

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, 10 January 2018 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 J Baird, S Carson, A P Ewing, J Gallen, A Givan,
A Grehan, U Mackin, A Redpath and S Skillen

OTHER MEMBERS

Alderman T Jeffers and Councillor J Gray MBE

IN ATTENDANCE:

Lisburn & Castlereagh City Council

Director of Service Transformation
Director of Environmental Services
Principal Planning Officer
Community Planning Manager
Head of Economic Development
Tourism Development Manager
Head of Environmental Health
Head of Marketing & Communications (Ms A Goddard)
Senior Graphic Designer
Member Services Officer

AECOM

Mr Peter Morrow
Ms Laura McCoy

Commencement of Meeting

The Chairman, Alderman A G Ewart, welcomed Members to the January meeting of the Development Committee and proceeded to outline the evacuation procedures in the case of an emergency.

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 an apology for non-attendance at the meeting on behalf of the Deputy Mayor, Councillor H Legge, Aldermen D Drysdale and W A Leathem, and Councillor T Mitchell.

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 the following interests were declared and Declaration of Interest forms completed accordingly:

Councillor A Redpath declared an interest in item 5.3.7 The Waterways Community – Social Enterprise Project in view of him being a Director on the Lagan Navigation Trust

Alderman W J Dillon declared an interest in item 5.3.8 Down Royal Racecourse in view of his life membership of the Down Royal Racecourse

Councillor A P Ewing declared an interest in Item 6.1 Draft Estimates of Income and Expenditure (in relation to the proposed budget allocation for 2018/2019 to Lisburn Commerce Against Crime (LCAC) in view of his membership of the Board of LCAC.

The Right Worshipful the Mayor, Councillor T Morrow, declared an interest in item 6.2 Tourism Alliance in view of him being a partner in a tourism attraction.

3. Minutes

It was agreed that the Minutes of the meeting of Committee held on 6 December 2017 as adopted by the Council at its meeting on 19 December 2017 be confirmed and signed.

4. Deputation

4.1 Draft Car Park Strategy – Update Presentation

The Director of Service Transformation reminded the Committee that AECOM had been appointed by the Council to develop an off-street car parking strategy which would apply across the Council area, with particular focus on Lisburn City Centre and the settlements of Hillsborough, Moira and Dundonald. Representatives from AECOM were in attendance in order to present findings to date in relation to the Council's draft Car Parking Strategy as well as some emerging strategies arising out of this work.

4.1 Draft Car Park Strategy – Update Presentation (Cont'd)

The Director stated that this work was regarded as an evidence base in terms of the West Lisburn Framework and the Masterplan for the Lisburn City Centre.

It was noted that a further report would be provided to the Committee in regard to delivery of the Draft Car Park Strategy at a future Committee Meeting.

The Tourism Development Manager entered the meeting at 7.10 pm.

At this point the Chairman extended a welcome to those Members of the Environmental Services Committee who were in attendance to hear the presentation on the Draft Car Park Strategy.

It was noted that the Environmental Services Committee would be asked to note the outcome of the Off-Street Car Parking (OSCP) options appraisal as prepared regionally by AECOM, and to agree in principle the continuance of the existing arrangement regarding the enforcement contract.

The Chairman, Alderman A G Ewart, on behalf of the Committee, extended welcomed Mr Peter Morrow and Ms Laura McCoy from AECOM.

Mr Morrow thanked the Committee for the invitation to make a presentation and proceeded to present an overview of the various stages of the research. It was noted that the Council had responsibility for 15 car parks across the Council area as a result of the transfer of the Off-Street Car Parking function to Local Government following the Local Government Reform in 2015.

Mr Morrow discussed the following issues:

- parking location and demand
- parking duration and the negative impact of long term parking
- future developments in relation to the Lisburn City Centre Masterplan, the Laganbank Quarter Development Scheme and the West Lisburn Station
- the proposals by the Department for Infrastructure and Translink to develop additional Park and Ride facilities

Following the presentation, Mr Morrow responded to questions from the Committee in connection with a number of issues, including:

- car parking issues at Dundonald Hospital
- turnover figures for free and paying car parks and the introduction of a time limit as opposed to a charge
- the delivery of the proposals for the development of West Lisburn
- the out-of-town shopping in the Lisburn area which has free parking
- car parking tariffs and the negative impact of free parking
- high storey car parks being under-utilised
- the proposed extension to the car park at Moira Train Station

4.1 Draft Car Park Strategy – Update Presentation (Cont'd)

At the request of Councillor U Mackin Mr Morrow undertook to provide the detailed findings for all of the car parks surveyed.

