

LISBURN & CASTLEREAGH CITY COUNCIL

Minutes of the proceedings of the Development Committee Meeting of Lisburn & Castlereagh City Council held in the Island Civic Centre, Lisburn, BT27 4RL on Wednesday, 6 September 2017 at 7.00 pm

PRESENT: Alderman A G Ewart MBE, Chairman

The Right Worshipful the Mayor
Councillor T Morrow

Aldermen W J Dillon MBE and S Martin

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

OTHER MEMBER: Councillor O Gawith

IN ATTENDANCE: Lisburn & Castlereagh City Council

Director of Service Transformation
Head of Economic Development
Principal Planning Officer (Ms L Jackson)
Planning Officer (Ms J Doran)
Community Planning Manager
Member Services Officer

Commencement of Meeting

The Chairman, Alderman A G Ewart, welcomed Members to the September meeting of the Development Committee.

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

1. **Apologies**

It was agreed to accept apologies for non-attendance at the meeting on behalf of the Deputy Mayor, Councillor H Legge, Aldermen D Drysdale and W A Leathem, Councillors J Baird, A Redpath and S Skillen.

It was noted that some Members may be arriving late to the meeting due to the earlier meeting of the Environmental Services Committee having over-ran.

2. Declarations of Interest

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

During the course of the meeting Councillor A P Ewing declared an interest in the following items in view of his employer, Alan Brown Insurance Company Limited, of 74 Bachelors Walk, Lisburn, being situated within the area of the Lisburn Public Realm Scheme, and completed a Declaration of Interest form thereon:-

Item 6.3.3 Preliminary Expenditure Application – Lisburn City Centre Framework

Item 6.3.5 Strategic Revitalisation Project – Update and Request for Council Contribution

Item 6.3.6 City Centre Masterplan Review – Tender Report

Item 6.3.17.1 City Promotion Budget – Balmoral Show Evaluations

3. Minutes

It was proposed by Alderman W J Dillon, seconded by Councillor T Mitchell and agreed that the Minutes of the meeting of Committee held on 6 June 2017 as adopted by the Council at its meeting on 27 June 2017 and the Special Meeting of Committee held on 24 July 2017, as adopted by the Council at its meeting on 22 August 2017, be confirmed and signed.

4. Deputations

There were no deputations to be received at the meeting.

It was agreed that the Confidential Business be considered at that point in the Meeting.

5. Confidential Business

The Chairman reported that the items in the Confidential reports were required to be considered "In Committee" for the reasons outlined below:

- Seasonal Car Park Charges – Lisburn City Centre - Confidential due to information relating to the financial or business affairs of the organisation concerned

5. Confidential Business (Cont'd)

- LDP Work Programme – Extension to Contract with SIB - Confidential due to information relating to the financial or business affairs of the organisation concerned
- Lisburn Public Realm Update - Confidential due to information in relation to which a claim to legal professional privilege could be maintained in legal proceedings
- Regional City Deal - Confidential due to information relating to the financial or business affairs of the organisation concerned
- Update on BMAP - Confidential due to information in relation to which a claim to legal professional privilege could be maintained in legal proceedings
- Rolling Year Absence Figures for the Director's Administration Team and Economic Development for the period 1 April 2016 to 31 July 2017 - Confidential for reason of information likely to reveal the identity of an individual(s)

It was proposed by Councillor U Mackin, seconded by Councillor A P Ewing, and agreed that the Confidential Business be considered "in Committee" in the absence of press or members of the public.

5.1 Confidential Report by the Director of Service Transformation

Items for Decision

5.1.1 Seasonal Car Park Charges – Lisburn City Centre

The Director of Service Transformation having reminded the Committee of the decision of the Council in 2016 in regard to car parking arrangements for the Council's surface car parks in the run up to Christmas, and requested the Committee to consider the matter of Car Parking charges in Lisburn City Centre, in the run-up to Christmas 2017, with a view to making a recommendation to the Environmental Services Committee of the Council.

Members were advised that work continued on the development of the Council's Car Parking Strategy, with appropriate reports to Committee in the coming months in this regard.

It was proposed by Councillor S Carson, seconded by Councillor J Gallen, and agreed to recommend that the Council offer free car parking in the Council's surface car parks in Lisburn City Centre for the four Saturdays in December 2017 in the run-up to Christmas.

5.1.2 Local Development Plan Work Programme – Extension to Contract with SIB

Alderman W J Dillon left the meeting at 7.06 pm and returned at 7.08 pm.

Councillors A Givan and T Mitchell arrived to the meeting at 7.07 pm.

The Director of Service Transformation and the Principal Planning Officer responded to questions from the Committee in regard to the Council's contract with the Strategic Investment Board (SIB) and the ongoing work in relation to the Knockmore/M1 Link project.

Councillor O Gawith entered the meeting at 7.11 pm.

The Right Worshipful the Mayor, Councillor T Morrow and Alderman S Martin arrived to the meeting at 7.12 pm.

It was proposed by Alderman W J Dillon, seconded by Councillor J Gallen, and agreed to recommend that the Committee agrees to the extension of the SIB contract for their Road Traffic Engineer to assist the Council to move forward transport proposals for the LDP and the wider Council area.

5.1.3 Lisburn Public Realm Update Report

The Committee had been furnished with, and noted the content of, an update report on the current legal position regarding Lisburn Public Realm scheme.

