



May 19th, 2022

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

A **Meeting of Lisburn & Castlereagh City Council** will be held on **Tuesday, 24th May 2022** at **7:00 pm** in the Council Chamber and remote locations for the transaction of the business on the undernoted agenda.

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

A light buffet will be available in Lighters Restaurant from 5.30pm.

Members are requested to attend.

**DAVID BURNS**  
**CHIEF EXECUTIVE**  
**LISBURN & CASTLEREAGH CITY COUNCIL**

# Agenda

## 1.0 BUSINESS OF THE RIGHT WORSHIPFUL THE MAYOR

📄 *Mayor and Deputy Mayor Engagements for Council Meeting MAY 2022.pdf*

Page 1

## 2.0 APOLOGIES

## 3.0 DECLARATIONS OF MEMBERS' INTERESTS

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

## 4.0 COUNCIL MINUTES

### 4.1 Council Meeting - 26 April, 2022

📄 *MM 26.04.2022 Draft Minutes for Adoption.doc*

Page 4

## 5.0 MATTERS ARISING

## 6.0 DEPUTATIONS

None

## 7.0 BUSINESS REQUIRED BY STATUTE

### 7.1 Signing of Legal Documents

- Lisburn and Castlereagh City Council and Laird Grass Machinery Limited, 5a Island Road Lower, Ballycarry, Carrickfergus BT38 9HB – Tender for Electric Golf Carts – Sports Services
- Lisburn and Castlereagh City Council and First Aid Supplies NI, 24 Belfast Road, Lisburn BT27 4AS – Tender for the Supply of Cleaning Materials – Sports Services/Parks and Amenities
- Lisburn and Castlereagh City Council and Western Building Systems Ltd – Contract for Tender Welfare Unit at Blaris Cemetery and Office Unit at Carryduff Household Recycling Centre
- Lisburn and Castlereagh City Council and E Watt & Sons, 2 Bush Road, Dungannon BT71 6QD – Contract for Royal Hillsborough Toilet Refurbishment

## 8.0 ADOPTION OF MINUTES OF COMMITTEES

### 8.1 Leisure and Community Development Committee - 3 May, 2022

**8.2 Environmental Services Committee - 4 May, 2022**

 *ESC 04.05.2022 Draft Minutes for Adoption.pdf*

*Page 18*

**8.3 Development Committee - 4 May, 2022**

 *DC 04 05 2022 Draft Minutes for Adoption.pdf*

*Page 23*

**8.4 Corporate Services Committee - 16 May, 2022**

 *CSC 16 05 2022 Draft minute for Adoption.pdf*

*Page 31*

**8.5 Planning Committee (For Noting) - 4 April, 2022**

 *PC 04 04 2022 - Ratified Minute FOR NOTING.pdf*

*Page 45*

**9.0 REPORT FROM CHIEF EXECUTIVE**

None

**10.0 REPORTS FROM MEMBERS ON BOARDS**

None

**11.0 REPORTS ON DECISIONS SUBJECT TO THE RECONSIDERATION PROCEDURE**

None

**12.0 NOTICES OF MOTION**

None

**13.0 CONFIDENTIAL BUSINESS**

None

**14.0 ANY OTHER BUSINESS**

## **MAYOR'S ENGAGEMENTS FOR FULL COUNCIL MEETING**

### **Wednesday 20<sup>th</sup> April**

Mayoral reception for Annahilt Church Group, LVI

### **Thursday 21<sup>st</sup> April**

Mayor to meet with High Sheriff of County Antrim, Mr John Lockett OBE & Chief Executive

Mayor to visit Lisburn Scouts Woodland, Chief Executive and Director of Leisure and Community Development also in attendance

### **Friday 22<sup>nd</sup> April**

Mayor to meet with NB Housing regarding Bridge Street Lisburn - Proposed Housing Scheme

Mayor to meet with Wallace High student, Mayor's Parlour

### **Saturday 23<sup>rd</sup> April**

Mayor to officially start the Northern Ireland Hospice Walk, LVI Towpath

Mayor to visit local resident to celebrate her 100<sup>th</sup> birthday

Mayor to attend Launch of Young Men's Art Wall, Connected Minds Youth, Grahams Gardens

Mayor to visit Ballinderry Family Fun Day

### **Sunday 24<sup>th</sup> April**

Mayor to attend ANZAC Day service and lay a wreath on behalf of LCCC

### **Monday 25<sup>th</sup> April**

Mayor to attend Prince's Trust Achievement Awards, Hillsborough Castle

Mayor to meet with Secretary of State for Northern Ireland at Irish Linen Centre for a City centre walkabout. Both SOS and the Mayor then attended Lisburn Rangers Football Club and Leisureplex.

Mayoral Reception for two Lisburn League Junior Football teams going to play in Blackpool

### **Tuesday 26<sup>th</sup> April**

Mayor to meet at Lisburn City Church to discuss Ukraine Relief Support - Co-ordinated Approach LCCC

Mayor to visit Autism Exhibition, Island Arts Centre

### **Wednesday 27<sup>th</sup> April**

Mayor to attend online Symposium on Post Pandemic Poverty and its Impact on Communities in Northern Ireland

Mayor to attend 'Robert & the legacy that the Linen Biennale', via zoom

Mayor to attend Lisburn Distillery Ladies v Belfast Ravens Reserves - the Whites' first league match since being formed

Mayor to attend the Breaking of Ramadan, Lisburn Racquets Club

#### **Thursday 28<sup>th</sup> April**

Mayor to attend Lisburn Castlereagh City Council's Entrepreneurs Network Event with Petra & Naoise Wolsey from The Beannchor Group, Haslem's Hotel

Mayor to visit Beechlawn School to present Certificates of Achievements to the Makaton Choir for their outstanding performance at the Mayor's Community Awards Dinner

Mayor to attend EPLANI Webinar

Mayoral Reception for YMCA Group, Mayor's Parlour

Mayor's Charity Quiz, Lighters

#### **Sunday 1<sup>st</sup> May**

Mayor to attend Lisburn Hawks Inaugural League Game Softball Club, inaugural match, Wallace Park

#### **Tuesday 3<sup>rd</sup> May**

Mayor to attend reception for Scandinavian Orienteers at Hillsborough Castle

#### **Wednesday 4<sup>th</sup> May**

Mayoral Reception for SE Trust Carers Group, LVI

#### **Thursday 5<sup>th</sup> May**

Mayor to attend SERC Performing Arts Class in preparation for Mayor's Parade, Wallace House

#### **Friday 6<sup>th</sup> May**

Mayoral Reception for Mark Clougherty in recognition of his success at the recent Invictus Games, Mayor's Parlour

Mayor to meet with Anna Pim to discuss her project 'At the Heart of the Game'. Anna has a training programme to teach how to accurately perform CPR and give people the confidence to use a defibrillator in a medical emergency.

Mayor to visit Moneyreagh Community Church Family Fun Night

Mayor to attend the Under 10's Cup Final between Hillsborough Boys and Lisburn Youth, Bluebell Lisburn

**Saturday 7<sup>th</sup> May**

Mayor's Carnival Parade & Family Fun Day

**DEPUTY MAYOR'S ENGAGEMENTS FOR FULL COUNCIL MEETING****Saturday 23<sup>rd</sup> April**

Deputy Mayor to attend Lisburn Rugby Football Club Annual Dinner, Horace Crawford Club House

**Wednesday 27<sup>th</sup> April**

Deputy Mayor to attend Resurgam Community Development Trust – AGM, Laganview Enterprise Centre

**Saturday 7<sup>th</sup> May**

Deputy Mayor to host Members and guests at the Irish Linen Museum for the Mayor's Parade

MM 26.04.2022

LISBURN & CASTLEREAGH CITY COUNCIL

4

**Minutes of the Remote Monthly Meeting of Council held on Tuesday 26 April, 2022 at 7:00 pm****PRESENT IN CHAMBER:**

The Right Worshipful the Mayor  
Alderman S Martin

Aldermen J Baird, W J Dillon MBE, D Drysdale,  
A G Ewart MBE, A Grehan, and J Tinsley

Councillors N Anderson, D J Craig, A P Ewing, M Gregg,  
J Lavery BEM, H Legge, A McIntyre, U Mackin and A Swan

**PRESENT IN REMOTE LOCATION:**

Councillors R T Beckett, S Carson, M Guy, A Gowan,  
S Lowry, J McCarthy, R McLernon, John Palmer, S Skillen  
and N Trimble

**IN ATTENDANCE IN CHAMBER:**

Lisburn & Castlereagh City Council

Chief Executive  
Director of Finance & Corporate Services  
Member Services Officer  
Member Services/PCSP Administrative Assistant  
Technician  
IT Officer

**IN ATTENDANCE IN REMOTE LOCATION:**

Lisburn & Castlereagh City Council

Director of Environmental Services  
Director of Leisure & Community Wellbeing  
Director of Service Transformation  
Head of Human Resources and Organisation Development

Reverend Cheryl Meban

**Commencement of the Meeting**

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

At the commencement of the meeting, The Right Worshipful the Mayor, Alderman S Martin, welcomed those present to the April meeting of Council, which was being live-streamed to enable members of the public to hear and see the proceedings. The Right Worshipful the Mayor requested that all mobile phones be put on silent or switched off for the duration of the meeting.

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

MM 26.04.2022

5

## Commencement of the Meeting (Cont'd)

The Right Worshipful the Mayor pointed out that, in accordance with the Council's Standing Orders, whilst the meeting was being live-streamed, unauthorised recording was not permitted.

## Prayers

Alderman A Grehan and Councillor A McIntyre entered the meeting during the Chaplain's address at 7.06 pm and 7.09 pm, respectively.

The Right Worshipful the Mayor, Alderman S Martin, welcomed his Chaplain, Reverend Cheryl Meban, Presbyterian Chaplain at Ulster University, to the meeting. Reverend Meban gave an address and said a prayer during which she expressed condolences in relation to bereaved Crooks and Poots families. Alderman Martin thanked Reverend Meban for her attendance and for her thoughtful guidance that she had given during her contribution that evening. He also thanked Reverend Meban for all that she had done during his Mayoral term to date in her role as Mayor's Chaplain. Reverend Meban left the meeting at 7.12 pm.

At this point The Right Worshipful the Mayor, Alderman S Martin, expressed condolences in relation to the passing of Ronnie Crooks who was the father, father-in-law and grandfather (in law) of Robbie Crooks, Allen Poots and Gary Poots, respectively, who all work in the Waste and Operational Services Unit, Altona Depot.

## 1. Business of The Right Worshipful the Mayor

### 1.1 Mayor's Engagements

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

The Right Worshipful the Mayor expressed thanks and appreciation to the Deputy Mayor, Councillor T Mitchell, who had deputised for him on a number of occasions in recent weeks, at relatively short notice, due to the Mayor having contracted Covid-19. The Right Worshipful the Mayor put on record his sincere thanks to the Deputy Mayor for all his efforts and continued support.

In particular, the Mayor highlighted a number of events that had taken place in recent weeks as well as other events that were taking place in the near future:

- the annual Mayor's Community Awards event on Thursday, 31<sup>st</sup> March in the Island Hall, Lagan Valley Island. The Right Worshipful the Mayor commended the organisation of this event which, he said, had been a good opportunity for people to re-connect again. He referred to the strength of the community here in Lisburn and Castlereagh and welcomed the 'togetherness' that is displayed by communities across the Council area which he had no doubt would continue in the years ahead.