Councillor J Baird left the meeting at 7.42 pm and returned at 7.43 pm.

The Chairman thanked Mr Morrow for the presentation following which Mr Morrow and Ms McCoy left the meeting (7.46 pm).

It was proposed by Councillor J Gallen, seconded by Councillor A Givan, and agreed to recommend that:

- a) the findings and emerging strategies by AECOM in relation to the Draft Car Parking Strategy be noted, and
- b) a workshop to be hosted by AECOM be arranged in order to consider further issues arising out of the findings to date on the Draft Car Parking Strategy to which all Members of Council would be invited to attend.

It was noted that the Department for Infrastructure's Transport Plan and the Council's area plan would also be considered at the above-mentioned workshop, as well as issues of contract and enforcement charges in taking the strategy forward.

The Director of Environmental Services and the Head of Environmental Health left the meeting at 7.47 pm.

5. Report by the Director of Service Transformation

5.1 Report by Principal Planning Officer (LDP)

It was agreed that the recommendations of the Principal Planning Officer be agreed subject to any decisions recorded below.

Alderman T Jeffers and Councillor J Gray left the meeting at 7.48 pm.

5.1.1 Report on Planning Policy Review Workshops

The Committee had been furnished with a report which provided feedback on the discussions which had arisen from the Planning Policy Review Workshops and the agreed retention, amending or possible formulation of new policies.

The Principal Planning Officer (LDP) reminded the Committee that it had agreed to transfer the majority of existing planning policies forward into the draft Plan Strategy with revisions and amendments where considered necessary, for example in relation to clarification or aligning with the Strategic Planning Policy Statement (SPPS).

5.1.1 Report on Planning Policy Review Workshops (Cont'd)

The Principal Planning Officer (LDP) reported that some new policies had been considered and agreed for inclusion, as detailed in the above-mentioned report. The cost of producing the evidence new policy had not been included in the revenue budgets as it was intended that the majority would be dealt with in current staffing resources and clarity was being sought from Financial Services as to whether any additional cost could be capitalised or met from the current planning reserves.

The Director of Service Transformation stated that when the Plan Strategy was published the policies therein would be the Council's policies and that the test against the decision-making process would become more stringent. Consequently it was important that each policy was brought back for Members' review.

It was agreed to recommend that report regarding the feedback from the above mentioned Planning Policy Review Workshops be agreed, it being noted that any further draft amendments/draft new policies would be prepared and presented to Committee at a future date.

Alderman W J Dillon expressed thanks and appreciation to the Director and the Principal Planning Officer (LDP) for having organised the Planning Policy Review Workshops.

The Principal Planning Officer left the meeting at 8.49 pm.

5.2 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

5.2.1 Community Plan Action Plan

The Community Planning Manager reported that the Strategic Community Planning Partnership (SCPP) had met on 12 December 2017 to discuss the Draft Action Plan following which a number of comments and suggested changes had been noted and which were currently being incorporated into the next version of the Draft Action Plan.

The Community Planning Manager advised that it had been requested that the Draft Action Plan be recirculated to all members of the SCPP again early in the New Year with an agreed seven-day turnaround to allow for a six-week consultation period with a wider audience. This would allow the final Draft Action Plan to be submitted by the end of March 2018.

The Community Planning Manager reported also that the SCPP had accepted and signed an Agreement to progress the development of the Community Plan which had been launched in May 2017. The Partnership was required to review this agreement to take

5.2.1 Community Plan Action Plan (Cont'd)

account of the changing roles and responsibilities for the implementation and delivery stage of the process.

A copy of the draft Agreement document had been furnished to the Committee.

It was proposed by Councillor U Mackin, seconded by Councillor A Grehan, and agreed to recommended that:

- a) the update on the Community Plan Action Plan be noted,
- b) the consultation process as outlined to be held in the New Year, be approved, and
- c) the role of the Council over the next few years as outlined in the draft Agreement be agreed.

