

**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, 2 October 2019 at 7.00 pm**

**PRESENT:**

Alderman A G Ewart MBE (Chairman)

The Right Worshipful the Mayor, Councillor A Givan

Aldermen J Baird, W J Dillon MBE, D Drysdale, A Grehan and T Morrow

Councillors N Anderson, R T Beckett, S Carson, D Honeyford, H Legge, U Mackin and T Mitchell

**OTHER MEMBER:**

Councillor C McCready

**IN ATTENDANCE:**

Lisburn & Castlereagh City Council

Director of Service Transformation

Portfolio Manager

Head of Economic Development (Acting)

Member Services Officer

**Commencement of Meeting**

The Chairman, Alderman A G Ewart, welcomed everyone to the October meeting of the Development Committee and outlined the evacuation procedures in the case of an emergency.

The Chairman also 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 Councillor J Gallen and the Head of Economic Development.

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.

## 2 Declarations of Interest (Cont'd)

During the course of the meeting the following declaration of interest was made and a Declaration of Interest form completed accordingly:

The Right Worshipful the Mayor, Councillor A Givan, in relation to item 6.2 Lisburn Commerce Against Crime (LCAC) Update – in view of his membership of the Board of LCAC.

## 3. Report by the Director of Service Transformation

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

### 3.1 Nomination to Outside Bodies and Representative Groups

The Director reminded the Committee of the requirement to appoint to the undernoted external outside bodies and representative groups that had been discussed at the Development Committee on 5 June 2019 when it had been clarified that further legal advice was required where there were funding/contractual arrangements in place. These issues had been considered by the Corporate Services Committee and subsequently agreed by Council at its meeting on 24 September 2019.

- Lagan Navigation Trust (LNT) (1 from Development, 1 from Leisure)
- Lagan Valley Regional Park (LVRP) (1 from Development 2 from Leisure)
- Lagan Valley Rural Transport (LVRT) (1 from Development, 1 from Leisure)

The Director referred to the Lough Neagh Partnership (LNP) and the Lisburn Commerce Against Crime (LCAC) nominations and reminded Members that it had been agreed that the existing Councillors holding these directorships be allowed to continue for the forthcoming period until constitutions were amended or the Council Annual Meeting was reached, whichever was the earliest.

It was also noted that in line with the Improvement Plan associated with the LCAC it was also recommended that Members only continue with the existing Board appointments and do not take up any residual Board positions.

The Director also reported that within the Corporate Services report of September 2019 there had been also a recommendation that the Council review the contractual arrangements with its outside bodies through the funding conditions provided, it being noted that this had been progressed for both LCAC and LNT.

The Director further advised that consideration also now had to be given as to how the interests of the Council and the local community were best represented for these bodies where directorship had been rescinded, it being noted that this work would be undertaken over the forthcoming period and the Committee updated accordingly.

### 3.1.1 Lagan Rural Partnership Local Action Group (LAG)

Alderman J Baird entered the meeting at 7.10 pm.

The Director reminded the Committee that nominations to the LAG had been appointed at the Development Committee in June 2019 and re-affirmed that the eight nominations would remain; namely:

Alderman A G Ewart  
 Councillor U Mackin  
 Councillor N Anderson  
 Alderman W J Dillon  
 Alderman J Baird  
 Alderman T Morrow  
 Councillor G McCleave  
 Councillor J Gallen

### 3.1.2 Belfast Region City Deal Reference Panel

Belfast Region City Deal Members (BRCD) Engagement Forum had been also appointed in June 2019. However subsequently the BRCD Programme Board had requested the Council to form a smaller Elected Member reference panel. This had been discussed at the Party Group Leaders forum and it had been suggested that this smaller reference group was made up from Party Group Leaders or their nominees and the Chairman of Development Committee.

It was proposed by Alderman T Morrow, seconded by Alderman J Baird, and agreed to recommend that:

- a) the Director's report on Nomination to Outside Bodies and Representative Groups be noted
- b) Alderman D Drysdale be nominated to represent the Council on the Lagan Navigation Trust for the duration of the Council term – as proposed by Councillor R T Beckett and seconded by Councillor N Anderson
- c) Councillor U Mackin be nominated to represent the Council on Lagan Valley Regional Park for the duration of the Council term – as proposed by Councillor D Honeyford and seconded by Alderman W J Dillon.
- d) the existing nominations of directorship posts to the Lough Neagh Partnership and Lisburn Commerce Against Crime be allowed to continue for the forthcoming period until constitutions were amended or the date of the Council's Annual Meeting was reached, whichever was the earliest. It was noted that Councillor John Palmer was the Development Committee's nomination to the Lough Neagh Partnership.