5.1.4 Regional City Deal

The Committee noted from the Director's report that it had been agreed at the August monthly meeting of Council that the Council would submit a number of projects as part of the City Deal agenda and potential bids for funding opportunities that may become available through this medium, subject to the Chairman of the Development Committee approving the content of the submission.

A copy of the submission to Belfast City Council, as approved by the Chairman of the Committee, had been furnished to Members the content of which was noted.

5.1.5 Update on BMAP

The Committee had been furnished with and noted the content of an update report regarding the Belfast Metropolitan Area Plan (BMAP) 2015 following the recent Court of Appeal ruling on 18 May 2017.

It was noted that further updates from the Department for Infrastructure and any further legal advice would be presented to Members on this matter as soon as it became available to the Council.

5.1.6 Rolling Year Absence Figures for the Director's Administration Team and Economic Development

The Committee had been furnished with a table showing rolling year absence figures for the Directors' Administration Team and Economic Development for the period 1 April 2016 to 31 July 2017.

It was agreed that the Rolling Year Absence report as at 31 July 2017 be noted.

It was proposed by Councillor J Gallen, seconded by Councillor U Mackin, and agreed to come out of Committee and normal business was resumed.

Resumption of Normal Business

6. Report by the Director of Service Transformation

6.1 Report by the Principal Planning Officer (LDP)

It was agreed that the report and recommendations of the Principal Planning Officer be adopted subject to any decisions recorded below:

Item for Decision

6.1.1 Update on LDP Work Programme: Draft Plan Strategy

The Committee had been furnished with a report which informed and updated Members of the key stages in the work programme following publication of the Preferred Options Paper and next steps in preparing the Local Development Plan Draft plan Strategy.

The Principal Planning Officer reported that a Special Meeting of the Committee had been convened for Monday 25 September 2017 at 5.30 pm the purpose of which was to discuss the feedback from the public consultation on the Preferred Options Paper.

The Principal Planning Officer drew Members attention to a particular area of the above-mentioned report entitled "Spatial Working Group LDP with Neighbouring Councils." The Principal Planning Officer advised the Committee that in order to meet fully the tests of soundness (regarding taking account of neighbouring Councils' plans, policies and strategies) and following the setting up of the Spatial Working Group with the neighbouring Councils of Belfast, Ards & North Down, and Antrim & Newtownabbey, a spatial working group with the neighbouring Councils of Armagh City, Banbridge & Craigavon Borough Council, and Newry, Mourne & Down Borough Council would be required.

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

- the Special Meeting of the Development Committee to be held on 25 September 2017 at 5.30 pm be noted, and

6.1.1 Update on LDP Work Programme: Draft Plan Strategy (Cont'd)

- the Chairman and Vice Chairman of the Committee, or their nominees, be nominated to attend the next meeting of the Spatial Working Group with the neighbouring Councils of Armagh City, Banbridge & Craigavon Borough Council, and Newry, Mourne & Down Borough Council, and that any proposals or decisions arising thereon be reported back to the Committee in due course.

Item for Noting

6.1.2 Guidance Published by NIEA relating to LDP

The Principal Planning Officer reported that in order to aid with the preparation of sound local development plans the Northern Ireland Environment Agency (NIEA) within the Department of Agriculture, Environment and Rural Affairs (DAERA) Northern Ireland, had recently published guidance documents which were available on the DAERA website; namely:

- Green Infrastructure and Planning
- Methodology for Designating Local Landscape Policy Areas (LLPA)
- Environmental Evidence and Local Information for Local Development Plans

It was agreed that the publishing of the above-mentioned guidance documents be noted.

The Principal Planning Officer and the Planning Officer left the meeting at 7.24 pm.

6.2 Report by Community Planning Manager

It was agreed that the report and recommendations of the Community Planning Manager be adopted subject to any decisions recorded below.

Items for Decision

6.2.1 Youth Council

The Community Planning Manager reported that over the last year the Council (Community Planning, PCSP, Peace IV, Good Relations and Community Services) had been working with the Education Authority (EANI) and the PSNI to develop a Youth Council. A contract had been agreed by all the agencies in the partnership and funding had been allocated to the project from EANI, PSNI, PCSP, Good Relations and Peace IV, it being noted that recruitment to the Youth Council was due to begin in early autumn which would be progressed by EANI.

The Community Planning Manager advised the Committee that EANI had acknowledged that this was the first time in Northern Ireland that this type of partnership approach to developing a youth council, by pooling resources and skills,

6.2.1 Youth Council (Cont'd)

had been piloted, and given the success so far it could be replicated in other Council areas.

Members noted from the report that it was anticipated that the Youth Council would be in place by November 2017 at which time there would be a celebratory launch in the Council Chamber, to which all Members will be invited, and which would be widely promoted as a showcase project for Lisburn and Castlereagh.

The Community Planning Manager confirmed that the celebratory launch of the Youth Council was Thursday, 7 December 2017.

The Community Planning Manager responded to questions from the Committee in regard to the recruitment of young people to the Youth Council, it being noted that the recruitment process would invite applications from young people from a broad range of backgrounds and communities. The Community Planning Manager also discussed the relevant criteria/eligibility for membership of the Youth Council.

It was proposed by Alderman W J Dillon, and agreed to recommend that the use of the Chamber be granted to the Youth Council and that the Council host the launch of the Youth Council on Thursday, 7 December 2017.