Item for Noting

5.2.2 Additional Function for 'Performance Manager' To Monitor Community Planning

The Committee had been furnished with, and noted the content of, a report detailing the proposal to extend 'Performance Manager' to incorporate monitoring of the Lisburn and Castlereagh Community Plan.

5.3 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

5.3.1 Draft Car Park Strategy – Update Presentation

Dealt with under item 4 above.

5.3.2 Vouching Procedures for all Third Party Funding Initiatives

The Head of Economic Development reminded the Committee that the Economic Development Unit had been subject to internal audit in 2016/2017.

A copy of a summary audit findings had been furnished to the Committee, it being noted that the overall audit outcome had been deemed to be satisfactory, and had been considered by the Governance and Audit Committee of the Council at its meeting on 10 January 2017.

5.3.2 Vouching Procedures for all Third Party Funding Initiatives (Cont'd)

The Head of Economic Development advised the Committee that one of the internal audit recommendations had yet to be implemented as the solution lay outside the Economic Development Unit. The outstanding internal audit recommendation related to procedures for vouching going forward and changes to the Accounting Manual.

The Director and the Head of Economic Development responded to concerns raised by Councillor U Mackin in relation to the cost to the Council of procuring a third party to undertake the outstanding audit recommendations.

The Right Worshipful the Mayor, Councillor T Morrow, left the meeting at 7.54 pm and returned at 7.56 pm.

It was agreed to recommend that a third party delivery agent be appointed through an appropriate procurement exercise to ensure full implementation of all aspects of the audit recommendations and in particular those that relate to procedures for vouching going forward and changes to the Accounting Manual.

5.3.3 Proposal to Support Fort Hill Integrated College to attend the BT Young Scientist and Technology Exhibition in January 2018 at the RDS, Dublin.

The Head of Economic Development reported that the Council had received a request through the Economic Development Unit from Fort Hill Integrated College to assist two students and a teacher to attend the prestigious STEM, BT Young Scientist and Technology Exhibition in January 2018 at the RDS, Dublin, it being noted that the event was the premier STEM (Science, Technology, Engineering and Mathematics) event in the British Isles and one of the biggest in Europe.

The Head of Economic Development advised that almost 2100 projects had been entered from across the UK, with only 550 projects making it to the finals with two of Fort Hill Integrated College's year 11 pupils, being one of those groups. Fort Hill Integrated College was one of only 13 schools from Northern Ireland that had qualified; their project focuses upon the use of hamsters to generate a renewable source of energy, and assessing whether or not that energy could be used to charge mobile phones.

A copy of a local press coverage of the above success project had been furnished to the Committee.

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

- a) accedes to the request for support from Forthill Integrated College to attend the above prestigious event up to a maximum of £200 for which the Council would be credited in any publicity materials, and

5.3.3 Proposal to Support Fort Hill Integrated College to attend the BT Young Scientist and Technology Exhibition in January 2018 at the RDS, Dublin.
(Cont'd)

- b) the Committee writes to Fort Hill College congratulating the School on their success in the BT Young Scientist and Technology initiative.

5.3.4 The Waterways Community – Social Enterprise Project

The Head of Economic Development having reminded the Committee that the promotion of local social enterprise initiatives now fell within the remit of the Council following the Reform of Local Government reported that an opportunity had arisen to develop an innovative social enterprise project based at Navigation House in Lisburn. The project, which was based on the development of a skills and training organisation based on project-based learning along the Lagan Navigation, would not only support a viable commercially focused social enterprise, but would also provide training, employment and volunteering opportunities.

The Head of Economic Development reported that this project complemented proposals which comprised part of the overall Discover Waterways Lisburn project. Elements of the proposed project would also support the delivery of the themes and outcomes within the priority Actions within the Community Plan. Also in addition there may be further potential to support the delivery of sustainable clauses within future contract work.

In order to fully develop and scope out the project, identify potential costs and assess overall project viability and management options there was a requirement to produce a full project feasibility study, full business plan and delivery action plan.

The Head of Economic Development responded to questions from Councillor A P Ewing in regard to the appointment method of a delivery agent to take this project forward.

It was agreed to recommend that in order to progress the above Social Enterprise project the Council commissions the work to produce a full project feasibility study full business plan and a delivery action plan, with appropriate break-points included in the contract with the third party.

