

**LISBURN & CASTLEREAGH CITY COUNCIL**

**Minutes of Meeting of the Communities & Wellbeing Committee held remotely and in the Council Chamber, Island Civic Centre, The Island, Lisburn on Tuesday 4<sup>th</sup> November 2025 at 6.00 pm.**

**PRESENT IN COUNCIL CHAMBER (COMMITTEE):**

Councillor T Mitchell (Chair)  
Councillor A Givan (Vice-Chair)  
The Right Worshipful The Mayor  
Alderman A Grehan  
Deputy Mayor  
Alderman H Legge  
Alderman A McIntyre  
Councillors T Beckett, J Craig, B Higginson, C Kemp, G McCleave G Thompson and The Hon N Trimble

**PRESENT IN A REMOTE LOCATION (COMMITTEE)**

Alderman S Skillen  
Councillors R Carlin, K Dickson and J Gallen

**OTHER MEMBERS OF COUNCIL PRESENT IN A REMOTE LOCATION**

Alderman J Tinsley

**IN ATTENDANCE:**

Director of Leisure & Community Wellbeing  
Head of Sports Services  
Acting Head of Communities  
Acting Business Support Manager  
Member Services Officers (RN & EW)

The Chair, Councillor T Mitchell, welcomed everyone to the meeting and gave a particular welcome to Ms Helen Orr, the recently appointed Acting Business Support Manager, and wished her well in her new role.

The Chair reminded Members that the meeting would be audio recorded unless the item on the agenda was to be considered under confidential business. Unauthorised recording was not permitted, as per 8.5 of the Council's Standing Orders. Mobile phones were to be turned off or on silent mode for the duration of the meeting.

The Director of Leisure & Community Wellbeing outlined the evacuation procedures in the case of an emergency. The Chair asked that any Member entering or leaving the meeting alert the Member Services Officer accordingly so that this might be accurately reflected in the minutes.

1. Apologies

An apology for non-attendance at the meeting was accepted and recorded on behalf of Councillor S Lowry.

Councillor R Carlin joined the meeting on a remote basis. (6.02 pm)

2. Declarations of Interest

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

The following Declarations of Interest were made:-

- Councillor J Craig – Item 4.2 of Report of Head of Communities – “Department for Communities – Integrated Advice Partnership Fund – Additional Funding”. Pecuniary interest. Wife is Chair of Community Advice Lisburn & Castlereagh (CALC) which is an element of the Partnership. Would be leaving the meeting for this item of business.
- Councillor C Kemp – Item 4.1 of Report of Acting Head of Communities – “DIY & Technical Assistance Fund 2025/2026 – Outcomes of Assessment”. Non-pecuniary interest. Chairperson/Director of Glenclore Community Group which is listed as seeking funding under this initiative.
- Alderman S Skillen – Item 3.1 of Report of Director of Leisure & Community Wellbeing – “Request to use Council’s Parks and Open Spaces”. Non-pecuniary interest. Had completed the form for the Pride of Ballybeen Flute Band in respect of their application to request the use of Moat Park, Dundonald on the 9<sup>th</sup> November 2025.
- Alderman S Skillen – Item 4.1 of Report of Acting Head of Communities – “DIY & Technical Assistance Fund 2025/2026 – Outcomes of Assessment”. Non-pecuniary interest. Had assisted all the Castlereagh East groups listed as seeking funding in the application process for this initiative.

2. Declarations of Interest (Continued)

- Alderman S Skillen – Item 4.1 of Report of Acting Head of Communities – “DIY & Technical Assistance Fund 2025/2026 – Outcomes of Assessment”. Non-pecuniary interest. Daughter attends the creche at the Ballybeen Women’s Centre which is listed as seeking funding under this initiative.
- Alderman S Skillen – Item 4.2 of Report of Head of Communities – “Department for Communities – Integrated Advice Partnership Fund – Additional Funding”. Pecuniary interest. Place of employment is associated with the Integrated Advice Partnership Fund. Would be leaving the meeting for this item of business.