6.2.2 Age Friendly Alliance

The Community Planning Manager reminded the Committee that the Council had jointly hosted an Age Friendly Conference in November 2016 to promote the World Health Organisation's Age Friendly Framework. This initiative was a partnership between Lisburn & Castlereagh City Council, Ards & North Down Borough Council, the South Eastern Health and Social Care Trust (SEHSCT) and the Public Health Agency (PHA).

The Community Planning Manager reported that at the above-mentioned Age Friendly Conference the PHA had announced that it would fund an Age Friendly Co-ordinator's post to work on Age Friendly strategies for both Council areas and advised that an officer had now been appointed and had started work on this process, this post being a fixed term post for two years. The development of the strategy would take about two years and would involve Members as well as community groups and interested parties representing older people and their needs.

It was noted that 1 October was the International Day of Older People and would be an opportunity to have a photo call and press release to promote the 'signing of the Charter' to show the Council's commitment to the process.

The Community Planning Manager advised that one of the next stages would be to consider governance structures for the Age Friendly project and to consider how such governance structures would fit into the existing community planning structures,

6.2.2 Age Friendly Alliance (Cont'd)

it being noted that a further paper would be brought to Development Committee in due course.

It was proposed by Alderman W J Dillon, seconded by Councillor J Gallen, and agreed to recommend that in order to promote the Council's commitment to the Age Friendly process the Chairman of the Committee, together with the Chairman of the Strategic Community Planning Partnership, participates in a photocall and associated press release in connection with the signing of the Charter on International Day of Older People on 1 October 2017.

The Right Worshipful the Mayor, Councillor T Morrow, offered the assistance of the Mayor's Office in the progressing of either the Youth Council initiative or the Age Friendly Alliance.

Items for Noting

6.2.3 DAERA Consultation Area Based Schemes - Review of Decisions Process

The Community Planning Manager reported that a Council response had been submitted to the Department of Agriculture, Environment and Rural Affairs (DAERA) to the consultation on proposed changes to Area Based Schemes: Review of Decisions Process. It was noted that in particular, it was proposed to replace the current procedure with a process which better met the needs of farmers and which would bring about a timely outcome of the decision they had asked the Department to review.

A copy of the consultation response had been circulated to the Committee.

It was agreed that the Council's Consultation response to the Consultation on Area Based Schemes – Review of Decisions Process be noted.

6.2.4 Literature Festival

The Community Planning Manager reported that a request had been received from Tom Le Seilleur (English Language Lecturer, SERC Lisburn Campus) to present to the Council a proposal to develop and run the following initiatives:

- Lisburn Young People's Literature Festival 2018
- Extensive Reading for Pleasure International Conference 2018
- Lisburn Year of Reading 2017-2018 and
- UNESCO City of Literature Application.

The Community Planning Manager advised that Mr Le Seilleur had been in touch with a wide range of agencies and organisations to promote his proposal and had had some success in encouraging representatives from the Arts Council and the Books Trust, for example, to sit on a steering group to develop his proposal further.

6.2.4 Literature Festival (Cont'd)

It was also noted that Mr Le Seilleur had met the Council's Tourism Officers to discuss the possibility of a small grant being awarded, recognising that if the Council were to lend any greater support to this proposal he would be required to provide considerably more information. He had therefore agreed to prepare a short proposal outlining his ambitions and exactly what support he would like from the Council.

It was noted that a further report in relation to the above-mentioned Literature Festival would be brought back to Development Committee in due course.

6.2.5 Action Planning

The Community Planning Manager reminded Members that the Community Plan had been launched on 18 May 2017 and the next phase was to develop the Action Plan which would detail how the Council, the partner agencies and the community sector would achieve the outcomes identified in the Community Plan.

It was proposed that the action planning would be arranged into the five themes in the Community Plan, namely:

- Children and Young People
- the Economy
- Health and Well-being
- Where We Live and
- Our Community

Members noted that facilitated workshops would be held to generate the discussions at which Members would be instrumental to these sessions.

A copy of the draft workplan for the Action Planning process had been furnished to the Committee, it being noted that a further report would be brought to Development Committee in due course with the aim of having a draft action plan in place for December 2017.

It was agreed that the report on the Action Plan be noted.

The Community Planning Manager left the meeting at 7.32 pm.

6.3 Report by Head of Economic Development

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

Items for Decision

6.3.1 Hotel Moratorium on Grant Aid

The Head of Economic Development reminded Members that the Council had agreed in May 2017 that the Chief Executive would write to the Chief Executive of Invest NI to discuss the negative effect on potential Hotel project investment, which resulted from the Moratorium on Hotel grant aid for projects within a 10 mile radius of Belfast City Centre.

A copy of the Council's letter to Invest NI and the subsequent response from Invest NI's Chief Executive, Mr Alastair Hamilton, had been circulated to the Committee.

The Head of Economic Development reported that the Council had been building an evidence base to support its position regarding the removal of the moratorium on grant aid. This work most recently featured representations made to the former Chairman Councillor U Mackin from a local business and the Council's own work connected to the feasibility and viability studies for the city centre hotel project which have been produced on the Council's behalf by Michael Williamson of ASM.

It was noted that the Chief Executive had raised this matter personally with the Permanent Secretary of the Department for the Economy, the Chief Executive of Tourism NI, and the Chief Executive of Invest NI.

The Head of Economic Development advised that the letter from Alastair Hamilton, Chief Executive, Invest NI, highlighted contacts in the Department for the Economy for further discussion, and an appropriate meeting has been requested by Council Officers.