5.3.5 Pedestrian Signage – Colour Options

Further to the request of the Committee at its December Meeting that further options be provided in terms of colour schemes, Council logo placement and the Council Crest a paper detailing further options for Members' consideration had been circulated.

The Head of Service (Marketing and Communications) and the Council's Senior Graphic Designer were in attendance at the meeting to provide guidance on consistent application of the council brand and its use in relation to pedestrian signage. The pedestrian signage design options, with a number of colour palettes were presented to Members.

5.3.5 Pedestrian Signage – Colour Options (Cont'd)

A discussion ensued during which it was proposed by Councillor J Gallen, seconded by Councillor A Redpath that option 12 be the preferred option for all of the signage across the City area.

An amendment was proposed by Councillor U Mackin, seconded by Alderman W J Dillon that option 3 (for non-heritage areas) and option 12 (for heritage areas) be the preferred options.

The amendment as proposed by Councillor U Mackin was put to the meeting and on a show of hands, declared “carried”, the voting being eight votes in favour and three votes against.

It was also agreed at the request of Councillor A Givan to remove the additional wording from the base of the preferred sign design chosen.

Councillor A Redpath left the meeting at 8.16 pm, as did the Head of Marketing & Communications and the Senior Graphic Designer.

5.3.6 Update of Socio-Economic Research for Lisburn & Castlereagh City

The Head of Economic Development reminded the Committee that the Council commissioned socio-economic research from time to time to assist in providing a robust evidence base for its various strategies, plans, projects and actions. The Economic Development Unit last commissioned a Socio Economic Research and Economic Forecasting Report in 2014.

The Head of Economic Development reported that given the work now underway as part of the Local Development Plan process it was important to have accurate socio-economic information and economic forecasts to underpin the Plan.

The Head of Economic Development responded to questions from Councillor J Gallen in regard to any expertise within the Council that could undertake the above-mentioned research. The Head of Economic Development stated that the work in question would be required to be undertaken by an economist and would require substantive time resource.

It was agreed to recommend that Council commissions further socio-economic research early in 2018, in order to shape policy going forward, and in particular to assist the team in providing an evidence base when applying for financial support from a variety of funding sources, it being noted that it was estimated that this work would cost in the region of £25,000.

Items for Noting

5.3.7 Down Royal Racecourse

The Head of Economic Development reported that Down Royal Racecourse had been recently awarded Racecourse of the Year at the annual Horse Racing Ireland Awards staged at Leopardstown Racecourse, this being the first time in the fifteen-year history of the awards that Down Royal Racecourse had won. The Right Worshipful the Mayor, Councillor T Morrow, agreed to hold a reception to mark the success of the Down Royal Racecourse.

It was agreed that the report in regard to the success of the Down Royal Racecourse be noted.

5.3.8 £200 Million Local Full Fibre Network (LFFN) Challenge Fund - Update

The Head of Economic Development reported that Wave 2 of the LFFN Challenge Fund which was managed by the Department for Digital, Culture, Media & Sport (DCMS) had been launched at the end of November 2017. The LFFN Programme aimed to stimulate commercial investment in full fibre networks across the whole of the UK, including Northern Ireland, and had available capital grants of up to £200 million available. Applications were being sought from Local Authorities, and local public/government bodies such as health, education or transport bodies with the overall aim of stimulating more commercial investment to deliver more gigabit capable connectivity through four key delivery methods.

The Head of Economic Development advised that Belfast City Council had proposed taking the lead for a multi-partner Council-led application to the LFFN Network Challenge Fund under the LFFN Gigabit Voucher Scheme (GbVS) delivery element, acting as the administrative body for the funding agreement on behalf of all the local Councils who will be partner organisations. The Gigabit Voucher Scheme (GbVS) would enhance local business capability and assist in attracting further investment into the area. Businesses applying to the Gigabit Voucher Scheme received a grant of up to £3,000 each to pay for the equipment and installation costs. It was noted that applications to Wave 2 closed on 26 January 2018, with spend and activity eligible up to 2021.

The Head of Economic Development reported that the Chief Executive had issued correspondence to Belfast City Council on 23 August 2017 to confirm that the Council would welcome the opportunity to participate in the scheme.

