn Commerce Against Crime/CCTV System

Having declared an interest in this item of business, Councillors A P Ewing and A Givan left the meeting at this point (9.17 pm).

The Director of Service Transformation provided a verbal update in relation to the above matter. He advised that a report from consultants carrying out the investigation was expected by the end of the month, following which a special meeting of the Committee would be convened so this could be considered.

Resumption of Normal Business

It was proposed by Alderman W A Leathem, seconded by Councillor S Skillen and agreed to come out of committee and normal business was resumed.

6. Any Other Business

6.1 A1 Junctions Phase 2 Road Improvement Scheme – Community Consultation  
Director of Service Transformation

The Director of Service Transformation referred to correspondence that most Members had received from the DfI regarding the above matter. He encouraged Members to make their party colleagues aware of the public consultation events that were taking place at a number of venues during the month of February.

6.2 Mrs B Smart – Bereavement  
Chairman, Alderman A G Ewart

The Chairman, Alderman A G Ewart, advised the Committee that, since its last meeting, the father of Mrs B Smart, Member Services Officer, had passed away. It was agreed to recommend that condolences be conveyed to Mrs Smart on behalf of the Committee.

6.3 Councillor M Tolerton – Ill Health  
Chairman, Alderman A G Ewart

The Chairman, Alderman A G Ewart, advised that Councillor M Tolerton was currently very ill. As a past Member of the Development Committee, it was agreed to recommend that the best wishes of the Committee be conveyed to Councillor Tolerton for her speedy return to health.

6.4 March Committee Meeting  
Councillor J Baird

Councillor J Baird referred to the fact that there was to be a presentation at the March meetings of the both the Environmental Services Committee (to which all Members of Council were being invited) and the Development Committee and requested that consideration be given to the dates/times of these meetings.

6.5 NILGA Planning Regeneration Committee  
Alderman W J Dillon

Alderman W J Dillon referred to a meeting of the NILGA Planning Regeneration Committee taking place on 13 February, 2018 in the Seamus Heaney Centre, Bellaghy, at which a presentation would be given by Lord O'Donnell, former Civil Servant. NILGA had requested that a lead Officer from the Council endeavour to attend this meeting.

There being no further business, the meeting was terminated at 9.30 pm.

---

Mayor/Chairman