It was proposed by Councillor S Carson, seconded by Alderman W J Dillon, and agreed to recommend that the Chairman and Vice Chairman of the Development Committee attends the meeting with officials from the Department for the Economy and Council Officers to discuss the hotel moratorium on grant aid.

6.3.2 Correspondence from Department of Agriculture, Environment and Rural Affairs (DAERA) – Strategic Rural Tourism Funding

The Committee had been circulated with copy correspondence from Catherine McCallum, Director of Rural Affairs, Department of Agriculture, Environment and Rural Affairs (DAERA), which confirmed the approval of the Rural Development Programme for Rural Tourism projects through the NI Rural Development Programme. This part of the overall programme was being managed directly and delivered by DAERA and that financial assistance up to £500,000 at an intervention rate of 75% would be made available.

The Head of Economic Development reported that a meeting with DAERA officials to discuss the application process had been arranged for mid-September to discuss the Council's concept ideas for both Hillsborough Forest and Lagan Canal Trust initiatives.

6.3.2 Correspondence from Department of Agriculture, Environment and Rural Affairs (DAERA) – Strategic Rural Tourism Funding (Cont'd)

Members were reminded that the Council had previously planned to submit two funding bids to this programme - one for Discover Waterways Lisburn and the second for the Renewal of Hillsborough Forest.

It was proposed by Councillor J Gallen, seconded by Councillor A Givan, and agreed to recommend that the Council progresses discussions with DAERA on the application process with a view to developing and submitting two funding bids as outlined above.

6.3.3 Preliminary Expenditure Application – Lisburn City Centre Framework

The Head of Development reported that for the past year CARD Group, a market research company, had been producing evidence reports from market research in Lisburn City Centre through on-street surveys, footfall counting, statistical analysis and comparisons with competing destinations.

The Head of Economic Development advised that the above-mentioned reports formed the baseline of a City Centre Framework that was used to support planning and decision making on initiatives in the City Centre such as events, marketing, business support programmes, planning decisions. It had also been well received by other City Centre stakeholders, particularly traders, who had used the information to support investment decisions and their own marketing activity.

The Head of Economic Development advised that the period of the current contract to deliver this work was nearing conclusion and it was proposed that the Council procures these services for a further three-year period.

The Committee had been circulated with a copy of the Preliminary Expenditure Application for the delivery of a Lisburn City Centre Evaluation Framework which would monitor the performance of Lisburn City Centre.

It was proposed by Councillor T Mitchell, and agreed to recommend that Preliminary Expenditure Application for delivery of the City Centre Evaluation Framework, as circulated, be agreed and that the project progresses to Financial Appraisal.

6.3.4 Preliminary Expenditure Application: Discover Waterways Lisburn – Delivery Phase

The Head of Economic Development reported that at the Development Committee meeting in June 2015 it had been agreed that the Council should appoint an integrated consultant team to take forward the Discover Waterways Lisburn Masterplan to full design and costing. The overall scheme based at Union Locks, Lisburn would deliver a significant regeneration project adjacent to the Lagan Navigation.

6.3.4 Preliminary Expenditure Application: Discover Waterways Lisburn – Delivery Phase (Cont'd)

It was noted that the proposed project included the renovation of Navigation House and adjoining stables; renovation of a Lock Keepers cottage as a hospitality facility; re-watering of the canal basin as a water-sports facility with associated boat storage and new car parking.

The Head of Economic Development advised that interest from other funders had been received including the potential for significant contributions from the Heritage Lottery Fund and the NI Rural Development Programme. In order to complete the design process, be in a position to bid for these funds and agree Council contributions, a financial appraisal was required to be developed.

The Committee had been furnished with a copy of the Preliminary Expenditure Application for the Discover Waterways Lisburn project.

It was proposed by Councillor U Mackin, seconded by Councillor S Carson, and agreed to recommend that the Preliminary Expenditure Application for Discover Waterways Lisburn be agreed and that the project progresses to Financial Appraisal.

6.3.5 Strategic Revitalisation Project – Update and Request for Council Contribution

Councillor A P Ewing left the meeting at 7.36 pm having declared an interest in the above item.

The Head of Economic Development reminded Members that in past years Revitalisation projects, part funded by the Department for Communities (DfC) (formerly DSD), had been delivered across the Council area. The project included initiatives to support the commercial areas of Lisburn City Centre, Dundonald, Carryduff and Newtownbreda with the types of projects funded including shop front improvement schemes; events; PR and Marketing campaign; improvements to pedestrian linkages; Pop-Up Shop initiatives and creation of an events space in Moat Park.

The Head of Economic Development reported that following on from the success of the above-mentioned initiatives an opportunity had become available through DfC to make an application for financial support to deliver a new Strategic Vitality Project across the urban commercial centres of the Council.

The Committee had been circulated with a copy of an outline of the Revitalisation project which has been submitted to DfC to be considered for £150,000 of grant funding. It was noted that the overall project was costed at £180,000 and would require a contribution from the Council of £30,000.

6.3.5 Strategic Revitalisation Project – Update and Request for Council Contribution (Cont'd)

At this juncture the Director of Service Transformation advised the Committee of a correction to the amount of grant funding from DfC towards the above project in this financial year, which was £100,000 (and not £150,000 as previously advised to the Committee).