The Head of Economic Development advised that the Economic Development Unit would also assess the potential to submit further applications under the other three delivery methods as outlined in the LFFN Prospectus, a copy of which had been circulated to the Committee, with scope for further collaboration with other Councils and/or public sectors bodies on these themes if appropriate.

Councillor U Mackin expressed concern regarding those homes and businesses in areas across the City that continued to experience slow broadband connections. In response the Director and the Head of Economic Development clarified a number of issues in connection with the above initiative.

5.3.8 £200 Million Local Full Fibre Network (LFFN) Challenge Fund – Update (Cont'd)

Councillor S Carson left the meeting during consideration of this item (8.24 pm).

Councillor J Baird concurred with the concerns raised by Councillor U Mackin and was of the opinion that pressure needed to be put on Government to ensure all areas had adequate broadband connections.

Councillor S Carson returned to the meeting at 8.28 pm.

It was agreed that the update report on the LFFN Challenge Fund be noted and that further reports in this regard would be brought to the Committee in due course.

5.4 Belfast Region City Deal

The Director reported that a Belfast Region City Deal Members update meeting had been scheduled to take place on Monday 12 February 2018 at 9.30 am - 12.00 noon in the Downshire Civic Centre, Downpatrick, to which the Chief Executive and approximately 8 - 10 Elected Members were invited to attend. It was noted that the agenda would include presentations and an update on the progress of Belfast Region City Deal.

In line with delegated authority granted to the Committee by the Council at its meeting held on 19 December 2017 it was agreed that those Members of the Committee wishing to attend the Belfast City Deal update meeting to advise the Member Services Officer accordingly.

Alderman W J Dillon left the meeting at 8.31 pm.

Alderman S Martin requested clarification in relation to the City Deal initiative for Northern Ireland which he felt was unique due to its political perspective. In response the Director outlined the various programmes within the Belfast Region City Deal initiative.

Alderman W J Dillon returned to the meeting at 8.34 pm.

Items for Noting

5.5 BREXIT

The Director reported on his attendance at a conference on 5 December 2017 hosted by IntertradeIreland on BREXIT the aim of which had been businesses on the Island of Ireland and the opportunities and challenges that may arise through the BREXIT process.

A copy of the keynote speaker's presentation, Dr Vincent GP Power from A & L Goodbody, had been circulated to the Committee, together with details of the conference speakers as well as information regarding the online support for businesses.

5.5 BREXIT(Cont'd)

The Director reported that Intertradelreland were keen to promote their online support for businesses in helping them to navigate BREXIT, having launched a BREXIT advisor service which included a BREXIT support monitoring programme and a BREXIT scorecard, which could be accessed online.

It was agreed that the presentation by Intertradelreland be noted as well as Intertradelreland's online support for small businesses attempting to navigate BREXIT.

The Head of Economic Development left the meeting at 8.35 pm and returned at 8.37 pm.

Alderman S Martin expressed appreciation to the work of Officers in bringing information on BREXIT before the Council, which he felt was useful.

5.6 Budget Report

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

Additional Report by the Director of Service Transformation

5.7 Northern Ireland Multiple Deprivation Measures 2017 – Dissemination Event

The Committee had been furnished with a copy of a letter dated 5 January 2018 from the Northern Ireland Statistics and Research Agency (NISRA) to the Council offering to do a tailored presentation on the 2017 Multiple Deprivation Measures in February or March 2018. NISRA had asked if the Council would be interested in hosting the event and whether it would be acceptable to invite voluntary and statutory organisations as well as members of the public.

The Director of Service Transformation reported that it was envisaged that the event would last no more than an hour and a half, with a 45 minute interactive presentation followed by 45 minutes for questions. It had been suggested that NISRA would handle the invitations and administration and the Council would host the event.

The Director advised that the information contained in the presentation by NISRA formed part of the evidence base which would feed into the Council's Local Development Plan, going forward.

It was agreed to recommend that the hosting of a NISRA presentation by the Council in February or March 2018 be agreed, as outlined.

5.8 Review of Lisburn City Centre Masterplan – Elected Members Workshop

The Director of Service Transformation reminded the Committee that ARUP had been commissioned by the Council to complete a review of the Council's City Centre Masterplan and work was ongoing in this regard. It was noted that the consultants had completed the

5.8 Review of Lisburn City Centre Masterplan – Elected Members Workshop (Cont'd)

baseline research for this work and were soon to be in a position to present the emerging thinking to Members for consideration.