MM 26.04.2022

6

### 1.1 Mayor's Engagements (Cont'd)

- attendance at charity committee events in recent weeks, one of which had been the Colour Run event in Wallace Park, Lisburn, in which the Mayor had taken part. A second Colour Run event was taking place in Moat Park, Dundonald, in the near future.
- two Mayor's Teddy bears picnic events – one in Castle Gardens, Lisburn, on Saturday, 9<sup>th</sup> April and the other one in Moat Park, Dundonald, on Monday, 11<sup>th</sup> April. The Right Worshipful the Mayor advised that the Lisburn event had enjoyed glorious sunshine whilst the event in Dundonald had started off in sunshine but had poured with rain for the second half. The Right Worshipful the Mayor welcomed the fact that the young people in Dundonald had endured the wet weather and stayed to the end which showed their resilience and tenacity.
- Mayor's Easter Charity Movie Day on Thursday, 14<sup>th</sup> April at which over 150 people had attended at Lagan Valley Island to see the film HOP and enjoy this Easter experience. The Right Worshipful the Mayor extended thanks to the staff in the Mayor's Office for their efforts in organising this event and which had ensured this event was a success. The Mayor thanked everyone who had attended on the day and donated money. Over £650 had been raised for his Mayoral charity.
- The Right Worshipful the Mayor reminded everyone that the Mayor's Carnival Parade and Family Fun Day was taking place on Saturday, 7<sup>th</sup> May. He also reminded that this event was 2 days following the Northern Ireland Assembly elections. The Mayor took this opportunity to encourage anyone watching the meeting at home via the livestream to exercise their right to vote and to come out and vote on Thursday, 5<sup>th</sup> May. The Mayor also encouraged everyone to come out on Saturday, 7<sup>th</sup> May and enjoy the community experience at the Mayor's Carnival Parade in the City of Lisburn.
- Mayor's Table Quiz event on Thursday 28<sup>th</sup> April at Lagan Valley Island
- Mayoral reception on Monday, 11<sup>th</sup> April in the Island Hall, Lagan Valley Island, for Lisburn Historical Society to celebrate its 55<sup>th</sup> year. The Right Worshipful the Mayor explained that Lisburn Historical Society was very much the foundation and bedrock for what is now Lisburn Museum as this group had donated over 1000 items to Lisburn Museum, and without which we would not necessarily have the museum offering we have today. The Right Worshipful the Mayor said the members of this group thoroughly enjoyed their evening in the Island Hall and encouraged anyone interested in local history and heritage to get involved with Lisburn Historical Society which he said was a very important organisation locally.
- visit to Lisburn City Centre by the Secretary of State for Northern Ireland the previous day, Monday, 25<sup>th</sup> April, along with the Chairperson of the Development Committee, Alderman A Grehan and the Chief Executive. The Secretary of State met a number of business owners in the City Centre and later had visited Lisburn Rangers Football Club. He then met with the Chairperson of the Leisure & Community Development Committee,

MM 26.04.2022

7

### 1.1 Mayor's Engagements (Cont'd)

Councillor S Skillen, who had showcased the Lisburn LeisurePlex with which the Secretary of State had been impressed. The Right Worshipful the Mayor welcomed this further opportunity for the Council to engage with the Northern Ireland Office and looked forward to welcoming the Secretary of State and the Minister for State back to Lisburn and Castlereagh in the future, as part of the Council's continuing conversations with the Northern Ireland Office.

- Mayor's visit to the art exhibition in the Island Arts Centre entitled 'What Autism Means to Me' which displayed over 100 pieces of artwork of post primary school children from across the Lisburn and Castlereagh area. The Mayor encouraged everyone to visit the Arts Centre and see this display of artwork, the quality and standard of which he described as extraordinary. The Mayor also advised that the narrative that accompanied the artwork was the children's own words.

In concluding the Right Worshipful the Mayor advised that on behalf of the Council he had written to the Mayor of Southend on the occasion of the tragic death of Sir David Amess MP. The Right Worshipful the Mayor advised that as part of the Queen's Platinum Jubilee year City Status had been granted to Southend. The Mayor continued by highlighting the keen efforts of Sir David Amess, during the course of his duties as a politician, in continuing to raise the matter of Southend becoming a City. The City Status ceremony took place on 1 March 2022 when HRH Prince Charles had attended and awarded City Status on behalf of the Queen to Southend. The Right Worshipful the Mayor further advised that the Mayor of Southend had responded to his letter and in doing so had presented the Council with one of the first City Mayoral plaques from Southend City Council which was now hanging proudly in the Mayor's Office. The Right Worshipful the Mayor felt that this had been a very fitting and touching act on behalf of the Mayor of Southend City Council.

## 2. Apologies

It was agreed to accept apologies for non-attendance at the meeting on behalf of Deputy Mayor, Councillor T Mitchell, Aldermen M Henderson MBE and S P Porter, Councillors R Carlin, S Eastwood, J Gallen, D Honeyford, S Hughes, S Lee, G McCleave, C McCready and Jenny Palmer.

At this point Councillor A McIntyre apologised for having arrived late to the meeting.

## 3. Declarations of Interest

There were no declarations of interest declared at the meeting.

MM 26.04.2022

8

#### 4. Council Minutes

It was proposed by Alderman W J Dillon, seconded by Alderman J Baird, and agreed that the minutes of the meeting of Council held on 22 March, 2022 be confirmed and signed.

#### 5. Matters Arising

There were no matters arising from the minutes.

#### 6. Deputations

There were no deputations.

#### 7. Business Required by Statute

##### (i) Signing of Legal Documents

There were no legal documents for signing at the meeting.

#### 8. Adoption of Minutes of Committees

##### **Leisure and Community Development Committee**

**5 April, 2022**

Proposed by Councillor S Skillen

Seconded by Councillor R T Beckett

Adopted subject to the following amendment:

Page 215 item 2

Declarations of Interest

The reference to Councillor John Palmer's non-pecuniary interest being 'due to his association with Hillsborough Village Centre' being amended to read 'due to his association with Hillsborough Old Guard Committee.'

##### **Environmental Services Committee**

**6 April, 2022**

Proposed by Councillor A P Ewing

Seconded by Alderman J Baird

##### **Development Committee**

**7 April, 2022**

Proposed by Alderman A Grehan

Seconded by Councillor H Legge

##### **Capital Projects Committee**

**12 April, 2022**

Proposed by Councillor S Lowry

Seconded by Councillor J McCarthy

MM 26.04.2022

9

8. Adoption of Minutes of Committees (Cont'd)**Corporate Services Committee****13 April, 2022**

Proposed by Councillor J Laverty

Seconded by Alderman W J Dillon

**Planning Committee****7 March, 2022**

The minutes of the Planning Committee meeting of 7 March, 2022 had been circulated for noting only as these minutes had been agreed at the subsequent meeting of the Planning Committee on 4 April, 2022. It was proposed by Councillor A Swan, seconded by Alderman J Tinsley and agreed that their contents be noted.

9. Report from Chief Executive

There were no reports from the Chief Executive.

10. Reports from Members on Boards

There were no reports from Members of Boards.

11. Reports on Decisions Subject to the Reconsideration Procedure

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

12. Notice of Motion

There were no Notices of Motion.

13. Confidential Business

There were no confidential reports for consideration at the meeting however The Right Worshipful the Mayor indicated that as a Member wished to raise a confidential matter it was necessary to go "into Committee."

It was proposed by Councillor D J Craig, seconded by Alderman J Tinsley, and agreed the confidential matter be considered "in Committee" in the absence of press or members of the public. The livestream was paused at 7.30 pm.

Councillor S Skillen left the meeting at this point.

13.1 Update on a Planning Matter

The Council noted an update by a Member on a planning matter pertaining to the business of the Council. The Chief Executive also made comment on the matter in question and responded to a question from a Member thereon.

MM 26.04.2022

10

### Resumption of Normal Business

It was proposed by Councillor A Swan, seconded by Councillor H Legge, and agreed to come out of committee and normal business was resumed. The live stream of the meeting was recommenced at this stage (7.37 pm).

#### 14. Any Other Business

##### 14.1 To Adopt the undernoted Formal Resolution on the subject of the Conferment of the Honorary Freedom of the City of Lisburn & Castlereagh upon Health and Social Care staff in Northern Ireland

The Right Worshipful the Mayor, Alderman S Martin, reminded Members that in May 2020 the Council approved a Notice of Motion proposing the conferment of the Freedom of the City upon the Health and Social Care Sector (HSC). He advised that since that time and working in partnership on behalf of all Northern Ireland social care organisations arrangements had been made for a Freedom of the City ceremony to celebrate this occasion in Castle Gardens, Lisburn, on 21<sup>st</sup> May 2022. The adoption of the formal resolution at the meeting that evening would permit the formal presentation in Castle Gardens on Saturday 21 May 2022.

The Right Worshipful the Mayor stated that the format of this Freedom of the City ceremony would differ to those that had taken place in the past. He stated that HSC encompasses many aspects and many teams and that an outdoor ceremony would allow for as many members of the HSC teams to attend on the day and would also allow for an event to be as inclusive as possible. Such an event would also allow for larger numbers to attend as the event would be taking place during the on-going Covid-19 pandemic.

At the request of The Right Worshipful the Mayor, Alderman J Tinsley, read the following Resolution of the Council, which had been approved at a meeting of Council held on 26 May 2020:

“Lisburn & Castlereagh City Council does bestow the Honour of the Freedom of the City of Lisburn & Castlereagh upon Health and Social Care staff in Northern Ireland in recognition of their valuable service to the Lisburn & Castlereagh City Council area and to Northern Ireland in general since the formation of Health and Social Care in 1948.”

Alderman W J Dillon, having seconded Alderman J Tinsley's proposal on 26 May 2020, said he was proud to once again support and second this resolution. Alderman Dillon made a number of comments in recognition of the valuable work of the NHS which was formed in 1948 and which he stated was one of this country's greatest achievements. Alderman Dillon paid tribute to the work of all social and health care workers in Northern Ireland and stated that there would have been many more deaths during the Covid-19 pandemic had it not been for the dedication of these workers. He stated that we all owe great gratitude to all the HSC workers.

Councillor S Skillen returned to the meeting during Alderman W J Dillon's contribution (7.41 pm).

MM 26.04.2022

11

14.1 To Adopt the undernoted Formal Resolution on the subject of the Conferment of the Honorary Freedom of the City of Lisburn & Castlereagh upon Health and Social Care staff in Northern Ireland (Cont'd)

The Right Worshipful the Mayor having thanked the proposer and seconder of the resolution for their contributions spoke about the great care that had been taken to research those individuals to be nominated to attend this special event.

The Right Worshipful the Mayor made reference to his recent personal experience with the health and social care teams and referred to the calmness and dedication in which they all had carried out their duties. He stated that the Clap for Heroes initiative during the height of the Covid-19 pandemic was the community's way of giving back and showing its support and respect. There were so so many acts of individual kindness during that time but also it was the togetherness of many HSC teams that got us through and it is important that we take this time to say thanks to our health and social care sectors for what they do.

The Right Worshipful the Mayor welcomed the close working relationship between the South Eastern Health and Social Care Trust and the Council's Health Working Group which was chaired by the Chairman of the Corporate Services Committee.

In closing The Right Worshipful the Mayor drew Members attention to the fact that International Nurses Day this year would be celebrated on 12<sup>th</sup> May and that the Council's support would be shown by the appropriate lighting up of the Council's civic building on 12<sup>th</sup> May.

The above Resolution having been proposed by Alderman J Tinsley, seconded by Alderman W J Dillon, was put to the meeting and agreed unanimously.

14.2 Speed Indicator Devices  
Councillor John Palmer

Councillor John Palmer welcomed the fact that another tranche of Speed Indicator Devices (SID) that had been rolled out across the Lisburn area which had been progressed and funded by the Council's Policing & Community Safety Partnership.