### 3.1 Nomination to Outside Bodies and Representative Groups (Cont'd)

- e) in line with the Improvement Plan associated with Lisburn Commerce Against Crime Members only continue with the existing Board appointments and do not take up any residual Board positions, and
- f) the Belfast Region City Deal engagement forum be replaced by a smaller Elected Member reference group to be made up from Party Group Leaders or their nominees and the Chairman of Development Committee
- g) no appointment from the Development Committee be made to Lagan Valley Rural Transport (LVRT), it being noted that Alderman J Tinsley had been appointed to this body as the Leisure & Community Development Committee nominee.

In response to questions from Alderman A Grehan in connection with her appointment to the Lisburn & Castlereagh Advice Services the Director undertook to report back to Alderman Grehan on the nature of this appointment.

### 4. Report of the Portfolio Manager

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

#### 4.1 NILGA Request to Host Mobile UK Event on Benefits of 5G Broadband Technology Tuesday 12 November 2019

The Portfolio Manager reported that the Council had been asked to host an event being organised by NILGA and Mobile UK that would provide information on the roll out of 5G broadband technology in the UK and the potential benefits for the wider economy. It was noted that the event would provide timely insight into the capabilities of 5G technology as the Council continued to develop its digital strategy and explore the possibilities to roll out the technology within the Council area as a key partner of the Full Fibre NI Consortium and the Belfast Region City Deal.

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

- a) the Council hosts the NILGA/Mobile UK Event at an estimated cost of £935, and
- b) the Chairman and Vice Chairman of the Development Committee, or their nominees represent the Development Committee at the official opening of this event.

It was also agreed on a proposal by Alderman A Grehan and seconded by Councillor N Anderson that any Member of Council wishing to attend this event be approved to do so.

## 5. Report of the Head of Economic Development

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

In the absence of the Head of Economic Development, the Director of Service Transformation and the Regeneration and Infrastructure Manager, who had been appointed as Head of Economic Development (Acting), presented his report.

### 5.1 Lisburn City Centre Masterplan – Final Draft for Approval

The Head of Economic Development (Acting) reported that following an initial consultation period, supported by a conference held in Lagan Valley Island, an amended Masterplan had been prepared, which incorporated much of the feedback from across the stakeholders who had responded.

The Committee had been furnished with a copy of a summary of the consultation responses has been prepared together with a copy of the updated Masterplan document which had taken account of the feedback received.

It was noted that should the Masterplan be approved, a launch event would take place in November 2019 in partnership with the Department for Communities, as joint funders.

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

- a) the report on the Lisburn City Centre Masterplan, including the update on the Laganbank Road Car Park development brief, as detailed in the report, be noted,
- b) the final draft of the Lisburn City Centre Masterplan be approved and published, and
- c) the proposed launch event be progressed.

### 5.2 Lisburn Light Festival – programme approval

The Head of Economic Development (Acting) having advised that this year's planned Lisburn Light Festival would take place in Lisburn City Centre from 22 November 2019 – 25 January 2020, reported that a full programme of events to support the festival had been developed, taking on board some of the learning from last year as well as feedback from the public and traders. This programme had been developed within the agreed budget and would accompany a proposed light trail. The light trail was intended to encourage visitor circulation to all main trading locations.

A copy of the programme of events and the proposed light trail had been furnished to the Committee. It was noted that marketing and PR activity was currently being developed as part of the previously agreed Integrated Marketing Campaign to support the promotion of the Festival across the region.

## 5.2 Lisburn Light Festival – programme approval (Cont'd)

The Head of Economic Development (Acting) responded to questions from the Committee in regard to:

- a) the extent of 'buy in' from the local shops and eateries, it being noted that there would be extended car park opening times to coincide with this year's Light Festival,
- b) the importance of promoting in advance the dates and types of 'sensory' nights during the festival period in order that those families with sensory issues could plan their visits accordingly,
- c) vandalism that had been experienced during last year's Light festival and the need for increased security.