It was proposed that this be done in the form of an interactive workshop which was likely to be held in February 2018, with the date to be circulated when finalised. It was noted that the evidence base currently being developed as part of the Car Park Strategy work would feed into the City Centre Masterplan proposals.

It was agreed to recommend that Members' attendance at any of the workshops relating to the Masterplan, or subsequent evidence base, that were currently being worked through such as the car parking strategy, be approved.

5.9 NILGA 'Making Planning Work' Seminar, 30 January 2018

The Committee had been furnished with details of a seminar entitled "Making Planning Work" on Tuesday 30 January 2018 to be held in the Baby Grand Theatre, Grand Opera House, Belfast.

It was agreed to recommend that the Chairman and/or Vice Chairman of the Development Committee, or their nominees, be nominated to attend the NILGA 'Making Planning Work' Seminar on 30 January 2018, it being noted that the estimated cost of a Member's attendance was £208 + VAT.

The Director reported that the Planning Committee meeting held on Monday 8 January 2018 had nominated two Members of that Committee to attend the above seminar also.

5.10 Youth Council Launch 25 January 2018

The Director of Service Transformation having reminded the Committee that approval had been given to host the launch of the Youth Council on 25 January 2018, reported that the young people had been invited to the launch which was to be held in the Chestnut Suite, Lagan Valley Island, at 7.00 pm.

It was agreed to recommend that the attendance of any Member of Council wishing and available to attend the launch of the Youth Council on 25 January 2018 be approved.

It was also agreed that an invitation be extended to the members of the Youth Parliament for the area, to attend the launch on 25 January 2018.

The Community Planning Manager advised the Committee that the venue for the launch of the Youth Council had been changed from the Council Chamber to the Chestnut Suite as the Chestnut Suite was a more appropriate venue.

Items for Noting

5.11 Consultations – Final Publications

Following on from recent public consultations Members noted that the following documents had been published, the final versions of which could be viewed on the respective websites, as follows:

Office of Rail and Road Economic Enforcement Policy and Penalties Statement

The final version can be viewed online at:

http://orr.gov.uk/data/assets/pdf_file/0004/26275/economic-enforcement-policy-and-penalties-statement-for-northern-ireland.pdf

Department of Finance: A Strategy for Digital transformation of Public Services

The final version can be viewed online at:

<https://www.finance-ni.gov.uk/sites/default/files/publications/dfp/digital-transformation-strategy-2017-2021.pdf>

5.12 Correspondence from Northern Ireland Chamber of Commerce

The Director of Service Transformation reminded the Committee that the Council had agreed to write to the Northern Ireland Chamber of Commerce offering, in accordance with the Council's position, to be the main sponsor at their annual presidential banquet.

A copy of a response from NICCI had been furnished to the Committee advising that NICCI had a long standing partnership with BT but appreciated the continued support of the Council at their event.

6. Confidential Report by the Director of Service Transformation

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

The Chairman, Alderman A G Ewart, advised that the business in the confidential report was required to be considered "In Committee" due to the following reasons:

- Consideration of the Service Transformation Department Draft Estimates of Income and Expenditure for 2018/2019 - Confidential due to information relating to the financial or business affairs of the organisation concerned (including the Council holding that information)
- Creation of the Northern Ireland Tourism Alliance - Confidential due to information relating to the financial or business affairs of the organisation(s) concerned (including the Council holding that information)
- City Promotion Budget - Confidential due to information relating to the financial or business affairs of the organisation(s) concerned (including the Council holding that information)

- Rolling Year Absence Figures for the Director's Administration Team and Economic Development to 30 November 2107 - Confidential for reason of information likely to reveal the identity of an individual(s)

It was proposed by Alderman W J Dillon, 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.

"In Committee"

Items for Decision

6.1 Consideration of the Service Transformation Draft Estimates of Income & Expenditure for 2018/2019

A copy of the draft Estimates of Income and Expenditure for the Service Transformation Department for the forthcoming financial year 2018/2019 had been circulated to the Committee.

The Director of Service Transformation reminded Members that a summary of the overall Council and Departmental financial estimates had been considered at a Special Meeting of the Corporate Services Committee, together with the Chairmen and Vice-Chairmen of the Standing Committees, held on 11 December 2017 with a recommendation that the Draft Estimates of Income and Expenditure for 2018/2019 be noted and that a detailed budget printout of the draft estimates be referred to the relevant Standing Committees for consideration in order to identify further reductions.