Conclusion of the Meeting

At the conclusion of the meeting, the Right Worshipful the Mayor, Alderman S Martin, thanked those present for their attendance.

There being no further business for consideration, the meeting was terminated at 7.48 pm.

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Mayor

## LISBURN & CASTLEREAGH CITY COUNCIL

### Minutes of the Meeting of the Leisure and Community Development Committee held in the Island Civic Centre, The Island, Lisburn, and remotely, on Tuesday 3<sup>rd</sup> May 2022 at 5:30pm

<b><u>PRESENT:</u></b>	Councillor S Skillen (Chairperson)
	The Right Worshipful the Mayor, Alderman S Martin, and Deputy Mayor Councillor T Mitchell
	Aldermen A Grehan and J Tinsley
	Councillors D J Craig and A McIntyre
<b><u>PRESENT IN A REMOTE LOCATION:</u></b>	Councillors N Anderson, R T Beckett, M Guy, John Palmer and Hon N Trimble
<b><u>OTHER MEMBERS PRESENT REMOTELY:</u></b>	Councillors C McCready and J Laverty
<b><u>IN ATTENDANCE:</u></b>	<u>Lisburn &amp; Castlereagh City Council</u> Director of Leisure and Community Wellbeing (via Zoom) Head of Communities Head of Parks and Amenities Head of Sports Services Member Services Officers (BF & EW) Technician IT Support

#### Commencement of Meeting

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

#### Councillor A Gowan

The Chairperson referred to the passing of Mrs Pearl Gowan, the mother of Councillor Andrew Gowan, and it was agreed that, on behalf of the Committee, she would forward a letter of condolence to Councillor Gowan and his family circle.

#### 1. Apologies

Apologies were reported on behalf of Councillors R Carlin, A Gowan, D Honeyford, S Hughes and Jenny Palmer.

## 2. Declarations of Interest

There were no declarations of interest.

## 3. Report of the Head of Communities

### 3.1 Queen's Platinum Jubilee Working Group

The Committee considered the minutes of the meeting of the Queen's Platinum Jubilee Working Group, which was held on 23rd March, and was provided with an update on the meeting of the Working Group which had taken place on 27th April.

The Head of Communities advised the Committee that, at its meeting on 27th April, the Working Group had been informed that, should it wish to proceed with the purchase of approximately 78 additional trees and plaques as part of the programme, the additional cost would be in the region of £21,000. In addition, the Working Group, at that meeting, had recommended also that an additional £5,000 be allocated to support activities associated with a beacon-lighting event to be held in Royal Hillsborough on 2nd June. She added that provision for the additional funding outlined had been identified from within the Council's Covid-19 funding.

The Committee was informed further that the Working Group had agreed also, given the extensive number of civic events scheduled for May, that the dates for the pop-up events in parks would now take place on 18th and 19th June.

It was proposed by Deputy Mayor Councillor T Mitchell, seconded by Alderman J Tinsley, and agreed that the Committee note the minutes of the Queen's Platinum Jubilee Working Group of 23rd March, and approve the revised amendments to the programme, together with the additional funding, as outlined by the Head of Communities.

## 4. Report of the Head of Sport Services

### 4.1 District Electoral Area (DEA) Investment Plan – 'Keep the Ball Rolling' 2022

The Head of Sports Services reminded the Committee that the DEA Investment Plan had been endorsed by the Council in February 2021, as a means of providing support to local sporting organisations which had been impacted upon by the Covid-19 epidemic. He added that, as part of that plan, the Committee had endorsed the 'Keep the Ball Rolling' scheme, which had supported 47 clubs in 2021/22 in the total amount of £104,408.54.

He reported that it was recommended that the funding allocated for a similar-type scheme in 2022/23 would be £100,000. He then outlined the criteria that would be applied in considering applications to the fund and indicated that a number of information sessions would be held to provide guidance and clarity to potential applicants. The Committee was given an overview of the types of funding that would be available, with a minimum amount of £1,000, and a maximum of £3,000, provided for costs incurred from 1st April 2022. The scheme, he added, would open for applications in June, and close in August, with a report seeking Committee approval for awards being submitted to the meeting scheduled for September, 2022.

It was proposed by Councillor D J Craig, seconded by Deputy Mayor Councillor T Mitchell, and agreed that the Committee approve the District Electoral Area (DEA) Investment Plan – ‘Keep the Ball Rolling’ 2022 scheme, as outlined by the Head of Sport Services.

## 5.0 Confidential Report of the Director of Leisure & Community Wellbeing

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

“In Committee”

It was proposed by The Right Worshipful The Mayor, Alderman S Martin, seconded by Councillor D J Craig, and agreed that the confidential report of the Director of Leisure and Community Wellbeing be considered “in committee” in the absence of members of the press and public.

### 5.1 Christmas Community Programme 2022

(Report to be made available following ratification at the Council meeting in May)

It was moved by Councillor N Anderson, seconded by Councillor M Guy, and agreed that the Committee adopt the recommendations as set out within the report. The Director clarified that the overall corporate programme would be evaluated following implementation and that a report in this regard would be considered at a future meeting of the Committee.

The Director agreed also that any updates to the 2022 Christmas Programme would be emailed to Members and/or updated online once the webpage had become live.

### 5.2 British Museum Touring Exhibition – ‘Unlocking Ancient Egypt’

(Report to be made available once embargo was lifted)

It was proposed by Councillor A McIntyre, seconded by Councillor D J Craig, and agreed that the Committee note the update provided in relation to the above-mentioned matter and congratulate officers for their work in this regard.

### 5.3 Social Enterprise Café at Moneyreagh Community Centre

(Report to be made available following ratification at the Council meeting in May)

It was proposed by Councillor N Anderson, seconded by Deputy Mayor Councillor T Mitchell, and agreed that the Committee adopt the recommendations as set out within the report regarding the development of a social enterprise café on lands adjacent to the main entrance to Moneyreagh Community Centre.

It was agreed also that a draft heads of terms agreement be negotiated for a rental agreement which would be presented to a future meeting of the Council for agreement and sealing in line with the key principles as outlined in the paper.

5.4 Killynure Community Needs Assessment and Community Development Action Plan  
(Report to be made available following ratification at Council meeting in May).

It was proposed by Councillor N Anderson, seconded by Councillor D J Craig, and agreed that the Committee note the extension to the long-stop agreement with Choice Housing Association and the up-to-date position in respect of the assistance provided to Killynure Community Association by Council officers in the development of a Community Needs Assessment and associated Development Action Plan. It was agreed also that a report be submitted to the Committee when the 'Your School Your Club' funding stream re-opened which would detail the required financial information for the consideration of the furtherance of an application.

The Committee requested also that officers be congratulated on their work in progressing this project.

5.5 Stewarding and Crowd Control - Tender  
(Report to be made available following ratification at Council meeting in May)

It was proposed by Councillor D J Craig, seconded by Alderman J Tinsley, and agreed that the Committee note the outcome and award of a contract in respect of the above-mentioned tendering exercise.

5.6 Ulster Grand Prix 2022  
(Report to be made available following ratification at Council meeting in May)

It was proposed by Alderman J Tinsley, seconded by Councillor D J Craig, and agreed that the Committee adopt, in principle, the recommendations as set out within the report, subject to the Head of Parks and Amenities circulating to all Members of the Council a breakdown of the anticipated costs for the event in advance of ratification of the minute at the meeting of the Council scheduled for Tuesday, 24th May.

5.7 Carryduff Greenway – Linkages Update  
(Report to be made available following completion of planning process)

It was moved by Councillor N Anderson, seconded by Councillor M Guy, and agreed that the Committee adopt the recommendations as set out within the report.

(Councillor A McIntyre left the meeting at 6:41pm and returned at 6:44pm)

5.8 Procurement of Civic and Community Harvested Christmas Trees  
(Report to be made available following ratification at Council meeting in May)

It was proposed by Alderman J Tinsley, seconded by Councillor D J Craig, and agreed that the Committee note the outcome and award of a contract in respect of the above-mentioned tendering exercise.

“Resumption of Normal Business”

It was proposed by The Right Worshipful the Mayor, Alderman S Martin, seconded by Councillor D J Craig, and agreed to come out of Committee and normal business be resumed.

## 6. Any Other Business

### 6.1 Antisocial Behaviour at Tom Robinson Park

In response to a query from Councillor D J Craig, the Head of Parks and Amenities provided an update on the steps which had been taken, in conjunction with the PSNI, local residents and relevant stakeholders, to address antisocial behaviour at the above-mentioned site. It was reported that fencing would be erected to enable the site to be secured and locked to prevent groups from gathering in the park and that the situation would be monitored.

It was proposed by Councillor D J Craig, seconded by The Right Worshipful the Mayor, Alderman S Martin, and agreed that the Committee endorse the course of action as outlined by the Head of Parks and Amenities.

### 6.2 Sporting Achievements within the District

The Right Worshipful the Mayor, Alderman S Martin, placed on the record his congratulations to Lisburn Hawks Softball Club, which had played its inaugural league game at Wallace Park earlier that week.

He extended congratulations also to Lisburn Distillery Ladies' Football Club, which had enjoyed a comprehensive victory over Belfast Ravens Reserves FC in their inaugural league game at New Grosvenor Stadium.

He referred to the outstanding achievement of Lisnagarvey Hockey Club, which had won the Irish Senior Cup the previous weekend, completing a historic domestic treble, having claimed previously the EY Irish Hockey League and Champions Trophy, prior to beating Monkstown 3-1 in the cup final at Belfield. He wished Lisnagarvey well in their forthcoming Kirk Cup and European campaigns and indicated that it would be appropriate for the Council to mark the club's achievements at a later date.

### 6.3 Moira Methodist Church

With the permission of the Chairperson, Councillor C McCready addressed the Committee and indicated that he had been approached by representatives of Moira Methodist Church, who were planning to host a community event to celebrate the 200th anniversary of the opening of the first Methodist Church in Moira. He reported that the representatives had enquired if the Council might provide barriers to ensure the safety of children attending the event, protecting them from accessing the adjacent road, which would take place from 28th to 31st July.

The Committee agreed that the Head of Parks and Amenities liaise with representatives of the church with a view to providing the infrastructure support as requested.

### 6.4 Dundonald Football Club

At the request of the Chairperson, Councillor S Skillen, it was proposed by Alderman J Tinsley, seconded by Councillor D J Craig, and agreed that the Committee authorise officers to liaise with the Irish Football Association, and other relevant stakeholders, regarding the feasibility of Dundonald Football Club relocating to Moat Park.

### 6.5 Councillor S Skillen

A number of Members paid tribute to the outgoing Chairperson who was attending her last meeting in that capacity. Members congratulated her on the manner in which she had conducted and overseen business throughout her year as Chairperson.

In response, Councillor S Skillen thanked the Members and officers for their support over the previous year.

There being no further business, the meeting ended at 7:02pm.

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Mayor/Chairperson

ESC 04.05.2022

**LISBURN & CASTLEREAGH CITY COUNCIL**

18

**Minutes of the Remote Meeting of the Environmental Services Committee held on Wednesday, 4 May, 2022 at 5:30 pm****PRESENT IN CHAMBER:**

Councillor A P Ewing (Chairman)

Councillor C McCready (Vice- Chairman)

Alderman J Baird

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

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

Alderman M Henderson MBE

Councillors M Gregg, S Lowry, A McIntyre and S Skillen

**IN ATTENDANCE:****In Chamber:**

Director of Environmental Services

Head of Service (Building Control)

Head of Service (Waste Management and Operational Services)

Environmental Health Manager (Emergency Planning and Cemeteries Administration)

IT Officer

Technician

Member Services Officers

**In Remote Location:**

Chief Executive

Mr A Thompson, Technical Director, Taggarts

**Commencement of the Meeting**

At the commencement of the meeting, the Chairman, Councillor A P Ewing, welcomed those present to the remote meeting of the Environmental Services Committee, which was being live streamed to enable members of the public to hear and see the proceedings.