The Head of Economic Development reported that DfC should be in a position to advise the Council in late September 2017 if the application had been successful and that should the DfC response to the application be delayed, the main initiative within the overall project, namely, the Shopfront Improvement Scheme, could still be delivered on a lesser scale using solely the Council's allocation.

In response to a question from Councillor A Givan the Head of Economic Development advised that planning approval in relation to Shop Front Improvement Schemes was a prerequisite in order to ensure the design proposals were in keeping with the area in question.

The Head of Economic Development undertook to bring a further report to a future meeting of the Committee which outlined the designated streets within the Lisburn & Castlereagh City Council area for the Shop Front Improvement Scheme.

It was proposed by Alderman W J Dillon, seconded by Councillor A Givan, and agreed to recommend that the Committee agrees to:

- the delivery of the initiatives as outlined in the Strategic Vitality Project report,
- the Council contribution of £30,000 towards the overall cost, and
- the delivery of the Shopfront Improvement Scheme on a lesser scale using the Council's contribution of £30,000 should the decision making of DfC be delayed further.

Councillor A P Ewing returned to the meeting at 7.38 pm.

6.3.6 City Centre MasterPlan Review – Tender Report

The Committee had been furnished with a copy of a tender report in relation to the appointment of an Integrated Consultant Team to deliver a review of the Lisburn City Centre Masterplan.

The Head of Economic Development reported that at a recent Director-level meeting, the Department for Communities (DfC) had given a verbal indication that this project could be grant aided up to 50% of costs by the Department.

6.3.6 City Centre MasterPlan Review – Tender Report (Cont'd)

The Head of Economic Development reminded the Committee that the Council at its Meeting held on 22 August 2017 had granted delegated authority to the Committee at its Meeting in September 2017 to deal with this matter.

It was proposed by Councillor A Givan, seconded by Councillor T Mitchell, and agreed that Ove Arup & Partners Limited be appointed to deliver a review of the Lisburn City Centre Masterplan as outlined in the tender report circulated, being the most economically advantageous tender received, and that Officers seek to secure the offer of funding from DfC as outlined above.

6.3.7 CIPR Pride Awards 2017: Finalist, Lisburn City Centre Gift Guide

The Head of Economic Development reported that the Chartered Institute of Public Relations held Regional Awards called the Pride Awards on an annual basis.

The Head of Economic Development advised that applications were open to the PR Industry and that last year the Council had worked in partnership with Rumour Mill PR, a local PR and Marketing company to deliver the successful Lisburn City Centre Gift Guide initiative. Rumour Mill PR had applied to the category 'Best Publication' for the production of the Gift Guide which had been successful in being shortlisted as a finalist and Rumour Mill PR have suggested that the Council may want to be represented at the Awards Dinner alongside them.

It was proposed by Councillor J Gallen, seconded by Councillor T Mitchell, and agreed to recommend that the Chairman and/or Vice-Chairman of the Committee, or their nominees, be nominated to attend the CIPR Pride Gala Awards Dinner & Ceremony on 13 October 2017 at a cost of £104 + VAT plus travel expenses.

6.3.8 TNI Consultation - Provision of an Accessible/Disable Parking Bay Opposite 49 Seymour Street, Lisburn

The Committee had been furnished with a copy of correspondence from Transport NI outlining a proposal to provide an accessible/disabled parking bay opposite 49 Seymour Street, Lisburn.

It was agreed to recommend that the proposal to provide an accessible/disabled parking bay opposite 49 Seymour Street, Lisburn, be noted, there being no objections from Members present at the Meeting.

6.3.9 Attendance at World Travel Market, Excel, London, 6-8 November 2017

The Head of Economic Development reported that this year's World Travel Market, being the largest travel trade exhibition in Europe, would take place during 6 - 8 November 2017 in ExCel, London.

6.3.9 Attendance at World Travel Market, Excel, London, 6-8 November 2017 (Cont'd)

It was noted that the above event offered an opportunity to network and explore current industry trends with over 50,000 senior travel industry professionals, government representatives and international press from 182 countries. Now in its 38th year, the event generated an estimated £2.5 billion of travel industry contracts.

Whilst Lisburn and Castlereagh City Council would be branded within the Belfast Regional Tourism Partnership (Visit Belfast), an opportunity existed for representatives from the Council to witness first-hand the marketing and promotional activities of other countries and regions across the globe, including National Tourist Boards. The event also represents an opportunity to identify potential collaborative partners and funding sources to support the development of the Council's tourism offering.

Members noted from the Head of Economic Development's report detail in regard to two important industry events that were organised by Visit Belfast for this year's World Travel Market event, one on Monday 6 November 2017 – Meet the Irish, Welcome Reception, and the other on Tuesday 7 November 2017 - The Belfast Welcome networking event.

It was proposed by Councillor S Carson, seconded by Alderman W J Dillon, and agreed to recommend that the Committee nominates the Chairman and/or Vice Chairman to represent the Council at the World Travel Market for at least one day to experience first-hand the marketing and promotional activities of Belfast Regional Tourism Partnership, it being noted that the estimated cost of a Members' attendance was £529.23 based on the usual two-night duration.

6.3.10 HolidayWorld Dublin 26-28 January 2018

The Head of Economic Development reminded Members that the Belfast Regional Tourism Partnership would exhibit at Holiday World Dublin from 26-28 January 2018. It was noted that in previous years the Development Committee had been represented at the opening trade afternoon to view the efforts of the Belfast Regional Tourism Partnership in promoting the region in the context of competition from worldwide destinations.