3. Report of Director of Leisure & Community Wellbeing

3.1 Request to use Council's Parks and Open Spaces

In addition to the narrative report, the following had been provided:-

- copy of an application from the Pride of Ballybeen Flute Band for the use of Moat Park Dundonald Garden of Reflection on Sunday 9<sup>th</sup> November 2025 (2.30 pm – 3.30 pm) for the purpose of a Remembrance Day Service;
- Equality Screening document for parks and open spaces.

Given the timeline involved, approval - in consultation with the Head of Sports Services - had been sought from the Chair and Vice-Chair of the Communities and Wellbeing Committee.

It was proposed by Councillor G Thompson, seconded by Councillor J Craig and agreed to recommend that - subject to engagement with the Safety Advisory Group and compliance with the usual booking requirements such as the provision of adequate insurance cover and the necessary risk assessments:-

- the request referred to above be approved on a retrospective basis;
- the Bye-Laws be set aside so as to enable the above-mentioned event to progress;
- infrastructure support be provided if so required.

4. Report of Acting Head of Communities

4.1 DIY & Technical Assistance Fund 2025/2026  
Outcomes of Assessment

In addition to the narrative report, Members had been provided with the following:-

- a table of outcomes of assessment under the DIY & Technical Assistance Fund;
- Equality Screening document;
- Rural Needs Impact Assessment.

The Acting Head of Communities reported on the above Fund in terms of its objectives, the number of applications received during the application process, and the outcome thereof.

It was proposed by Councillor J Craig, seconded by Councillor G Thompson and agreed to recommend that:-

- the Acting Head of Service's report and the outcome of the assessment process be noted;
- based on the weighted score following assessment, the 60 successful applications be awarded - subject to compliance with the terms and conditions stated in their letters of offer - the total overall amount deemed eligible of £70,539.00 which included an overspend of £20,539.00;
- the overspend of £20,539.00 be covered from an underspend of £45,000.00 in the DEA Investment Programme associated with the refurbishment of Ramblers Bridge, it being noted that the refurbishment of Ramblers Bridge had since been agreed for inclusion in the Council's Works Programme.

4.2 Department for Communities  
Integrated Advice Partnership Fund – Additional Funding

Having already declared interests in this item of business, Alderman S Skillen and Councillor J Craig left the meeting at 6.11 pm before it was discussed (remote basis and from the Chamber respectively).

The Right Worshipful The Mayor, Alderman A Grehan, informed the meeting that she was an Observer on the Council's behalf on Community Advice Lisburn & Castlereagh (CALC).

4.2 Department for Communities  
Integrated Advice Partnership Fund – Additional Funding (Continued)

In addition to the narrative report, the following had been provided:-

- Report Card in regard to the Integrated Advice Partnership Fund for the period April 2025 – September 2025;
- Department of Communities – Letter of Variance dated the 10<sup>th</sup> September 2025;
- Equality Screening document;
- Rural Needs Impact Assessment.

The Acting Head of Communities reported on the Integrated Advice Partnership Fund (IAPF) of the Department for Communities (DfC) which exists to provide a debt advice service. The designated lead partner in the Council's area for the IAPF is Community Advice Lisburn and Castlereagh (CALC). Since November 2024 when the formal partnership was established with the Council, CALC had co-ordinated the recruitment of eight partner agencies in the Council's area. Activities and events undertaken since November 2024 were detailed in the report.

In its letter of the 10<sup>th</sup> September 2025, the DfC (Voluntary and Community Division) had made an offer of an uplift in funding of £28,661.38 for 2025/2026. The way in which this additional funding was to be utilised was set out in the report. The DfC is also considering the issue of an Account Directive to allow carry-over of unspent funds into 2026/2027 on the condition that funds remain ringfenced for the Integrated Advice Partnership objectives.

It was proposed by Alderman A McIntyre, seconded by Councillor B Higginson and agreed to recommend that:-

- the report of the Acting Head of Communities be noted;
- the Council accepts the additional £28,661.38 in funding from the Department for Communities for the 2025/2026 period;
- the Integrated Advice Partnership in the Council's area continue to be delivered via the existing partnership structures.