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

ESC 04.05.2022

19

The Chairman, Councillor A P Ewing, stated that, whilst the meeting was being live streamed, unauthorised recording was not permitted, as per the Council's Standing Orders. He asked that mobile phones be put on silent or switched off for the duration of the meeting and proceeded to outline the evacuation procedures in the case of an emergency.

1. Apologies

It was agreed to accept apologies for non-attendance at the meeting on behalf of Alderman S P Porter and the Head of Service (Environmental Health).

2. Declarations of Interest

There were no declarations of interest.

The Chairman, Councillor A P Ewing, advised that item 4.1 on the agenda 'Kerbside Collections Outline Business Case' would be considered at this point.

3. Confidential Business

This matter would be dealt with "In Committee" due to containing information relating to the financial or business affairs of any particular person (including the Council holding that information).

"In Committee"

It was proposed by Councillor C McCready, seconded by Councillor S Lee and agreed that the following matter be considered "in committee", in the absence of members of the press and public being present.

The live-stream was paused at this point (5.36 pm).

3.1 Kerbside Collections Outline Business Case  
(Report will not be made available)

Councillor S Lowry joined the meeting during consideration of this item of business (5.40 pm). The Chief Executive left the meeting during consideration of this item of business (6.00 pm).

The Chairman, Councillor A P Ewing, welcomed Mr Adrian Thompson, Technical Director at Taggarts, to the meeting.

Mr Thompson made a presentation to Members in respect of the Outline Business Case for the Kerbside Collection of Waste. A number of queries were addressed by Mr Thompson, following which the Chairman thanked him for his attendance and he left the meeting (5.59 pm).

ESC 04.05.2022

20

3.1 Kerbside Collections Outline Business Case (Contd)  
(Report will not be made available)

Members having been provided with a copy of the Outline Business Case for Kerbside Collections, it was proposed by Councillor M Gregg, seconded by Councillor N Anderson and agreed to recommend that it be approved and that a Full Business Case be progressed, as outlined in the Director's report.

Resumption of Normal Business

It was proposed by Councillor C McCready, seconded by Councillor A Givan and agreed to come out of committee and normal business was resumed. The livestream was resumed at 6.12 pm.

4. Report from Head of Service (Environmental Health)

In the absence of the Head of Service (Environmental Health), this report was presented by the Environmental Health Manager (Emergency Planning and Cemeteries Administration).

4.1 Entertainment Licensing Model Terms and Conditions

The Right Worshipful the Mayor, Alderman S Martin, joined the meeting during consideration of this item of business (6.16 pm).

Members having been provided with a copy of updated Entertainment Licensing Model Terms and Conditions received from the Department for Communities (DfC), it was proposed by Councillor M Gregg, seconded by Councillor A Givan and agreed to recommend that these be noted.

The Environmental Health Manager noted a comment that DfC should be made aware of the burden that the updated Entertainment Licensing Model Terms and Conditions may place on smaller organisations such as Churches.

5. Confidential Business

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

"In Committee"

It was proposed by Councillor C McCready, seconded by Councillor S Lee and agreed that the following matter be considered "in committee", in the absence of members of the press and public being present.

The live-stream was paused at this point (6.17 pm).

ESC 04.05.2022

21

5.1 Post Extensions  
(Report will not be made available)

It was proposed by Councillor H Legge, seconded by Alderman J Baird and agreed to recommend that approval be given to the extension of 2 temporary posts for a further period of 3 years, as outlined in the Director's report.

5.2 Correspondence from CE arc21 in relation to RWTP  
(Report will not be made available)

Members having been provided with several items of correspondence from arc21 in relation to the Residual Waste Treatment Project (RWTP), it was proposed by Councillor R McLernon, seconded by Councillor N Anderson and agreed to recommend that their contents be noted and that further information would be reported to the Committee for consideration in due course.

Verbal Matters

5.3 Mullaghglass Odour Complaints

The Environmental Health Manager (Emergency Planning and Cemeteries Administration) gave a verbal update in respect of Mullaghglass odour complaints and advised that a written update would be provided to Members.

5.4 Emergency Planning Duties

The Director of Environmental Services provided an update in respect of a number of Emergency Planning duties, including insurance and risk management, that had recently come under the stewardship of the Environmental Health Unit on a temporary basis until the review of the structure was completed.

Resumption of Normal Business

It was proposed by Councillor N Anderson, seconded by Councillor S Lee and agreed to come out of committee and normal business was resumed. The livestream was resumed at 6.27 pm.

6. Any Other Business

6.1 June Committee Meeting  
Chairman, Councillor A P Ewing

The Chairman, Councillor A P Ewing, reminded Members that the next meeting of the Committee, due to take place on 1 June, would commence at the earlier time of 5.30 pm in order to facilitate the Development Committee which was also taking place that evening.

ESC 04.05.2022

22

6.2 Waste Transfer Facility Outline Business Case  
Chairman, Councillor A P Ewing

The Chairman, Councillor A P Ewing, advised that a report in respect of the above matter would be considered at the June meeting of the Committee and encouraged Members' full attendance at that meeting.

6.3 360L Green Bins for Mixed Dry Recycling  
Chairman, Councillor A P Ewing

The Chairman, Councillor A P Ewing, advised that, further to a suggestion made previously by the Vice-Chairman, Councillor C McCready, the Waste and Operational Services Unit had obtained 40 x 360L green bins for trial.

There being no further business, the meeting was terminated at 6.29 pm.

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Mayor/Chairman

**LISBURN & CASTLEREAGH CITY COUNCIL****Minutes of the proceedings of the Development Committee Meeting of Lisburn & Castlereagh City Council held in the Civic Centre, Lisburn, BT27 4RL on Wednesday, 4 May 2022 at 7.15 pm****PRESENT IN  
THE CHAMBER:**

Alderman A Grehan (Chairperson)

Councillor H Legge (Vice Chairperson)

Alderman A G Ewart MBE

Councillors A Givan, U Mackin, C McCreedy, R McLernon  
and A Swan**PRESENT IN A  
REMOTE LOCATION:**The Right Worshipful the Mayor, Alderman S Martin  
Councillor M Guy**OTHER MEMBERS:**Aldermen J Baird (Council Chamber) and J Tinsley (Remote  
Location)**IN ATTENDANCE  
IN THE CHAMBER:**Lisburn & Castlereagh City Council

Director of Service Transformation

Head of Planning &amp; Capital Development

Head of Economic Development

Head of Assets

Member Services Officers (BS and PS)

IT Officer

Technician

**Commencement of Meeting**

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

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

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.

## Commencement of Meeting (Cont'd)

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

### 1. Apologies

It was agreed to record apologies for non-attendance at the meeting on behalf of Alderman D Drysdale, Councillors S Carson, J Gallen, G McCleave and Jenny Palmer.

### 2. Declarations of Interest

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

There were no declarations of interest declared at the meeting.

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

#### 3.1 Response to the Northern Ireland Audit Office (NIAO) Report - Planning in Northern Ireland

The Head of Planning & Capital Development's report outlined the background and key issues in connection with the Northern Ireland Audit Office (NIAO) Report on the Review of Planning in Northern Ireland. A number of issues arising from the Review were listed in the report circulated as were twelve recommendations from the subsequent report by the NI Assembly's Public Accounts Committee based on the outcome of the NIAO review. The report circulated contained website links to both aforementioned documents.

The Head of Planning & Capital Development advised that a draft response had been prepared on the findings of the NIAO's review, a copy of which had been furnished for the Committee for consideration.

The Head of Planning & Capital Development stated that whilst local government have a role in terms of the decision making processes in a two-tier planning system, the report of the Public Accounts Committee is not binding on Councils in terms of the actions. He recognised however there was a general need for improvement and that this Council had a role to play in terms of improving the system. He elaborated on a number of governance related issues arising from the NIAO review.

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

### 3.1 Response to the Northern Ireland Audit Office (NIAO) Report - Planning in Northern Ireland (Cont'd)

- a) the content of the NIAO report on the Review of Planning in Northern Ireland and the subsequent report of the Public Accounts Committee outlining considerations into planning in Northern Ireland, be noted,
- b) the draft response to the NIAO, as circulated, be approved and issued to the NIAO, and
- c) the impact of the Hartlands Case in identifying the anomaly between the Planning legislation and the Local Government Act, be noted.

### 3.2 Request to enter into an Agreement for a Statement of Common Ground with Antrim & Newtownabbey Borough Council in respect of the LDP process

The Head of Planning & Capital Development's report outlined the background and key issues in connection with a request to enter into an agreement for a Statement of Common Ground with Antrim & Newtownabbey Borough Council (ANBC) in respect of the Local Development Plan (LDP) process.

The Head of Planning & Capital Development advised that ANBC have agreed to work collaboratively with this Council to identify and resolve key strategic and site specific matters that may arise as both Local Development Plans progress towards adoption.

The Committee had been furnished with a copy of the Statement of Common Ground which had been prepared by ANBC together with a copy of this Council's representation to ANBC's Local Development Plan, dated September 2019.

The Head of Planning & Capital Development responded to a question from a Member in connection with the likelihood of any similar requests coming forward for statements of common ground in relation to other councils. He confirmed that this was more likely to arise in Council areas with a common boundary with this Council.

It was proposed by Councillor A Givan, seconded by the Vice Chairperson, Councillor H Legge, and agreed to recommend that the Council enter into agreement with ANBC for a Statement of Common Ground for the reasons detailed in the report.

## 4. Report by the Head of Economic Development

### 4.1 ERDF Sales & Trade Programme – Export Trade Visits

The Head of Economic Development reminded the Committee that at its meeting on 4<sup>th</sup> November 2020, it had been agreed to match fund the ERDF Sales and Trade Programme. The aim of this business support programme was to allow local SMEs to access bespoke workshops and one-to-one mentoring to assist them in generating new sales within the local market or target new sales in Great Britain or the Republic of Ireland.

#### 4.1 ERDF Sales & Trade Programme – Export Trade Visits (Cont'd)

The Head of Economic Development advised that the first trade visit had taken place from 25<sup>th</sup> - 27<sup>th</sup> of January 2022, with a delegation of businesses travelling to Cork, participating in pre-arranged sales prospecting meetings with potential new clients. Elected Members and Officers had been unable to travel due to Covid restrictions, which made the delivery of a civic itinerary not possible.

It was noted that the next trade visit was due to take place from 28<sup>th</sup> - 30<sup>th</sup> June, 2022, with a delegation of businesses attending meetings in both Manchester and Liverpool, due to the close proximity between the two cities. A complimentary civic itinerary was at the planning stage which would focus on either Manchester or Liverpool, and which might include a complementary regeneration theme looking at best practice, interaction with the participating businesses, and relevant public and private sector contacts.

It was proposed by Councillor A Swan, seconded by Councillor R McLernon, and agreed to recommend that the Chairperson and Vice Chairperson of the Development Committee, or their nominees, take part in the trade visit to either Manchester or Liverpool, on 28<sup>th</sup> - 30<sup>th</sup> June 2022 with appropriate Officer representation to be agreed by the Director of Service Transformation.

#### 4.2 Labour Market Partnership Funding Contract 2022-2023

The Head of Economic Development's report outlined the background and key issues in connection with the Labour Market Partnership Funding Contract 2022-2023.