It was proposed by Councillor A Givan, seconded by Councillor U Mackin, and agreed to recommend that the Chairman and/or Vice Chairman of the Committee and an Officer be nominated to attend Holiday World Dublin on Friday, 26 January 2018, it being noted that cost of a Member's attendance was £329.90 (based on one overnight stay and two full days' subsistence).

6.3.11 Business Mentoring Programme

The Head of Economic Development reminded Members that the Business Mentoring Programme had been agreed by the Development Committee at its meeting in June

6.3.11 Business Mentoring Programme (Cont'd)

2017 but subsequently referred back for further consideration by the Chairman in light of correspondence received from Inspire Business Centre.

The Head of Economic Development reported that the Council had now responded to the matters raised by this organisation and the project was presented for Members' further consideration, it being noted that the proposed structure of the project remained unchanged with the details as per the report presented in June 2017 as well as further information as outlined in the Head of Economic Development's report.

It was noted that due to continued high demand for the programme, there was currently a waiting list of 25 businesses, with this list growing on a daily basis. In order that the Council continued to deliver this valuable business support service, it was recommended that a new phase of the programme be procured, this would accommodate up to 30 businesses (or 425 hours of mentor support), at a maximum cost of £25,500.

It was proposed by Councillor J Gallen, seconded by Alderman W J Dillon, and agreed to recommend that the Committee agrees the delivery of the next phase of the Business Mentoring Programme, as outlined.

6.3.12 Made in Lisburn & Castlereagh (MILC)

The Head of Economic Development reminded Members of the unique Made in Lisburn Castlereagh (MILC) event which had been held on 13 June 2017 at Lagan Valley Island. This unique, first for Northern Ireland, event had been an opportunity to profile the City as a key investment location, as well as showcasing the many innovative and world class companies who are located in the City area.

The Committee had been furnished with an evaluation report which had been undertaken with the participating companies on the day.

The Head of Economic Development noted comments from Councillor U Mackin in regard to the staging of the next Made in Lisburn & Castlereagh event in the autumn time as the timing of the event in June this year had conflicted with exam time for students, a number of which would have wished to attend this event.

It was proposed by Councillor A Givan, seconded by Alderman W J Dillon, and agreed to recommend that based upon the success of the event, and the positive feedback, the Council once again:

- co-ordinates a Made in Lisburn & Castlereagh event in 2018, with some revising of the event to reflect key lessons learned and recommendations made by the participating companies, and
- acts as the main sponsor of the event at a total cost of £15,000, with match funding sourced from participating companies and sponsorship.

6.3.13 Feasibility Study to assess Potential for a Lisburn Castlereagh Business Incubation Hub

The Head of Economic Development reported that following the Review of Public Administration and transferred enterprise functions to local government, local authorities had an opportunity to help shape and grow new innovative businesses within their local council areas through the provision of dedicated incubation assistance for the early business start-up stage.

The Head of Economic Development reported that it was proposed that the Committee funds a feasibility study to assess the potential and to produce a solid evidence base for the development of such incubation assistance in the Lisburn & Castlereagh Council City area. The Study would include:

- scoping of local and national supply of service
- business formation/survival levels
- suitable location/s and
- existing business incubation/support activity

A copy of a report providing further information on the proposed scope of the study had been furnished to the Committee, it being noted that it was anticipated that the study would cost up to a maximum of £20,000.

It was proposed by Councillor J Gallen, seconded by Councillor U Mackin, and agreed to recommend that the Council funds a feasibility study as outlined above to assess the potential for dedicated business incubation assistance across the Council area, at a maximum cost of up to £20,000.

6.3.14 MIPIM UK, Olympia London 18-19 October 2017

The Head of Economic Development reminded Members that it had been agreed at a meeting of the Development Committee in December 2016 that the Council would once again exhibit at the UK's largest property exhibition, MIPIM UK in London.

The Committee had been furnished with an outline of the planned approach to investment promotion at the event, and key activities which includes a collaborative Northern Ireland focused Panel discussion with Armagh City, Banbridge & Craigavon Borough Council, and potentially any other Northern Ireland Councils who were attending MIPIM UK.

The Director of Service Transformation and the Head of Economic Development responded to comments from the Committee in connection with the 2016 MIPIM event.

It was proposed by Councillor J Gallen, seconded by Alderman W J Dillon, and agreed to recommend that the Committee notes the content of the planned approach to investment promotion at the MIPIM 2017 event and that the Chairman and Vice Chairman, or their nominees, attend, along with appropriate Officer representation,

6.3.14 MIPIM UK, Olympia London 18-19 October 2017 (Cont'd)

it being noted that the estimated cost of a Member's attendance was £614.50 (based on flights, transfers/other travel, hotel and subsistence).

6.3.15 Castle Street Car Park

Councillor J Gallen left the meeting at 7.57 pm and returned again at 7.59 pm.

The Head of Economic Development reminded Members that NIE had commenced a capital works scheme in Lisburn City Centre to upgrade their infrastructure in advance of the Council's planned Public Realm Scheme.

The Head of Economic Development reported that the Council had received a request from NIE regarding the use of the Council owned site at 46C Castle Street, in particular they had requested use of the site during their works as an area to store and more easily access materials to avoid long journeys from site. It was noted that a similar arrangement had been in place for Clanmil Housing during the building of the adjacent residential development.