It was proposed by Councillor T Mitchell, seconded by Alderman W J Dillon, and agreed to recommend that the planned light installations, the proposed light trail and programme of events as part of the Lisburn Light Festival, be approved.

## 5.3 NI Economic Conference 2019, Slieve Donard Hotel, Newcastle, 7 November 2019

The Committee had been furnished with details of the above Conference, it being noted that the estimated cost of a Member's attendance was £198 plus travelling allowance.

It was proposed by Alderman J Baird, seconded by Alderman T Morrow, and agreed to recommend that the Chairman and/or Vice Chairman of the Development Committee, or their nominees, and relevant officer, attend the NI Economic Conference on 7th November 2019 in the Slieve Donard Hotel, Newcastle.

## 5.4 Pipe Band Championships 2019 Evaluation and Bid for 2020

The Committee had been furnished with a copy of the City of Lisburn Pipe Band Championship 2019 evaluation.

Comments were noted regarding the need to develop the Pipe Band Championships event into a wider community event.

It was proposed by Alderman T Morrow, seconded by Alderman A Grehan, and agreed to recommend that the evaluation report on the 2019 Pipe Band Championships event be noted and that the Council supports a similar initiative for 2020 with a budget of £12,000 to host the event plus a technical and logistics budget of £5,500.

It was noted that the above recommendation was an increase of £1,000 from 2019 due to additional resources required to manage the logistics of the increased number of visitors attending the event.

## 5.5 Rural Village Renewal Programme - Investment

The Head of Economic Development (Acting) reported that the overall Programme of work being delivered through the Rural Village Renewal theme was in the final stage of delivery with the funding period closing for any new applications in December 2019.

The Committee had been furnished with a copy of a summary of the projects being delivered through the Rural Village Renewal Programme with timelines and funding allocations - the five participating villages being Drumbo, Stoneyford, Dromara, Aghalee and Glenavy.

It was noted that the total capital cost of the programme was £1,075,353 with an overall funding contribution from the Council of £367,892, a funding contribution through the NI Rural Development Programme of £647,961 and a funding contribution of £59,500 from others. This represented an uplift of £33,000 from the original agreed contribution from the Council.

Councillor D Honeyford welcomed the regeneration projects in both Glenavy and Aghalee villages.

The Director and the Head of Economic Development (Acting) responded to questions from Councillor D Honeyford regarding the need for additional community facilities in Stoneyford.

It was proposed by Alderman J Baird, seconded by Councillor T Mitchell, and agreed to recommend that the funding allocations in respect of the Rural Village Renewal Programme, as outlined above, be agreed.

## 5.6 Purple Turnip Events Programme

The Committee noted that at the end of October each year events were delivered as part of the Purple Turnip Events Programme. These included two main events, one in Lisburn City Centre and one at Ballycanal Manor, Moira. The overall theme of the events was related to autumn and they were delivered in partnership with local schools and Lagan Navigation Trust through The Waterways Community project.

The Committee had been furnished with a copy of an overview of Purple Turnip Events Programme, it being noted that two events were planned, alongside school engagement activities, to take place at the end of October 2019.

It was noted that it was anticipated that across the programme 2,500-3,000 young people would engage in the activities, with the total cost of the two events and supporting activity being £7,000.

It was proposed by Alderman J Baird, seconded by Councillor T Mitchell, and agreed to recommend that the Council supports the Purple Turnip events, delivered in partnership with Lagan Navigation Trust through The Waterways Community project, at a total cost of £7,000.

### 5.7 World Travel Market, London

The Committee noted that this year's World Travel Market, being the largest travel trade exhibition in Europe, would take place during 4 - 6 November 2019 in ExCel, London.

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 represented an opportunity to identify potential collaborative partners and funding sources to support the development of the Council's tourism offering.

It was noted that the estimated cost of a Members' attendance at the World Travel Market event in London was £620 based on two-night duration.

Members noted from the report details in regard to two important industry events that were being organised by Visit Belfast for this year's World Travel Market event, namely;

- Monday 4th November – Meet the Irish, Welcome Reception:
- Tuesday 5th November - The Belfast Welcome

Alderman A Grehan welcomed the Council's representation at the above-mentioned networking events and requested that a report on the Council's attendance at the 2019 World Travel Market could be brought to the Committee.

In response to further comments from the Committee the Director indicated that he had discussed the issue raised with HRP.