The Head of Economic Development reported that on 15 April 2022, a Letter of Offer had been issued to the Council by the Department for Communities (DfC) which comprised of an actual offer for £91,506.73 for administration funds (running costs) from 1 April 2022 - 31 March 2023 and an indicative offer of £267,984.84 for programme costs from 1 April 2022 - 31 March 2023. This indicative offer was subject to the business case for the delivery of the programme (NI wide) being approved by 30 June 2022 as expected. The Letter of Offer stated that all programme expenditure was at risk until a business case was approved but once the approval was in place any programme delivery costs incurred by the Council from 1 April 2022 onwards would be eligible for reimbursement under the Letter of Offer as normal.

The Head of Economic Development advised that the Council needed to consider if it wished to proceed to procure programme delivery services on the basis as outlined, and if so, to what value. The Letter of Offer for the actual offer of administration funds and the indicative offer for programme funds are combined, and the acceptance was required to be returned to DfC by Friday 13<sup>th</sup> May 2022 or the offer would lapse. The Head of Economic Development advised that on that basis the offer had been accepted but no further action had been taken with regard to its implementation until the Council decided how to proceed given the conditional nature of the contract.

#### 4.1 Labour Market Partnership Funding Contract 2022-2023 (Cont'd)

The Committee had been furnished with copies of related documentation including; the Letter of Offer from DfC, the LMP Funding Contract from DfC and the LMP Action Plan for Lisburn & Castlereagh.

It was proposed by Vice Chairperson, Councillor H Legge, seconded by Alderman A G Ewart, and agreed to recommend that:

- a) the Letter of Offer received on 15<sup>th</sup> April 2022 and the offers of funding contained therein be accepted, namely;
  - (i) the actual offer of administration costs (from 1 April 2022- 31 March 2023) in the sum of £91,506.73, and
  - (ii) an indicative offer for £267,984.84 for programme costs (for the same period),
- b) the Council proceeds at risk to procure contract delivery services as outlined in the report, on the basis that the contracts include a review date and stipulate they are subject to the availability of funding from DfC, and
- c) the position in terms of the Programmes being put back to 2023-2026 once further funding becomes available or sufficient cost savings are confirmed, be reviewed.

#### 5. Confidential Report by the Director of Service Transformation

The Chairperson, Alderman A Grehan, advised that the reason for confidentiality in respect of the items contained in the Director's Confidential Report was due to information relating to the financial or business affairs of any particular person organisation (including the Council holding that information).

It was proposed by the Councillor A Givan, 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 at 7.35 pm.

"In Committee"

5.1 Annual Tender Report for award of Mechanical Services and Electrical Services Call-Off Contracts  
(Redacted Report to be made available following award of call-off contract (mid-June 2022))

This item of business was presented by the Head of Assets.

The Committee had been furnished with a copy of the annual tender reports for the provision of mechanical services and electrical services for reactive and project works to Council facilities for a number of years.

It was proposed by Councillor A Givan, seconded by Councillor A Swan, and agreed to recommend that the award of the tenders to those contractors for the call-off of mechanical and electrical services as required, as detailed within the tender reports, be approved.

5.2 Annual Tender Reports for award of Various Contracts  
(Redacted Report to be made available following ratification by Council (mid-June 2022))

This item of business was presented by the Head of Assets.

The Committee had been furnished with a copy of annual tender reports for the provision of services for a number of reactive and project works, as outlined in the Director's report, for a number of years.

It was proposed by Alderman A G Ewart, seconded by Councillor A Swan, and agreed that the award of the tenders to those contractors as detailed within the tender reports, in line with the accounting manual and delegated authority, be noted.

The Director of Service Transformation addressed the Committee in regard to the submission of tenders for the above awards by a number local companies, which, he stated, would be followed up under the Outreach Programme.

5.3 Integrated Marketing Campaign (2022-2025) - Evaluation and New Tender Proposals  
(Report to be published post contract award)

This item of business was presented by the Head of Economic Development.

The Committee considered a report by the Director of Service Transformation outlining the background and key issues in connection with the evaluation of and new tender proposals for the Council's Integrated Marketing Campaign (IMC) (2022-2025). A number of campaign evaluation documents had been appended to the Director's report, together with a copy of the IMC financial appraisal which had been approved by Finance.

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

### 5.3 Integrated Marketing Campaign (2022-2025) - Evaluation and New Tender Proposals (Cont'd)

- a) the content of the appended Autumn 2021, Spring 2022, and September 2019 evaluations, and attached Financial Appraisal, be noted, and .
- b) the approach to procurement and the associated Member workshop, as outlined in the report, be approved so as to plan and maximise the impact of the Council's Integrated Marketing campaigns (2022-2025).

### 5.4 Lisburn Light Festival & Christmas Programme (Report to be kept under review in line with contract duration.)

The Head of Economic Development presented this item of business.

The Committee considered a report by the Director of Service Transformation, and appended documents, outlining the background and key issues in connection with the 2022 Lisburn Light Festival and the 2021 Christmas Programme Evaluation.

A discussion ensued during which the Head of Economic Development responded to a number of questions from the Committee in connection with the proposals for the 2022 Light Festival. The Director also made a number of comments in response to issues raised as did the Chairperson, Alderman A Grehan.

Alderman A G Ewart left the meeting during the Director's response (8.00 pm).

It was proposed by Councillor A Givan, seconded by The Right Worshipful the Mayor, Alderman S Martin, and agreed to recommend that:

- a) the cross-directorate draft Christmas programme and City Centre events schedule be noted, and
- b) the recommendations of the Director in relation to the 2022 Light Festival and Christmas Programme, as set out in the report circulated, be approved.

### 5.5 Development Brief for Laganbank Car Park (Report will not become unrestricted)

This item of business was presented by the Head of Economic Development.

The Committee considered a report by the Director of Service Transformation and associated appended documents in connection with the development brief for Laganbank Car Park.

### 5.5 Development Brief for Laganbank Car Park (Cont'd)

The Director and the Head of Economic Development responded to a question from a Member in connection with the above-mentioned development brief.

It was proposed by Councillor U Mackin, seconded by Councillor C McCreedy, and agreed to recommend that the Director's recommendations in relation to the development brief for the Laganbank car park site, as outlined in the report, be approved.

## 6. Any Other Confidential Business

### 6.1 Recent Media Coverage

The Director made a number of comments in relation to recent media coverage in connection with a Council's tourism initiative and undertook to keep the matter under review and to apprise Members of any developments thereon.

The Chairperson, Alderman A Grehan, also made comment on this matter.

## Resumption of Normal Business

It was proposed by Councillor A Swan, seconded by Councillor C McCreedy, and agreed to come out of Committee and normal business was resumed. The livestream was re-commenced at 8.56 pm.

## 7. Any Other Business

### 7.1 Apology for Non-Attendance at the Meeting on behalf of Councillor Jenny Palmer

The Vice-Chairperson, Councillor H Legge, reported that she had received a message earlier from Councillor Jenny Palmer advising that she was unable to attend the meeting that evening due to a family matter. It was agreed that Councillor Jenny Palmer's apology be recorded.

## Conclusion of Meeting

The Chairperson, Alderman A Grehan, thanked Members for their attendance and there being no other business the meeting was terminated at 8.57 pm.

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Chairperson

CSC 16.05.2022

31

**LISBURN & CASTLEREAGH CITY COUNCIL****Minutes of Re-scheduled Meeting of the Corporate Services Committee held remotely and in the Council Chamber, Island Civic Centre, The Island, Lisburn on Monday 16<sup>th</sup> May 2022 at 6.00 pm.****PRESENT IN  
COUNCIL CHAMBER  
(COMMITTEE):**

Councillor J Laverty, BEM (Chairman)

The Right Worshipful The Mayor  
Alderman S MartinAldermen J Dillon MBE, A Ewart MBE. O Gawith,  
A Grehan and P PorterCouncillors A Ewing, S Hughes, S Lowry and  
The Hon N Trimble**PRESENT IN A  
REMOTE LOCATION  
(COMMITTEE):**

Alderman M Henderson, MBE (Vice-Chairman)

Councillor R Carlin and S Carson

**OTHER MEMBERS  
OF COUNCIL  
PRESENT IN  
COUNCIL CHAMBER**

Councillors S Lee, S Skillen and A Swan

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

Councillors M Gregg and C McCready

**IN ATTENDANCE:**Director of Finance & Corporate Services  
Director of Service Transformation  
Head of Assets  
Head of Corporate Communications & Administration  
Head of Finance  
Head of Human Resources & Organisation Development  
IT Officer  
Events Technician  
Member Services Officers (RN & BS)

CSC 16.05.2022

32

### Commencement of Meeting

At the outset of the meeting, the Chairman, Councillor J Lavery, thanked Members and Officers for accommodating the change of date necessitated by the technical difficulties experienced in relation to the scheduled meeting of the 11th May 2022. The Chairman apologised for any inconvenience this may have caused.

The Chairman proceeded to welcome everyone to the meeting and advised that it was being live-streamed to enable members of the public to both hear and see the proceedings.

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

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

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

Councillor S Lowry entered the meeting during the housekeeping announcement. (6.02 pm)

#### 1. Apologies

Apologies for non-attendance at the meeting were accepted and recorded on behalf of Councillors U Mackin and J McCarthy.

Councillor M Gregg joined the meeting remotely. (6.04 pm)

#### 2. Declarations of Interest

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

There were no declarations made.

### 3. Report of Head of Corporate Communications & Administration

#### 3.1 Building Illumination Requests

##### 3.1.1 Declined Requests

The Head of Service reported receipt of the following requests for the illumination of Lagan Valley Island:-

<b>Organisation</b>	<b>Date of proposed light up and colour</b>	<b>Request received</b>
Ards & North Down Borough Council for light up in support of and in solidarity with the people of Ukraine	In yellow and blue (on rotation) on days when there are no scheduled lighting commitments	25 <sup>th</sup> April 2022
Language Rights Campaign Group An dream Dearth	In red on or before the 21 <sup>st</sup> May 2022	21 <sup>st</sup> April 2022

In her report, the Head of Service detailed the reasons as to how neither organisation had satisfied the criteria set out in the Building Illumination Policy and also how Exceptional Circumstances had not been identified for either group.

It was proposed by Alderman O Gawith, seconded by Councillor N Trimble and agreed to recommend that the requests as detailed above be declined on the grounds that neither had met the criteria set out in the Building Illumination Policy nor had Exceptional Circumstances been identified for either.

##### 3.1.2 Survey of Organisations

The Chairman, Councillor J Laverty, asked that those organisations for which Lagan Valley island had been illuminated over the past year be contacted to enquire if:-

- they had found the light-up to be a positive step in highlighting the work of their organisation;
- they had any other ideas by which the work of their organisation might be promoted by the Council.

CSC 16.05.2022

34

3.2 National Police Memorial Day  
Belfast Waterfront Hall  
Sunday 25<sup>th</sup> September 2022

Notification had been received from “National Police Memorial Day” that the 2022 event would be held in Belfast Waterfront Hall on Sunday 25<sup>th</sup> September 2022 followed by a Civic reception at that venue. There would also be an opportunity for attendees to visit the RUC GC Garden at Knock on the 23<sup>rd</sup>, 24<sup>th</sup> and 25<sup>th</sup> September. There were no fees for either event, however admission thereto would be by ticket only generated via the registration process.

The Head of Service was asked to consult with the organisers as to any limit there might be on the number of attendees from any organisation.