Comments were noted from Alderman W J Dillon in regard to car parking issues in Lisburn City Centre, in particular in the run up to Christmas. The Head of Economic Development agreed to bring a report on the work in relation to the Council's car parking strategy to a future meeting of the Committee which would provide an opportunity for such issues raised by Alderman Dillon to be addressed.

It was agreed to recommend that the request from NIE to use the Council's site at 46C Castle Street during their works in Lisburn City Centre be acceded to, it being noted that Officers would plan to work with the Council's solicitor to prepare an appropriate lease agreement and work to agree terms with NIE.

6.3.16 Hillsborough Projects Update

The Director of Service Transformation presented this item.

Members were reminded that there were now a series of capital and other projects being developed for delivery in the village of Hillsborough in the coming years which included, amongst others, a major Public Realm Scheme; development of a new car park adjacent to Hillsborough Fort and the regeneration of Hillsborough Forest Park.

With a need to understand the complexities involved in these projects and their delivery a report had been circulated to the Committee, for review, which outlined the issues and interdependencies between the various elements of the projects.

The Director of Service Transformation elaborated on some of the issues outlined in the above-mentioned report and highlighted the overarching themes and issues of both Council projects and those of other stakeholders. The report also outlined the

6.3.16 Hillsborough Projects Update (Cont'd)

next steps proposed to enable the projects to be progressed and mitigate the risks of some of the highlighted issues.

The Director of Service Transformation advised that the outcome of the Traffic Impact Assessment would be brought to the Committee at its meeting in October 2017 for consideration.

The Director of Service Transformation responded to a question from Alderman W J Dillon in regard to the Dark Walk Way in Hillsborough, it being noted that there had not been any confirmation of conditions for the use of the Dark Walk Way from Historic Royal Palaces (HRP) to date.

It was proposed by Councillor T Mitchell, seconded by Councillor A Givan, and agreed to recommend that the Hillsborough Projects Report and programme recommendations be agreed.

6.3.17 City Promotion Budget – Project Evaluations

6.3.17.1 Balmoral Show Evaluation

The Head of Economic Development reported that the Balmoral Show had been staged over four days from 10 – 13 May 2017 (this included an additional day on the Saturday on top of normal 3 days) at Balmoral Park, Maze Long Kesh, bringing significant numbers of visitors into the Council area.

The Committee had been furnished with a copy of a report on the 2017 City Centre showcase and promotional activity, including survey results from visitors to the Lisburn and Castlereagh City Council marquee. The Head of Economic Development reported that feedback had been positive, generally, from traders and visitors to date with plans to further develop the linkages with Lisburn City Centre in future years.

It was noted that the Visit Lisburn and Castlereagh marquee had been redesigned in 2017 with a slightly larger marquee required to accommodate the increased trader requests for exhibition stands, and presented differently to enhance its appeal to the public.

The Head of Economic Development reminded Members that last year the Committee had requested that traders from Moira and Hillsborough be invited to take a stand in the Lisburn and Castlereagh City Council marquee, and sought further clarification in this regard from the Committee for the 2018 Balmoral Show.

It was proposed by Councillor J Gallen, seconded by Councillor T Mitchell, and agreed to recommend that the Committee supports a similar initiative for the 2018 Balmoral Show with a budget of £35,000 to be allocated from the City Promotion budget.

6.3.17.1 Balmoral Show Evaluation (Cont'd)

It was also agreed that the Head of Economic Development, in conjunction with the Chairman of the Committee, consider the matter local traders exhibiting in the Council's marquee, similar to the model adopted in 2017.

6.2.17.2 Pipe Band Championships Evaluation

Members were advised that the recently staged City of Lisburn Pipe Band Championship had been deemed a success with an increase in visitor numbers, more bands performing and more drum majors competing in the competition.

A full evaluation, including feedback from the Royal Scottish Pipe Band Association, Northern Ireland Branch, (RSPBA NI) and visitor surveys had been circulated to Members.

The Head of Economic Development reported that due to a number of issues it had proved difficult to stay within the technical budget and this should be considered in any future bid, it being noted that the winning bid to host the 2017 City of Lisburn Pipe Band Championships had been £12,000 grant, plus a further £3,000 in technical costs, with the actual technical budget having run to £4,200, mostly due to increase in security/stewarding costs.

It was proposed by Councillor J Gallen, seconded by Councillor T Mitchell, and agreed to recommend that:

- the Committee notes the evaluation report in respect of the 2017 Pipe Band Championship event,
- the RSPBA NI Branch be invited to make a presentation to the Committee in regard to their current financial position, and
- a bid of £12,000 be proposed in regard to the staging of a Pipe Band Championship in 2018, to include up to £4,500 of technical costs, subject to a satisfactory presentation to the Committee by RSPBA NI.

6.3.18 Lisburn Chamber of Commerce Business BBQ 14 September 2017

The Committee had been furnished with a copy of an invitation to the Council from Lisburn Chamber of Commerce to attend its Business BBQ on 14 September 2017 at the Yellow Door in Lisburn City Centre.

It was proposed by Councillor J Gallen, seconded by Councillor A Givan, and agreed to recommend that the Chairman and/or Vice Chairman represent the Council at this event.

Items for Noting

6.3.19 Heathrow Logistics Hub Bid - Update

The Head of Economic Development reminded Members that it had been agreed at the meeting of the Development Committee on 7 June 2017 that the Council would work in partnership with relevant local stakeholders including possibly other Councils, to develop and submit an Expression of Interest for suitable sites identified in the Lisburn & Castlereagh City Council area, to be considered as one of the new Heathrow off-site logistics hubs.