The Director reported that any potential savings were best found within the Economic Development budgets.

A discussion ensued during which the Director elaborated and provided clarification on a number of issues in respect of the draft estimates for the Department of Service Transformation.

Councillor J Gallen left the meeting at 9.02 pm and returned at 9.04 pm.

Councillor S Skillen left the meeting at 9.02 pm and returned at 9.05 pm.

Councillor A P Ewing left the meeting at 9.07 pm and returned at 9.11 pm.

The Right Worshipful the Mayor, Councillor T Morrow, left the meeting at 9.20 pm and returned at 9.23 pm.

It was proposed by Alderman S Martin, seconded by Councillor A Grehan, and agreed to recommend that:

- a) a reduction of £20,000 be identified from within the Economic Development draft estimates,
- b) the Tourism budget for 2018/2019 be retained at the budget allocation agreed in 2017/2018, and

6.1 Consideration of the Service Transformation Draft Estimates of Income & Expenditure for 2018/2019 (Cont'd)

- c) taking account of the recommendations in a) and b) above, which resulted in a net increase of approximately £17,000, the draft Estimates of Income and Expenditure for the financial year 2018/19 in respect of the Department of Service Transformation be accepted and introduced into the overall draft Estimates due to be submitted to the Special Meeting of the Corporate Services Committee to be held on 29 January 2018.

The Chairman, Alderman A G Ewart, suggested that a further Special Meeting of the Committee be convened, if necessary, to finalise the budget estimates for the Department in line with the Council's rates setting process.

The Director thanked the Officers in the various Units, and also the Interim Head of Finance & IT and his team, for their work in preparing the draft Estimates for 2018/2019.

6.2 Creation of the Northern Ireland Tourism Alliance

The Committee had been furnished with copy correspondence dated 15 December 2017 from Tourism NI Chief Executive proposing the creation of a Northern Ireland Tourism Alliance together with a copy of a draft Memorandum and Articles of Association and draft correspondence to Companies House in this regard.

The Director reported that the purpose of the Northern Ireland Tourism Alliance was to champion the tourism sector. The Steering Group that had been established to explore the potential of creating an independent, private sector-led representative body for the tourism industry believed that it would be important to have all 11 Local Authorities engaged as members of the Alliance, given Local Government's role in delivering major visitors attractions, visitor servicing through TICs, regeneration and development of their local tourism industries. It was also recognised that given the scale of the contribution made by the local government sector that it should be afforded a seat at the Executive of the Alliance.

It was agreed to recommend that the Committee agrees to the Chief Executive, or her nominee, being part of the Tourism Alliance and that a £2,000 contribution be made to assist in the running costs, subject to all 11 Councils agreeing to contribute also.

The Director confirmed that the cost of supporting the Tourism Alliance would be met from within the current Tourism Promotional Budget and had been included in the draft estimates for 2018/2019.

It was also noted that Tourism NI and Tourism Ireland would also attend the Alliance as observers and contribute towards the running costs of the Alliance, with 17 other key stakeholders agreeing to contribute also.

6.2 City Promotion Budget

6.2.1 2018-2019 Interim Event Funding

The Director reported that following agreement at the November 2017 meeting of the Committee in relation to the high level interim assessment criteria for 2018-2019 to enable the Council to get to the next stage of allocating funding as part of the 2018-2019 budget estimates debate it was proposed that event funding is broken down as follows for this interim year:

Major events (Council wide)	For larger scale events that have value and interest beyond the Council area, returning Economic Benefits, Publicity, and support the Council corporate plans (up to £10,000). Grant proposed will be based on assessment.
Small Grants (Council wide)	Minor events (up to £1,000) that meet predetermined criteria. Grant proposed is based on assessment.
Hillsborough village events	Events that raise the visitor numbers and publicity of Hillsborough as a tourism destination. Hillsborough Tourism Master Plan led and must also support Council corporate plans (various amounts),
Council led events (Council wide)	Various tourism led events that require Council funding to be staged, e.g Balmoral Show, Pipe Bands, Moira Speciality Food Fair.