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

- in the event of there being a limit on the number of attendees from the Council that can attend the event, the Mayor of the Day, the Chairman and Vice-Chairman of the Day, Councillor J Palmer and any other Members of Council who were retired/serving members of the RUC/PSNI be nominated to attend National Police Memorial Day in Belfast on the 25<sup>th</sup> September 2022, together with the related visit to the RUC GC Garden at Knock;
- the Council be responsible for the payment of any approved expenses that may be incurred by Members in relation to their attendance at the event/s.

3.3 Lisburn & Castlereagh Policing & Community Partnership  
Minutes of Meeting

Members had been provided with the minutes of a Private Meeting of the Lisburn & Castlereagh Policing & Community Safety Partnership held on the 15<sup>th</sup> March 2022, the contents of which were noted.

By way of information, the Committee noted that the next meeting of the Lisburn PCSP was a public one being held in the Connect Hall, Rathfriland Road Dromara on Tuesday 17<sup>th</sup> May 2022 at 7.00 pm.

3.4 Health Working Group

Members had been provided with the minutes of a meeting of the Health Working Group held on the 29<sup>th</sup> March 2022.

It was proposed by Alderman P Porter, seconded by Alderman O Gawith and agreed to recommend that the minutes of the meeting of the Health Working Group held on the 29<sup>th</sup> March 2022 be adopted.

### 3.4 Health Working Group (Continued)

By way of information, the Committee noted that:-

- the SE Trust had provided a briefing to Members on the 25<sup>th</sup> April 2022 in relation to the maternity facility at the Lagan Valley Hospital;
- a meeting of the Health Working Group with all Members of Council invited to attend, would be held on the 31<sup>st</sup> May 2022. Update reports would be provided by both the Belfast and South Eastern Trusts. As previously agreed, one of the updates by the SE Trust would be in relation to the consultation on Urgent & Emergency Care at the Lagan Valley Hospital.

Alderman P Porter asked that – at the meeting to be held on the 31<sup>st</sup> May 2022 - the SE Trust be asked to update Members on the situation with regard to respite care associated with clients of the Hillhall Residential & Resource Centre.

## 4. Report of Head of Finance

### 4.1 Northern Ireland Local Government Association Annual Subscription Fees 2022/2023

Members had been provided with copy of a letter dated the 21<sup>st</sup> April 2022 from NILGA in regard to key priorities for 2022/2023 and the Council's annual subscription which had been calculated at £52,540.00 (excluding VAT) for that same period. The committee was recommended to note the subscription fee and that it be paid through the Council's weekly payment run.

It was proposed by Alderman J Dillon and seconded by Alderman A Ewart that:-

- payment of the Council's contribution be deferred pending an explanation from NILGA in regard to their future plans and, in particular:-
  - the section entitled "Planning for The Future";
  - the section entitled "Elected Member Development";
- the legal ramifications of any deferment of the Council's payment be ascertained.

CSC 16.05.2022

36

#### 4.1 Northern Ireland Local Government Association Annual Subscription Fees 2022/2023 (Continued)

A number of Members spoke in support of the work carried out by NILGA on behalf of local councils over the years, citing their work during the Covid-19 pandemic as being particularly helpful to councils. The valuable contribution of Alderman D Drysdale as Chairman of the Audit Committee Working Group was also noted. Only by participating fully in NILGA, could its benefits be maximised. Any Member with a query about NILGA activities should address such queries through NILGA members.

It was proposed by Councillor S Lowry and seconded by The Right Worshipful The Mayor, Alderman S Martin, that the recommendation of the report be accepted that the Council's subscription fee to NILGA for 2022/2023 in the sum of £52,540.00 (excluding VAT) be noted and be paid through the Council's weekly payment run. This proposal was later withdrawn by its Proposer and Secunder.

After further discussion, it was agreed on a Proposal made by Alderman J Dillon and seconded by Alderman A Ewart that payment of the Council's contribution in the sum of £52,540.00 (excluding VAT) be made and that an explanation be sought from NILGA in regard to:-

- NILGA's future plans and, in particular those sections in relation to "Planning for The Future" and "Elected Member Development";
- the basis of cost calculations for Lisburn & Castlereagh City Council's contribution.

Councillor S Skillen entered and left the meeting during discussion. (6.22 pm and 6.25 pm respectively.)

Councillor C McCready joined the meeting remotely during discussion. (6.25 pm)

#### 4.2 Local Government Staff Commission

##### 4.2.1 Contribution for 2022/2023

Further to the previous meeting of the Committee, Members were provided with copy of a letter dated the 27<sup>th</sup> April 2022 from the Local Government Staff Commission for NI so as to assist them in their decision about payment of the Council's contribution to the LGSC in the sum of £31,359.

Alderman J Dillon advised that he had been present at the meeting of NILGA on the 13<sup>th</sup> May 2022 when the matter of Councils' contributions to the Local Government Staff Commission had been discussed. NILGA on the 13<sup>th</sup> May 2022 had unanimously agreed that:-

## 4.2 Local Government Staff Commission (Continued)

### 4.2.1 Contribution for 2022/2023 (Continued)

- a call be made to the Minister for Communities for the Local Government Staff Commission to be wound up;
- no Council pay its contribution for 2022/2023.

The Director confirmed that – to date – NILGA’s decision as referred to above had not been received by the Council.

The Chief Executive of NILGA had stated that Lisburn & Castlereagh City Council had agreed to the payment in the autumn of 2021. The Director informed those present that the Council had consulted with the LGSC about its level of payment during the estimates’ process but at no stage had a payment been made or agreed. Such consultation during the estimates process would be normal procedure.

It was proposed by Alderman M Henderson, seconded by Alderman P Porter and agreed that payment of the Council’s contribution to the LGSC be deferred pending the Council’s receipt of the decision of NILGA on the 13<sup>th</sup> May 2022 that no Council pay its contribution to the LGSC and that the Minister for Communities be called on to wind up the LGSC.

Alderman A Grehan left and returned to the meeting during discussion. (6.43 pm and 6.50 pm respectively.)

Councillor S Lee left the meeting during discussion. (6.54 pm)

Councillor N Trimble left and returned to the meeting during discussion. (6.57 pm and 7.00 pm)

The Right Worshipful The Mayor, Alderman S Martin, left the meeting during discussion. (7.05 pm)

### 4.2.2 Negotiation Panel

Alderman M Henderson enquired about a proposal to establish a Negotiation Panel.

The Head of Human Resources & Organisation Development confirmed that the Council (as recommended by the Corporate Services Committee) had agreed to engage in consultations about the establishment of the Negotiation Panel however, discussions with the trade unions had not enabled this to progress.

It was agreed that Officers discuss this matter with the Chairman and Vice-Chairman of the Committee and that – if necessary - an update on the Negotiating Panel be sought from the Local Government Staff Commission. Any relevant information would be furnished to Members.

5. Agenda Item Brought Forward  
Any Other Business

As the remainder of the business before the meeting was of a confidential nature, the Chairman sought agreement to bring forward Item 6 of the agenda – Any Other Business – so that items of a non-confidential nature might be raised when the Committee was in Live Stream. This was agreed.

5.1 Wallace High School – Request for Financial Assistance

Councillor C McCready referred to a forthcoming trip to Brazil by a number of pupils from Wallace High School, Lisburn who were finalists in the Lego-League competition from the 5<sup>th</sup> – 7<sup>th</sup> August 2022. The school was seeking financial assistance towards the trip.

The Director advised that this matter would be reported to the June 2022 meeting of the Committee.

Councillor C McCready left the meeting at the conclusion of this item of business. (7.12 pm)

6. Confidential Report from Director of Finance & Corporate Services

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

6.1 Disposal of Land at Hillsborough Road, Lisburn

(Confidential for reason of information (i) relating to any individual); (ii) which is likely to reveal the identity of an individual; (iii) relating to the financial or business affairs of any particular person (including the Council holding that information).

Report to be redacted following completion of sale transaction.

6.2 Drumlough Landfill Site – Closure Implementation

(Confidential for reason of information (i) relating to any individual); (ii) which is likely to reveal the identity of an individual; (iii) relating to the financial or business affairs of any particular person (including the Council holding that information); (iv) which reveals that the Council proposes to make an order or direction under any statutory provision.

Report to be redacted following Council ratification on the 24<sup>th</sup> May 2022.

### 6.3 Request for Earmarked Reserves

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

Report will never become unrestricted.

### 6.4 Update on Judicial Review Proceedings

(Confidential for reason of information (i) relating to the financial or business affairs of any particular person (including the Council holding that information); (ii) in relation to which a claim to legal professional privilege could be maintained in legal proceedings.)

Report will never become unrestricted.

### 6.5 Bradford Court

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

Report will never become unrestricted.

## In Committee

It was proposed by Councillor A Ewing, seconded by Alderman A Ewart and agreed that the Confidential Report of the Director be considered “in Committee”. (The live-stream was paused at this stage in proceedings.)

### 6.1 Disposal of Land at Hillsborough Road, Lisburn

Presented by the Director of Service Transformation, assisted by the Head of Assets.

A report prepared by the Head of Assets, together with a location map, had been provided in relation to the above matter.

It was proposed by Alderman A Ewart, seconded by Alderman A Grehan and – on a show of hands - agreed to recommend that subject to the following, approximately 1.4 hectares (3.3 acres) of surplus Council land adjacent to the rear and side of property at Hillsborough Road, Lisburn as shown on the attendant location map be disposed of at the purchase price offer as set out in the report:-

#### 6.1 Disposal of Land at Hillsborough Road, Lisburn (Continued)

- an affirmation from Lagan Valley Regional Park that they had no objection to the Council disposing of the area of land in question;
- consideration of conditions of sale and inclusion in the contract regarding the future use of the land.

Alderman P Porter asked to have recorded his dissent to the decision recorded above on the grounds that he would have wished for additional information to be sought and made available so as to make a better informed decision on this matter.

It was further agreed that the policy on the Disposal of Council Assets be progressed as a matter of urgency.

Councillor S Carson left the meeting during the Director's presentation of this item. (7.35 pm)

#### 6.2 Drumlough Landfill Site – Closure Implementation

Presented by the Director of Service Transformation, assisted by the Head of Assets.

A report prepared by the Head of Assets, together with a location map and draft correspondence to a named addressee, had been provided in relation to the above matter.

It was proposed by Alderman O Gawith, seconded by Alderman J Dillon and agreed to recommend that:-

- draft correspondence to a named landowner be approved and be sent to that person by way of the Council's solicitors;
- in the event of the written approach not being successful, the Council then move to progress the matter as set out in the report.

It was further agreed that details of legal costs incurred regarding the issues at the above location be furnished to Members.

Councillor N Trimble left and returned to the meeting during discussion. (8.05 pm and 8.08 pm respectively.)

### 6.3 Request for Earmarked Reserves

Presented by Head of Finance.

A report presented by the Head of Finance had been provided in relation to the above matter.

It was proposed by Councillor N Trimble, seconded by Alderman O Gawith and agreed to recommend that - subject to any year-end adjustments and an annual review of expenditure for certain projects which fell outside the mandate of the current Council - the items outlined in the report for earmarking within the general reserves be approved.

In regard to the Lisburn Light Festival and Christmas Programme, the Director of Service Transformation confirmed that reports on this matter including total expenditure and new proposals had been made to the Development Committee and had committed to further engagement.

A member raised a query in relation to a report presented at another Standing Committee of the Council in which funding originally agreed for a specific project was requested to be used for a different project. The member requested confirmation of which policy applies in the circumstances of using a budget for another means. It was noted that the Accounting Manual covered this and that the relevant extract would be provided to Members.

Alderman A Ewart left and returned to the meeting during discussion.  
(8.19 pm and 8.20 pm respectively)

Alderman J Dillon left and returned to the meeting during discussion.  
(8.19 pm and 8.25 pm respectively.)