During the course of discussion:-

- the Acting Head of Communities confirmed the number of referred clients to CALC during the period April – September 2025, it being pointed out that the referred clients were only one element of the work of CALC under the IAPF funding;

4.2 Department for Communities  
Integrated Advice Partnership Fund – Additional Funding (Continued)

- the Director agreed to provide Members with an overall picture of outcomes across the service;
- the Director agreed to provide Members with details of the Council-wide mapping of services that identified patterns, gaps in service provision and opportunities for engagement;
- the Director noted comments that face-to-face engagement was the preferable means of contact for certain demographics of society;
- the Director noted comments that where there was an area that was underrepresented in any way, then all efforts should be made to address this.

Alderman J Tinsley left the meeting on a remote basis during discussion of this item. (6.14 pm)

Alderman S Skillen and Councillor J Craig returned to the meeting after this item of business had concluded. (6.20 pm)

5. Any Other Business – Non-Confidential

5.1 Defibrillators

5.1.1 Provision  
Councillor C Kemp

Councillor C Kemp asked if the provision of defibrillators could be expanded both in terms of funding that could be made available for their purchase and also that their actual siting was in a location with maximum exposure, for instance a school was not a preferred location as it was only open during school hours. The funding mechanism of the British Heart Foundation had proved to be somewhat restrictive in its criteria for the provision of defibrillators.

The Director advised of the funding programmes which could be explored by community groups for the provision of defibrillators, including the recently launched Community Funding Programme, and also confirmed that the Council's own provision of defibrillators operated across a number of community facilities. Community Services could also carry out a "Grant Finder" for community groups so details of any community groups seeking a defibrillator should be forwarded to the Director for onward transmission to Community Services.

5.1 Defibrillators (Continued)

5.1.2 Registration, Maintenance and Training  
Councillor J Craig

Councillor J Craig enquired if defibrillators located within Council properties were registered. The Director confirmed that such defibrillators were registered with the Council and also with the Northern Ireland Ambulance Service. Each council facility would have the maintenance of its defibrillator in its schedule of maintenance.

The Head of Sports Services advised that previously as part of sports development led defibrillator funding, training had been provided to successful groups to include the maintenance, but overall responsibility remains with the group.

5.1.3 Provision in Dundonald area  
Alderman S Skillen

Alderman S Skillen requested the provision of a second defibrillator in Council facilities in the Dundonald area. Alderman Skillen was aware that the Enler Community Centre had a defibrillator and asked for another to be provided in the Dundonald area, such as in the Ballyoran Community Centre if it did not already have one.

The Director would have the provision of a defibrillator in the Ballyoran Community Centre confirmed and would revert to Alderman Skillen accordingly.

5.2 Lisburn Marching Bands Tattoo – Outcomes Report  
Councillor B Higginson

Councillor B Higginson referred to a report on certain issues associated with the Lisburn Marching Bands Tattoo in Lisburn on the 28<sup>th</sup> September 2025, eg lack of adequate toilet provision, which he had sought at the previous meeting of Committee.

The Director confirmed that investigations were ongoing.

5.3 Canal Boxing Club – Relocation to Queen Elizabeth II Playing Fields  
Traffic Management & Car Parking  
Councillor N Trimble

Councillor N Trimble referred to the relocation of the Canal Boxing Club to a sports hub at the Queen Elizabeth II Playing Fields in Lisburn.

Residents in the vicinity of the QE II Playing Fields had expressed concern about parking and traffic management when the sports hub would be in use and in particular when this would coincide with the use of the football pitches at that location.

5.3 Canal Boxing Club – Relocation to Queen Elizabeth II Playing Fields  
Traffic Management & Car Parking (Continued)  
Councillor N Trimble

Councillor Trimble asked if engagement could take place with local residents and also asked if consideration had been given to an overflow car park.

In noting these comments for appropriate action, the Head of Sports Service advised that parking and traffic management consideration had been part of the planning application process. The Right Worshipful The Mayor, Alderman A Grehan, added that part of the planning approval was that the Boxing Club's facility would not open on Saturdays.