It was proposed by Alderman A Grehan, seconded by Alderman J Baird, and agreed to recommend that:

- a) the Chairman and/or Vice Chairman of the Development Committee, or their nominee, be nominated to represent the Council at the World Travel Market to experience first-hand the marketing and promotional activities of Belfast Regional Tourism Partnership, and
- b) a report on the Council's attendance at the 2019 World Travel Market could be brought to the Committee in due course.

### 5.8 Christmas Lunch & Toy Appeal – Lisburn Chamber of Commerce, December 2019

It was agreed to recommend on a proposal by The Right Worshipful the Mayor, Councillor A Givan, seconded by Alderman D Drysdale, that the Chairman of the Development Committee host two tables at the Lisburn Chamber of Commerce Annual Christmas Lunch and Toy Appeal Lunch in Lisburn Golf Club on Thursday, 12 December 2019 from 12.30pm to 3.00pm at a total cost of £400.

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

The Chairman, Alderman A G Ewart, advised that the items contained in the Confidential Report, were required to be considered “In Committee” due to the following reasons:

- 6.1 Hillsborough Forest - Confidential due to information relating to the financial or business affairs of the organisation concerned (including the Council holding that information)
- 6.2 Lisburn Commerce Against Crime – Update - Confidential due to:
  - a) information relating to the financial or business affairs of the organisation concerned (including the Council holding that information), and
  - b) information in relation to which a claim to legal professional privilege could be maintained in legal proceedings
- 6.3 Northern Ireland Business Start Programme – Commitment to Collaborative Funding Application for New Programme - Confidential due to information relating to the financial or business affairs of the organisation concerned (including the Council holding that information)
- 6.4 Lisburn Public Realm Scheme: Equality Impact Assessment (Kerb Heights) - Confidential due to information in relation to which a claim to legal professional privilege could be maintained in legal proceedings
- 6.5 Annual Tender Report for - Schedule AT3, Supply, Delivery, Laying of Quarry & c Bituminous Bound Materials and Associated Items - Confidential due to information relating to the financial or business affairs of the organisation concerned (including the Council holding that information)
- 6.6 Shopmobility Lisburn – Request for Funding - Confidential due to information relating to the financial or business affairs of the organisation concerned (including the Council holding that information)

It was proposed by Alderman J Baird, seconded by Councillor N Anderson, and agreed that the Confidential Business be considered “In Committee” in the absence of press or members of the public.

### “In Committee”

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

#### 6.1 Hillsborough Forest

At the Outset the Director reminded the Committee that the Council had agreed in September 2019 to award delegated authority to the Development Committee to review and agree the Outline Business Case for the Hillsborough Forest Digital Sculpture Trail.

### 6.1 Hillsborough Forest (Cont'd)

As previously advised to the Committee, DAERA had extended the deadline for applications to the Rural Tourism Scheme to the end of October.

The Director outlined a number of key issues in connection with the Hillsborough Forest Digital Sculpture Trail.

The Right Worshipful the Mayor, Councillor A Givan, left the meeting at 7.47 pm.

A copy of the Hillsborough Forest Digital Sculpture Trail Outline Business Case had been furnished to the Committee.

In line with delegated authority granted to the Committee, it was agreed that:

- a) the Hillsborough Forest Digital Sculpture Trail Outline Business Case (OBC) at a total cost of £1,130,132 in readiness for an application to be made to the Rural Tourism Scheme (DAERA) before the end of October 2019 be approved, and
- b) a further refinement of the Outline Business Case be worked up and tested within the local community after negotiation with the funders.

### 6.2 Lisburn Commerce Against Crime: Update

The Committee noted an update in regard to Lisburn Commerce Against Crime.

A copy of a Management Report on LCAC had been furnished to the Committee.

Comments were noted from Councillor S Carson who commended the actions of the CCTV operators in regard to a recent incident.

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

- a) the LCAC Management Report be noted and that the Director's update report be agreed,
- b) a further report showing spend to the end of September be presented to a future Committee meeting, and
- c) LCAC be requested to include an additional column in the management report which would identify the budget for each area of expenditure.

### 6.3 Northern Ireland Business Start Programme – Commitment to Collaborative Funding Application for New Programme

The Director outlined a number of key issues in regard to the Northern Ireland Business Start Programme's Commitment to Collaboration Funding Application for a New Programme.