### 6.4 Update on Judicial Review Proceedings

Presented by the Director of Service Transformation.

A report prepared by the Director of Service Transformation, together with a schedule of judicial reviews, had been provided in relation to this matter.

The contents of the report and schedule, together with the extent of the mitigation being applied to avert the risks were noted.

Councillor A Swan (Chairman of the Planning Committee) expressed his thanks to the Director of Service Transformation and the Planning Unit for their considerable work involved in the judicial reviews,

Alderman O Gawith left and returned to the meeting during discussion.  
(9.02 pm and 9.05 pm respectively.)

Alderman P Porter left the meeting and returned to the meeting during discussion. (9.07 pm and 9.08 pm respectively.)

CSC 16.05.2022

42

#### 6.4 Update on Judicial Review Proceedings (Continued)

The Head of Corporate Communications & Administration left and returned to the meeting during discussion. (9.10 pm and 9.15 pm respectively.)  
Councillor S Lowry left and returned to the meeting during discussion. (9.16 pm and 9.20 pm respectively.)

#### 6.5 Bradford Court

Presented by the Director of Service Transformation.

A report prepared by the Head of Assets, together with copies of the following had been provided in relation to Bradford Court:-

1. Annual costs;
2. Annual rental income and associated service charges;
3. Loans, maturity dates and interest rates;
4. Heads of Terms for Lease (draft).

It was proposed by Councillor N Trimble, seconded by Alderman O Gawith and agreed to recommend that:-

- the draft Heads of Terms at Bradford Court between the Council and a named lessee be approved and that the Council's solicitor be engaged to draft the appropriate lease;
- information recorded at items 1-3 above be noted.

### 7. Any Other Business - Confidential

#### 7.1 Staff Resignations

Alderman A Ewart referred to the apparently significant number of resignations from the Council's employ and issues around procurement which appeared to be very bureaucratic and sought an explanation as to why these issues might be happening.

The Head of Human Resources & Organisation Development confirmed that a UK-wide situation exists with turnover and recruitment and that this is not unique to the Council, however, an exit survey was in place. The Head of Service explained what could be deemed as contributory factors to turnover. The Head of Service responded to a number of related questions and also assured Members that procedures were in place to speak with any person contemplating leaving the Council's employ.

The Director of Finance & Corporate Services asked that she be informed of any particular issues which were of concern to staff and which Members would wish to have investigated.

### 7.1 Staff Resignations (Continued)

The Director of Service Transformation provided an outline to the process in regard to procurement.

By way of information, the Head of Human Resources & Organisation Development confirmed that the start date for the Hybrid Working pilot had been put back to the 6<sup>th</sup> June 2022 as the 2<sup>nd</sup> and 3<sup>rd</sup> June 2022 were public holidays.

A number of Members asked that their appreciation be conveyed to staff in respect of their contribution to the work of the Council, especially during the time of the Covid-19 pandemic.

Councillor N Trimble left and returned to the meeting during this item.  
(9.24 pm and 9.26 pm.)

Councillor A Swan left and returned to the meeting during this item.  
(9.35 pm and 9.36 pm respectively.)

### Resumption of Normal Business

It was proposed by Alderman P Porter, seconded by Councillor S Lowry and agreed to come "out of Committee". Normal business and the live-stream were resumed.

## 8. Any Other Business

### 8.1 Freedom of the City on Health & Social Care - Saturday 21<sup>st</sup> May 2022

The Head of Corporate Communications & Administration gave an update on the Freedom of the City event on the 21<sup>st</sup> May 2022 for Health & Social Care. A detailed itinerary would be issued to Members within the next few days.

The Director of Service Transportation and the Head of Assets left the meeting during this item. (9.47 pm)

### 8.2 Thanks of Chairman

A number of Members referred to the meeting being the last one before the Annual meeting on the 7<sup>th</sup> June 2022 and expressed their thanks to Councillor J Lavery for the manner by which he had chaired the Committee during his time in post.

Councillor Lavery responded accordingly and expressed his thanks to his Vice-Chairman, Alderman H Henderson; the other members of the Committee, the Chief Executive, the Director of Finance & Corporate Services, the Heads of Service and any other staff associated with the Corporate Services Committee, for their assistance and support to him during his year as Chairman. Councillor Lavery extended best wishes to the incoming Chair and Vice-Chair for 2022/2023.

There being no further business, the Meeting concluded at 9.53 pm.

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MAYOR/CHAIRMAN

**LISBURN & CASTLEREAGH CITY COUNCIL****Minutes of Meeting of the Planning Committee held remotely and in the Council Chamber, Island Civic Centre, The Island, Lisburn, on Monday 4 April 2022 at 10.00 a.m.****PRESENT:**Present in Chamber:

Councillor A Swan (Chairman)

Aldermen WJ Dillon, D Drysdale, O Gawith and A Grehan

Councillors J Craig, M Gregg, U Mackin,

Present in Remote Location:

Councillors J McCarthy, John Palmer

**IN ATTENDANCE:**Present in Chamber:

Director of Service Transformation

Principal Planning Officer (RH)

Senior Planning Officer (MB)

Senior Planning Officer (MCO'N)

Member Services Officer (PS)

Member Services Officer (BS)

Present in Remote Location:

Legal Adviser – B Martyn, Cleaver Fulton &amp; Rankin

**Commencement of Meeting**

The Chairman, Councillor A Swan, welcomed everyone to the meeting which was being live streamed to enable members of the public to hear and see the proceedings.

He stated that those speaking for or against the applications would be attending the meeting remotely as would the Council's legal adviser.

The Principal Planning Officer advised on housekeeping and evacuation procedures. The Member Services Officer (BS) then read out the names of the Elected Members in attendance at the meeting.

**1. Apologies**

It was agreed that apologies for non-attendance at the meeting would be recorded from Alderman J Tinsley and the Head of Planning and Capital Development.

## 2. Declarations of Interest

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

The following Declarations of Interest were made:

- Alderman O Gawith declared an interest in LA05/2021/0423/O as the applicant was a family friend. He said he would be withdrawing from the meeting during its determination.
- Alderman O Gawith declared an interest in LA05/2021/1106/F stating that the applicant was a party colleague, he said he would be withdrawing from the meeting during its determination.
- Councillor M Gregg declared an interest in LA05/2021/1106/F stating that the applicant was a party colleague, he said he would be withdrawing from the meeting during its determination.
- Councillor M Gregg referred to LA05/2020/0208/F stating that he had liaised with the applicant and the planning office in relation to the application but had not pre-determined his decision.
- Alderman A Grehan declared an interest in LA05/2021/1106/F stating that the applicant was a party colleague, she said he would be withdrawing from the meeting during its determination.
- Councillor J McCarthy declared an interest in LA05/2021/0423/O stating that he would be withdrawing from the meeting during its determination.

## 3. Minutes of the Planning Committee Meeting held on 7 March 2022

It was proposed by Councillor J Craig, seconded by Councillor M Gregg, and agreed that the minutes of the Committee meeting held on 7 March 2022 as circulated be signed.

## 4. Report from the Head of Planning and Capital Development

### 4.1 Schedule of Applications

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

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

- (1) LA05/2021/1106/F – Dwelling and garage on lands 30m south of 9 Pinehill Road, Hillhall Road, Belfast and adjacent to No 4 Dows Road.

*(Alderman A Grehan, Alderman O Gawith and Councillor M Gregg left the meeting at 10.15 having declared an interest in this application).*

At this stage, Councillor J Craig referred to LA05/2020/0862/O and referred to the refusal reasons which were largely relating to clustering issues, he proposed that determination of the application be deferred pending a site visit being arranged to view the site and context. The Chairman suggested this matter might be better considered later in the meeting when the three members who had just left had returned to the meeting.

The Principal Planning Officer (RH) presented this application as outlined within the circulated report explaining that it had come before the Committee as the applicant was a member of Council.

There were no speakers in relation to this application and there were no questions for the Planning Officers.

During the ensuing debate, the following comments were made:

- Alderman J Dillon and Alderman D Drysdale said they were happy to support the recommendation.

The Committee, having considered the information provided within the Report of the Principal Planning Officer, agreed by a unanimous vote to approve the application as outlined in the report and subject to the conditions stated therein.

*(Alderman A Grehan, Alderman O Gawith and Councillor M Gregg returned to the meeting at 10.25am).*

- (2) LA05/2020/0862/O - Proposed 1 ½ storey private dwelling and garage with surrounding garden on Land 20m east of No 52 Gransha Road, Comber.

Councillor J Craig then referred to the proposal he made earlier in the meeting which was that the determination of this application be deferred pending a site visit being arranged to enable the Committee to view the site and context, he said that this would be beneficial to the Committee as the refusal reasons were mainly around issues of clustering.

The proposal was seconded by Alderman D Drysdale and was carried by a majority show of hands and it was therefore agreed by the Committee that the application be deferred pending a site visit being arranged to view the site and context.

At this stage the Chairman advised that the meeting was now running ahead of scheduled timings and that the Director of Service Transformation would now be updating the Committee on some legal matters within Confidential Business.

#### Confidential Business – Verbal Update

The matters considered would be dealt with “In Committee” due to containing information to which a claim to legal professional privilege could be maintained in legal proceedings.

#### “In Committee”

It was proposed by Councillor J Craig, seconded by Alderman D Drysdale and agreed that the following matters be considered “in committee”, in the absence of members of the press and public.

#### Update on Planning Advice Note (PAN) on Implementation of Strategic Planning Policy for Development in the Countryside.

The Director of Service Transformation and the Legal Advisor provided the Committee with an update on the current status of the above matter. It was agreed that the Committee note the information provided.

#### Resumption of Normal Business

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

The Committee then returned to considering the Schedule of Applications.

- (3) LA05/2021/0423/O - Proposed new dwelling and 320m \_\_\_\_\_  
NW of 8 Clontarrif Road, Upper Ballinderry, Lisburn, BT28 2JD

*(Alderman O Gawith and Councillor J McCarthy left the meeting at 11.05 having declared an interest in this application).*

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

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

- The farm was an active business and now more active than at any time in the past.
- He outlined how the ecosystem was being managed.
- He outlined what was grown on site and the plans for the future.

- He advised that the house was essential to respond to customer requirements and manage the planting/plant maintenance process.

Mr Buller then responded to Members' queries as follows:

- Councillor U Mackin asked if anyone had been paid to maintain the land and was advised by Mr Buller that the farm payments had been transferred to the tenant in 2019 and was claimed for by them. He outlined the arrangements made with the tenant who, in return, had maintained the land.
- Alderman D Drysdale asked whether there were any other receipts/invoices available to support the application. Mr Buller explained that any livestock or sundries would have been purchased by the tenant as per the agreement.
- Alderman J Dillon sought clarification on the single farm payment situation which was provided by Mr Buller. Alderman J Dillon asked how much of the land was currently farmed and was advised that this would be around a half or three quarters of an acre.
- Councillor U Mackin sought clarification on the arrangements with the tenant asking how exactly it worked and Mr Buller explained the arrangements in place as per the written statement submitted by him.
- Councillor U Mackin asked if any evidence of the payment of the single farm payment had been submitted to the planning unit and was advised that this was claimed by the tenant farmer. Councillor U Mackin then asked whether it was the case that the person making the claims is the farmer and he was advised by Mr Buller that he certainly did not think that this was the case.
- Alderman D Drysdale asked why the house was necessary on this site and was advised by Mr Buller that this was due to the nature of what they were doing on site. It was necessary for someone to be there at all times to make adjustments to watering regimes, frost cover for plants and to meet the needs of customers. The siting of the property has been done to make the best use of the solar ray for energy. He and his family would live there.