5.4 Fleadh Cheoil na hÉireann – Belfast – August 2026  
Alderman A McIntyre

Alderman A McIntyre referred to Fleadh Belfast 2026 – the world's biggest celebration of Irish music, dance, and culture – which was anticipated to attract in the region of 700,000 visitors.

The Director advised that a member of her staff would speak off-line with Alderman McIntyre about this festival so as to appreciate his considerations.

5.5 Lough Moss Leisure Centre  
Councillor J Gallen

5.5.1 Demand for Classes

Councillor J Gallen referred to the excessive demand for classes at Lough Moss Leisure Centre to the extent that it was virtually impossible to make a booking. Users were also anxious for the provision of a swimming pool at Lough Moss.

The Head of Sports Service acknowledged this situation but was aware that subsequent drop-outs did however result in available places. However if the public were not regularly checking the system, they would not be aware of availability. The issue of over-subscribed classes, drop-outs, and then classes with late vacancies, was being investigated. The Head of Sports Services pointed out that the provision of extra classes was dependent on availability of resources, both in terms of rooms and coaches/staff.

5.5.2 Provision of Modular Building

In response to comments from Councillor J Gallen about the provision of a modular building at Lough Moss Leisure Centre, the Director agreed that the timeline for this provision would be provided to all Members of the DEA for that area.

5.6 Pitches Strategy  
Councillor J Gallen

In response to comments from Councillor J Gallen, the Director provided an update on the preparation of the Pitches Strategy. The Director was hopeful that the first draft of the Strategy could be presented to Members in the New Year, likely by way of a Members' workshop.

6. Confidential Report from Director of Leisure & Community Wellbeing

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

6.1 Proposed Leisure and Community Wellbeing Departmental Pricing Schedule 2026/2027

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

Redacted report to be available in February 2026 following completion of the Estimates' process.

6.2 Dundonald International Ice Bowl – Provision of DJ Services

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

Redacted report to be available following procurement exercise.

“In Committee”

It was proposed by Councillor J Craig, seconded by Councillor A Givan and agreed that the Confidential Report of the Director be considered “in Committee”. (Recording was paused at this stage in proceedings. The press member left the meeting and there were no public present. (6.36 pm)

6.1 Proposed Leisure & Community Wellbeing Departmental Pricing Schedule 2026/2027

Presented by the Director of Leisure & Community Wellbeing who, together with the Head of Sports Services, responded to Members' questions.

In addition to the narrative report, the following were provided:-

- Leisure & Community Wellbeing – Benchmarking and Price variation schedules (2);
- Equality Screening document;
- Rural Needs Impact Assessment.

6.1 Proposed Leisure & Community Wellbeing Departmental Pricing Schedule 2026/2027 (Continued)

It was proposed by Councillor A Givan, seconded by the Deputy Mayor, Alderman H Legge, and agreed to recommend that the Pricing Points 2026/2027 for the Leisure & Community Wellbeing Department be agreed.

The Right Worshipful The Mayor, Alderman A Grehan, left the Chamber during discussion of this item. (6.40 pm)

6.2 Dundonald International Ice Bowl – Provision of DJ Services

Presented by the Head of Sports Services who also responded to Members' questions.

It was proposed by Alderman S Skillen, seconded by the Deputy Mayor, Alderman H Legge, and agreed to recommend that:-

- the report of the Head of Sports Services be noted;
- the tender evaluation award criteria for the Provision of DJ Services at Dundonald International Ice Bowl be agreed.

7. Any Other Business – Confidential

No other business of a confidential nature was raised.

Resumption of Normal Business

It was proposed by Alderman A McIntyre, seconded by Councillor J Craig and agreed to come "out of Committee". Normal business and the audio recording were resumed. (6.46 pm)

8. Any Other Business

Dealt with under Item 5.

The Chair thanked Members for their attendance and - there being no further business - the meeting concluded at 6.46 pm.

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MAYOR/CHAIR