The Committee had been furnished with a draft summary outcomes and financials for a New Business Start Programme.

It was proposed by Alderman T Morrow, seconded by Alderman D Drysdale, and agreed to recommend that:

- a) the proposed outcomes and associated financials for the New Programme be agreed, accepting that these were subject to change with Council agreement and included in a new Letter of Offer from Invest NI and a new or extended collaboration agreement with other Councils, and
- b) Lisburn & Castlereagh City Council continue as Lead Council if the New Programme application was successful for the period 01 April 2021 to 31 March 2023 and subject to SOLACE agreement.

### 6.4 Lisburn Public Realm Scheme: Equality Impact Assessment (Kerb Heights)

The Committee noted an update in regard to the final Equality Impact Assessment (EQIA) document.

It was proposed by Councillor N Anderson, seconded by Councillor R T Beckett, and agreed to recommend that:

- a) the final EQIA document be released to the consultees and be published on the Council's Website,
- b) Council Officers continue to engage with the various interest groups, facilitated by IMTAC, in order to determine a reasonable response to the EQIA so as Members can give consideration to any proposed amendments to the works, and
- c) all Members of Council be notified of the Committee's decision and in particular the publication of the EQIA document on the Council's website.

### 6.5 Annual Tender Report for - Schedule AT3, Supply, Delivery, Laying of Quarry & Bituminous Bound Materials and Associated Items

The Committee had been furnished with a copy of the annual tender report for supply, delivery, laying of quarry and bituminous bound materials and associated works.

It was proposed by Alderman J Baird, seconded by Councillor U Mackin, and agreed to recommend that the tender award for the call off contract in the rank order for the Supply,

#### 6.5 Annual Tender Report for - Schedule AT3, Supply, Delivery, Laying of Quarry & Bituminous Bound Materials and Associated Items (Cont'd)

Delivery, Laying of Quarry and Bituminous Bound Materials and Associated Works as outlined in the tender report circulated, be approved, it being noted that the most economically advantageous combination would be used as appropriate.

#### 6.6 Shopmobility Lisburn – Request for Funding

The Director outlined the background to and a number of key issues in regard to the request for financial assistance from Shopmobility Lisburn.

It was proposed by Alderman W J Dillon, seconded by Councillor U Mackin, and agreed to recommend that the sum of £2,000 being a one-off charitable donation towards Shopmobility be approved.

It was proposed by Councillor T Mitchell, seconded by Councillor H Legge, and agreed to come 'out of Committee' and normal business was resumed.

### Resumption of Normal Business

#### 7. Any Other Business

##### 7.1 Promotion of Tourism Attractions Councillor N Anderson and Councillor H Legge

Councillor N Anderson emphasized the importance of the Council promoting effectively the various tourism attractions in the Castlereagh area of the Council. Councillor Anderson in particular enquired about any 'link up' by the Council with Trip Advisor. The Director having referred to the inclusion of a number of these attractions under the heading 'Thrill Seekers' in the Council's Tourism Strategy document, undertook to report back on the issue raised in relation to Trip Advisor.

The Head of Economic Development (Acting) also referred to the promotion of tourism attractions within the Council area as part of the 'You're Welcome' tourism campaign and also the new Hallowe'en promotional literature which highlighted activities for families in the Castlereagh area. It was noted that the Council's social media platforms were also promoting the various attractions relevant to the Hallowe'en and Christmas holiday periods.

Comments were noted from Councillor H Legge in relation to the importance of promoting the Council's tourism attractions beyond the Council area such as in libraries. Councillor Legge advised that any material sent to Libraries NI would be printed off and circulated to libraries accordingly.

The Head of Economic Development (Acting) undertook to liaise with the Tourism Manager regarding the issues raised.

7.2 Historic Royal Palaces (HRP)  
Alderman D Drysdale

Alderman D Drysdale conveyed the concerns of a group wishing to book a tour of Hillsborough Castle who had to make the booking through the London HRP office rather than directly with Hillsborough Castle. Alderman Drysdale advised that the staff in the London office had limited knowledge of the Hillsborough Castle site, in particular distance of the new car park to the Castle.

The Director undertook to discuss the issues raised with the Head of Hillsborough Castle and report back to the Committee in due course.

There being no further business the meeting terminated at 8.05 pm.

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Chairman