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

Councillor J Craig asked for advice from Officers on what constituted farming activity. The Senior Planning Officer replied that this matter was evidence based, a one-off activity was not enough. The issue was that the Lease Agreement with the tenant farmer was clear and states that the tenant was carrying out all of the maintenance work. There is no evidence to support any farming activity being carried out by the applicant. The Principal Planning Officer made reference to paragraph 5.39 of the justification and amplification to Policy CTY 10 which explains that for the purposes of this policy, agricultural activity refers to the production, rearing or growing of agricultural products including harvesting, milking, breeding animals and keeping animals for farming purposes, or maintaining the land in good agricultural and environmental condition

During the ensuing debate, the following comments were made:

- Alderman J Dillon said that the Planning Officers had got this one correct. The farm is being farmed by the tenant and we have no evidence to support the application.
- Councillor J Craig said that this was a unique case and he considered that the recommendation was the correct one.
- Alderman D Drysdale said that he did not think there was adequate evidence not to support the recommendation.
- Councillor M Gregg said he had some sympathy for the applicant but he did not think there was adequate grounds not to support the recommendation.
- Councillor U Mackin concurred and suggested that possibly in future the applicant could review the tenancy arrangements and re-visit this application.
- The Chairman, Councillor A Swan said that this seemed to him more akin to allotment arrangements and therefore there was actually no need for a house, he said he would be supporting the recommendation.

The Committee, having considered the information provided within the report of the Senior Planning Officer and by those making representations, agreed unanimously to refuse the application as outlined in the Officer's report.

*(Alderman O Gawith and Councillor J McCarthy returned to the meeting at 12.00 noon).*

- (4) LA05/2020/0208/F - Proposed erection of 6 detached dwellings, including demolition of existing dwelling, associated road layout, car parking & landscaping at 6 Fort Road, Dundonald.

The Senior Planning Officer (MB) presented this application as outlined within the circulated report. He highlighted that a revised type 'C' house design had been submitted in an effort to address the concerns of the home owner in a neighbouring property.

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

- Ms Fee was aware of the revised house type C.
- Ms Fee explained that there was upset in the local community and that she represented a number of concerned residents.
- She was concerned at the loss of privacy, light and overshadowing that this would cause.
- The ridge height of the amended house type, which was a chalet bungalow, was actually higher than that of a two storey house.
- She outlined why she felt there would be overlooking.
- She outlined her concern at the accuracy of the information given that initially it showed her property in the wrong location.
- The approval would affect her ability to enjoy her home and garden.

- The height of the proposed dwellings was a concern and referring to Fort Manor as being examples of higher homes in the area was incorrect as this was a considerable distance away so this was wrongly used as an example of similar height properties in the area.
- She outlined the effect of the removal of trees

Ms Fee then responded to Members' queries as follows:

- Alderman D Drysdale sought clarification of the distance the proposal would be from her house and was advised that it would be on the other side of a hedge, approximately two car lengths from her gable wall.
- Alderman D Drysdale asked where the sun rose and set on her property and how this would be impacted. Ms Fee clarified these points and also advised that she represented 5 elderly parties who would also be impacted by the proposal.

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

- She outlined the impact this application would have on Ms Fee and she voiced her support for her and the elderly residents she represented.

Councillor S Skillen then responded to Members' queries as follows:

- Councillor J Craig said that the issue appeared to be the removal of a hedgerow, he asked whether this could be mitigated by conditioning. Councillor S Skillen outlined issues of ownership and suggested that a site visit by the Committee might be beneficial.
- Alderman D Drysdale asked whether the hedgerow belonged to Ms Fee and was advised that as far as she was aware, this was not the case.

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

- He welcomed the recommendation to approve.
- The applicant had engaged with principal objectors and made amendments to the plans.
- He confirmed that his client owned the trees referred to.
- He said that the new house type had a reduced ridge height and mass, overlooking had been minimised and he went on to explain how this had been done.
- He said he felt there would be no detrimental impact.
- He stated that policy tests had all been met and he urged approval.

Mr Worthington then responded to Members' queries as follows:

- Councillor J Craig asked why the hedge had been reduced in height. Mr Worthington said that this was mainly because it had become over grown. He also stated that it had been done in response to objections from Ms Fee. Councillor J Craig asked what height the trees were now as opposed to what they had been and Mr Worthington stated that he honestly did not know.
- Councillor U Mackin sought clarification on over-looking and over-shadowing and this was explained by Mr Worthington. Councillor U Mackin then sought clarification on the fact that the chalet bungalow was still higher than a two storey house. Mr Worthington advised that a two storey house was normally around 8m high, the new house type was 6.5m to the ridge as the first floor accommodation was now included within the roof. Councillor Mackin then asked if any windows were overlooking the side of the house into Ms Fee's garden and was advised that there were none, there was one window slightly overlooking her garden but the view was minimal as it was at an angle.
- Alderman D Drysdale asked Mr Worthington to provide more information on his comment that Ms Fee had complained about the trees and their height. Mr Worthington then read out an excerpt from Mrs Fee's original objection.
- Alderman D Drysdale asked whether anyone had met with the objector and if they had, what had been the outcome. Mr Worthington said that the applicant and the architect had met with Ms Fee and this meeting had led to changes being made to address the issues. He said that overshadowing would be minimal and only in the height of summer as there was a single storey to that side, He said he did not believe there would be any issue of over-shadowing or dominance above what was already there.
- Alderman D Drysdale asked what the distance was between the two gable walls and was advised that it was around 20 metres.

At this stage Ms Fee was invited to clarify her complaint regarding the tree canopy. She stated that the previous owner had maintained them but they had become overgrown. Regarding Mr Worthington's comment that there would only be a loss of light in the height of summer, she wished to state that this was the time when her garden would be used most. Alderman D Drysdale asked whether originally the trees had blocked her light and was advised that they did not significantly block the light when maintained.

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

- Alderman D Drysdale referred to ridge height and asked how the amended house type compared. The Senior Planning Officer explained this with the aid of a drawing and stated that there had been no concerns with the original house type proposed so therefore there were no issues with the amended one.
- Councillor J Palmer asked whether any consideration had been taken of surrounding properties and the Senior Planning Officer highlighted where this had been dealt with in the report and how it had been demonstrated that this met policy requirements.

- Councillor J Craig asked whether the Planning Officer had visited the site and if this was the case did you notice the height of the trees. He was advised that the case officer had visited the site after the trees had been cut back.

During the ensuing debate, the following comments were made:

- Councillor M Gregg said that he felt that the developer had gone some way to addressing concerns and he did not see any reasons to vote against the recommendation.
- Alderman D Drysdale said that he did not consider that there were strong planning reasons to overturn the recommendation.
- Alderman J Dillon said that he would be supporting the recommendation.
- The Chairman, Councillor A Swan said that he also would be supporting the recommendation.
- Councillor J Palmer said that he felt that more consideration should have been given to this and he would not be supporting it.

The Committee, having considered the information provided within the Report of the Senior Planning Officer, and by those making representations, agreed by a vote of 9:1 with 0 abstentions to approve the application as outlined in the report and subject to the conditions stated therein.

- (5) LA05/2020/0614/O – Site for dwelling, garage and associated site works at a side garden of 21 Moss Brook Road, Carryduff.

The Committee was advised that the above application had been withdrawn from the Schedule.

#### Adjournment of Meeting

The Chairman, Councillor A Swan declared the meeting adjourned at 1.00 pm

#### Resumption of Meeting

The Chairman, Councillor A Swan declared the meeting resumed at 1.40 pm

#### 4.2 Northern Ireland Housing Conference

Members of the Committee had been provided with information on the above conference which was due to be held on Wednesday 11 May 2022 in the La Mon Hotel at a cost of £225.00 plus VAT. It was proposed by Alderman J Dillon, seconded by Councillor J Craig and agreed that the Chairman and/or Vice Chairman or their nominees attend the event.

The Chairman, Councillor A Swan asked if any member of the Committee wished to attend in his place as he was unable to do so and it was agreed by the

Committee that, due to his position as Chair of the Housing Forum, Councillor J Craig be nominated by the Chairman to attend in place of the Chair

#### 4.3 Statutory Performance Indicators

Members of the Committee had been provided with information on monitoring statistics for February 2022 together with a verbal update from the Director of Service Transformation during which he advised that a workshop would be held in April to consider the NI Audit Office Report and during this event some of the issues regarding performance indicators could be addressed.

It was proposed by Councillor J Craig, seconded by Alderman J Dillon and agreed that the information be noted.

Councillor J Craig sought assurance that some of the smaller matters would be addressed as they seemed to have become lost with the focus being on other issues. Assurance that this would be the case was provided by the Director.

Alderman D Drysdale drew attention to issues of applications being with Ministers and to the issue of legacy applications.

#### 4.4 Appeal Decision in respect of planning application LA05/2020/0705/O

#### 4.5 Appeal Decision in respect of planning application LA05/2018/0080/F

#### 4.6 Appeal Decision in respect of planning application LA05/2020/0054/F

Members of the Committee had been provided with information in respect of the above three planning appeals which had been dismissed.

The Director of Service Transformation summarised the key issues with each application and advised of any associated learning. After responding to a number of queries from members it was proposed by Alderman D Drysdale, seconded by Councillor M Gregg and agreed that the information be noted.

*(Alderman J Dillon left the meeting at 2.00 pm).*

#### 4.7 End of Emergency Period – The Planning (Development Management)(Temporary Modifications) (Coronavirus) Regulations (Northern Ireland) 2020

Members of the Committee were provided with copies of correspondence from the Chief Planner and Director of Regional Planning dated 15 March 2022 which advised that the emergency end date of 31 March 2022 was fast approaching and that there would be no further extension to the temporary modifications. The impact of this was highlighted within the report and it was proposed by Councillor M Gregg, seconded by Alderman O Gawith and agreed that the information be noted.

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

Members of the Committee were advised that two different telecommunication operators had advised of their intention to utilise permitted development rights at locations within the Council area to install electronic communications apparatus in accordance with Part 18 (Development by Electronic Communications Code Operators) F31 of the Planning (General Permitted Development) Order (NI) 2015.

It was proposed by Councillor M Gregg, seconded by Councillor J Craig and agreed that the information be noted.

4.9 EPLANI Webinars - Recent Planning and Environmental Judicial Review Decisions (Online Event)

Members of the Committee were provided with information circulated by NILGA on a forthcoming EPLANI Webinar which offered all persons with an interest in the operation of the planning system, an update on recent Planning and Environmental Judicial Review Decisions. The Honourable Mr Justice Scofield would be the key speaker and the webinar was scheduled to take place on Thursday 28 April 2022 at 3.30 pm.

Members were provided with joining instructions should they wish to attend the Webinar.

It was proposed by Councillor M Gregg, seconded by Councillor J Craig and agreed that the information be noted.

5. Any Other Business

Confidential Matters

*(The Legal Advisor left the meeting at 2.05 pm)*

Councillor M Gregg stated that he wished to raise a matter of Confidential Business.

The matter would be dealt with "In Committee" for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).

"In Committee"

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

The Principal Planning Officer provided an update as requested by members of the Committee on ongoing matters.

It was agreed that the verbal updates provided be noted.

#### Resumption of Normal Business

It was proposed by Councillor J Craig, seconded by Councillor M Gregg and agreed to come out of committee and normal business was resumed.

The Chairman, Councillor A Swan reminded the Committee that the next meeting of the Committee would be on Monday 9 May 2022.

There being no further business, the meeting concluded at 2.15 pm.

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CHAIRMAN / MAYOR