The Head of Economic Development reported that Lisburn & Castlereagh City Council had taken the lead on a collaborative bid on behalf of Belfast City Council and Armagh City, Banbridge & Craigavon Borough Councils for the following sites:

- Maze Long Kesh
- North Foreshore
- Silverwood

Members were advised that Gilchrist Morrow Associates, in partnership with Oxford Economics, had been appointed through a Single Tender Action to support the Council with this bid, at a total cost of £14,500, the cost of which had been split equally between participating Councils. It was noted that Antrim & Newtownabbey Borough Council had contributed to the cost of the consultancy support, but had decided not to proceed as part of this collaborative bid.

The Head of Economic Development reported that whilst Heathrow had not confirmed a date to inform bidders whether they have been successful or not, they had indicated that a long list of potential sites would be published in the autumn of 2017, and those bidders invited to submit a further detailed bid at that stage.

It was agreed that the update report on the new Heathrow off-site logistics hub be noted.

6.3.20 Northern Ireland Business Start Up Programme (NIBSUP)

Members were reminded that Lisburn & Castlereagh City Council was leading on the delivery of the collaborative European Regional Development Fund (ERDF) application from the ERDF Investment for Growth & Jobs Programme (2014-2020) on behalf of the 11 Councils in Northern Ireland for the delivery of a Northern Ireland wide business start-up programme.

The Committee had been circulated with an update report on NIBSUP, together with a copy of the Tender Evaluation Report for the Enquiry Handling contract.

A signed copy of the Council's Service Level Agreement and Data Controller Agreement had been also furnished to Members for the management of the NIBSUP Management Information System, it being noted that as per recent reports to the

6.3.20 Northern Ireland Business Start Up Programme (NIBSUP) (Cont'd)

Committee in relation to the NIBSUP, Belfast City Council had lead responsibility for the development and management of the dedicated programme MIS system.

It was agreed that the update report on the Northern Ireland Business Start Up Programme be noted.

6.3.21 NILGA Broadband "Local Needs, Local Solutions" Wednesday 27 September 2017 9.30 am Craigavon Civic Centre

The Committee had been furnished with and noted the content of details of a forthcoming event being held by NILGA on Wednesday 27th September 2017 at Craigavon Civic Centre, to coincide with the NILGA Full Members' meeting.

6.3.22 Erasmus+ Letter of Offer – Age Friendly Communities

The Head of Economic Development reported that following a successful funding bid the Council had received an offer of €297,735 (£270,787) under the EU Erasmus+ Programme to deliver a project entitled 'Age Friendly Communities'. The project aimed to support SMEs, Retailers and Service Delivery Agents to improve product/service delivery that better met the needs of older people and as a consequence maximise opportunities for greater economic return.

Members noted that the project would be delivered within the Council area and in tandem in designated areas within Denmark, Poland, Spain and Republic of Ireland and would share the objectives of the newly appointed Age Friendly Co-Ordinator and furthermore would be critical to the meaningful delivery of the Council's Community Plan.

The Head of Economic Development advised that the Council would act as lead partner and as a consequence would be responsible for the management and administration of the overall grant scheme on behalf of the Council and five other delivery agents, namely:

- European E Learning Institute, Denmark
- Northern Chamber of Commerce, Poland
- Ageing Social Lab Foundation, Spain
- Feltec Software Solutions, ROI
- Louth County Council, ROI

It was noted that whilst the Council would manage the administration of the total grant of €297,735 (£270,787), the actual proportion of the grant awarded directly to the Council to deliver the project locally was €57,766 (circa £52,500).

The Committee was advised that the Letter of Offer agreement had been signed by the Chief Executive, with the agreement of the Development Committee Chairman,

6.3.22 Erasmus+ Letter of Offer – Age Friendly Communities (Cont'd)

and returned to the awarding body on Thursday 17 August 2017 to adequately meet a requirement to return documentation within 5 working days.

The Head of Economic Development reported that taking into consideration that the Letter of Offer agreement had to be signed before any scheduled meeting of the Development Committee, the agreement had been presented to Members at the August meeting of Full Council and it had been agreed retrospectively to accept the grant offer as detailed above.

It was agreed that the update on the Age Friendly Communities project be noted.

6.3.23 Entrepreneurs Network and Female Entrepreneurs Network Schedule of Events 2017-2018

The Head of Economic Development reminded Members that as part of the work of the Business Solutions team in Economic Development, the Council had hosted two free networking and discussion forums for small businesses in the Lisburn and Castlereagh area. The networking sessions had cumulated in a final high profile event with a special guest business speaker in Hillsborough Castle.

The Committee had been provided with a copy of the new networking schedule for 2017/2018, which would be delivered at a maximum budget of up to £17,000, to include all venue hire, catering, guest speakers and marketing activities, it being noted that there was provision in the 2017-2018 Economic Development budget for this expenditure.

It was agreed that the Business Networking schedules for 2017/18 be noted.

6.3.24 Budget Report – Economic Development

The Committee had been furnished with and noted the content of the summary Budget Report for Economic Development for the year to 31 March 2018 as at 30 April 2017.

7. Any Other Business

There was no other business for consideration.

There being no further business the meeting terminated at 8.19 pm.

Mayor/Chairman