6.2.2 2018-2019 Major Events (Council Wide) Funding

The Head of Economic Development reported that following the above proposed breakdown the following external third party events had been scored using the assessment matrix as circulated to the Committee. It was noted that the outcome of the application of the assessment matrix outlined above recommended that the following financial contributions be made:

- Hilden Beer Festival - £7,000
- Moira Calling - £6,000
- Sunflower Festival - £7,000

Copies of the event proposals and evaluations for each of the above events had been furnished to the Committee.

6.2.3 Small Grants

The Head of Economic Development reminded the Committee that the Tourism Small Grants policy had been in effect for a number of years, where Officers scored applications against a set of pre-determined criteria before getting sign off from the Director of Service Transformation.

6.2.3 Small Grants (Cont'd)

The Committee had been furnished with a copy of an update of Tourism Small Grants committed to date in the 2017/2018 financial year.

6.2.4 Hillsborough Village Events

The Head of Economic Development reminded the Committee that the Hillsborough Tourism Master Plan had been agreed in November 2015, which included recommendations, to stage a series of various events to raise the publicity and profile of the village from a tourism perspective. The Committee had agreed a Hillsborough Tourism Master Plan budget for to allow new activities including events to be delivered.

The Committee had been furnished with a full evaluation of the 2017 Hillsborough Farmers Markets. The collective of local food producers that took part highlighted both the farming heritage and innovation that was taking place in food both in the region and Northern Ireland as a whole. Feedback from the traders that took part was very positive and it was proposed that the event be repeated in 2018 with a budget of up to a maximum of £9,000 from the Hillsborough Tourism Master Plan budget.

The Head of Economic Development reported that a pilot Hillsborough Christmas Market 2018 was also being proposed as part of the Hillsborough Tourism Master Plan budget. The Hillsborough Christmas Market would be a pilot playing host to a range of family friendly experiences. The event would raise awareness of the high quality food and crafts produced locally and throughout Northern Ireland. It was recommended that a budget of £6,000 be used to stage the Hillsborough Christmas Market 2018 as a one day Georgian themed event.

The Head of Economic Development reported that a new event request from the John Hewitt Society had been received to stage a Hillsborough International Festival of Literature and Ideas from 27 April 2018 – 29 April 2018, a copy of the full application having been furnished to the Committee. The cost to Council should it wish to support the event was £15,975.

The Head of Economic Development advised that bearing in mind the recommendation from the Hillsborough Tourism Master Plan to increase the number and range of events staged in the village Members were requested to consider the application as a specific Hillsborough Tourism Master Plan initiative, and not as part of the major events.

6.2.5 Council-Led Events

The Head of Economic Development reminded that the Committee that the a) 2018 Balmoral Show (£35,000), b) 2018 City of Lisburn and Castlereagh Pipe Band Championships (£21,500), and c) 2018 Moira Speciality Food Fair (£23,000) budgets had been agreed previously by the Committee subject to determination of the overall City Promotion Budget and the wider budget estimates process.

6.2.6 Proposed Total Budget Break Down

The Committee had been furnished with a copy of the proposed final breakdown for the 2018-2019 city promotion budget which took account of all of the above-mentioned events.

The Head of Economic Development responded to questions from the Committee in regard to the City Promotion Budget.

It was agreed to recommend that the approach as outlined above in relation to allocations for event funding for the financial year 2018/2019 be agreed.

Items for Noting

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

The Committee had been furnished with, and noted the content of, a table showing rolling year absence figures for the Directors' Administration Team and Economic Development for the period 1 April 2016 to 30 November 2017.

The Tourism Development Manager left the meeting at 9.38 pm.

Verbal Matter

6.2.8 Rent Associated with Market Square, Lisburn

At the request of Councillor A Grehan it was agreed that a report on the rent associated with Market Square, Lisburn, be brought to the Special Meeting of the Development Committee on 17 January 2018 for consideration, this matter having been raised at the meeting of the Governance & Audit Committee the previous evening,

The Director outlined to the Committee the background to the issue raised by Councillor A Grehan.

It was proposed by Councillor J Baird, seconded by Alderman S Martin, and agreed to come out of Committee and normal business was resumed.

Resumption of Normal Business

7. Any Other Business

There being no further business the meeting terminated at 9.45 pm.

Mayor/Chairman