

**LISBURN CITY & CASTLEREAGH DISTRICT COUNCIL**

**Minutes of Meeting of Shadow Planning Committee held in the Council Chamber,  
Lisburn City Council offices, Island Civic Centre, The Island, Lisburn on Thursday 7<sup>th</sup>  
August 2014 at 7.00 pm**

**PRESENT:** Councillor D Drysdale (Chairman)  
  
Presiding Councillor/Member of Committee  
Councillor J Tinsley  
  
Councillors N Anderson, T Beckett, R Butler, P Catney, J Dillon,  
A Girvin, B Hanvey, M Henderson, T Jeffers, A McIntyre, U Mackin,  
T Mitchell, John Palmer, L Poots and G Rice

**OTHER MEMBERS:** Councillors J Gallen, A Givan, J Gray, J McCarthy and B Mallon

**IN ATTENDANCE:** Lisburn City & Castlereagh District Council  
  
Chief Executive  
  
Lisburn City Council  
  
Director of Environmental Services  
Transition Manager  
Acting Assistant Director of Environmental Services (Building Control)  
Committee Secretary  
  
Planning Policy Division, Department of the Environment (NI)  
  
Mr Angus Kerr – Director  
  
Planning Service, Department of the Environment (NI)  
  
Ms Katharine McWhirter – Planning Officer (Castlereagh District  
Council area)

**Commencement of Meeting**

The Chairman, Councillor D Drysdale, welcomed all present to the inaugural Meeting of the Planning Committee.

1. Apologies

Apologies for non-attendance at the Meeting were accepted and recorded on behalf of Councillors A Ewing, A Grehan and M Tolerton.

Apologies from non-Members of the Committee for non-attendance at the Meeting were accepted and recorded on behalf of Councillors B Bloomfield, H Legge, T Morrow and Jenny Palmer.

2. Declarations of Interest

The Chairman sought Declarations of Interest from Members and reminded them to complete the supporting form which had been left at each desk.

The following Declaration of Interest was made and a form duly completed:-

- Item 2 of Report of Chief Executive – “Planning Reform – Presentation by Director of Planning Policy Division” - Declaration of Interest by Councillor B Hanvey. (Family member employed in the Planning Service)

3. Reports of Chief Executive

It was agreed that the reports and recommendations of the Chief Executive be adopted, subject to any decisions recorded below:-

3.1 Terms of Reference and Committee Work Plan

Presented by Transition Manager.

It was proposed by Councillor J Dillon, seconded by Councillor L Poots and agreed that the Terms of Reference and Committee Workplan for the Shadow Planning Committee as agreed by the Shadow Council at its Special Meeting held on the 7<sup>th</sup> July 2014 be approved.

The Transition Manager confirmed that the above could be built upon and that any comments or additions etc that Members might wish to make should be conveyed to either himself or the Transition Manager of Castlereagh Borough Council.

3.2 Planning Reform  
Presentation by Director of Planning Policy Division

The Chairman welcomed the Director of Planning Policy Division (Mr Angus Kerr) to the Meeting and – with the aid of PowerPoint - Mr Kerr made a presentation on the Planning Reform, the said presentation having been provided to Members with the Chief Executive's report.

The presentation focused on the role of the Council under the Planning Reform; the legislation under which Planning would operate; the nature of Plans which the Council was required to put in place; the role of Members to include Elected Member training; and the process of implementation of the new Planning procedures.

After Mr Kerr had answered questions from Members, he was thanked for his informative presentation and he left the Meeting. (7.52 pm)

It was agreed that the presentation from the Director of Planning Policy Division in regard to the Planning Reform be noted.

3.3 Transfer of DoE Planning Function to the new  
Lisburn City & Castlereagh District Council

Presented by Chief Executive.

It was proposed by Councillor P Catney, seconded by Councillor G Rice and agreed that the above item be discussed "in Committee".

The above item was dealt with in the Chief Executive's main and tabled reports. The tabled report provided a preliminary report on the audit of existing accommodation within the Lisburn City Council and Castlereagh Borough Council civic buildings.

It was proposed by Councillor J Tinsley, seconded by Councillor P Catney and agreed that:-

- the primary business location for the Planning function of the Lisburn City & Castlereagh District Council be at the civic offices of the current Lisburn City Council, ie at Lagan Valley Island;
- the report on the audit of existing accommodation be noted and that Option 2 thereof be worked upon to facilitate the above;
- a further report be brought to the Committee on this matter, such a report to include the exploration of Option 2 and information which Councillor J Dillon indicated that he would convey to the Chief Executive.

Councillor J Tinsley left the Meeting. (8.09 pm)

3.4 Study Visit to Council/s in Great Britain

Presented by Transition Manager.

The Committee noted the intention for Members of the various committees to undertake study trips to Council/s in Great Britain during September/October 2014 in order to examine how Community Planning, Planning and Performance Management were carried out in those Councils.

It was proposed by Councillor J Dillon, seconded by Councillor U Mackin and agreed that Officers organise the study trip/s and provide a proposed itinerary programme to the next Meeting of the Committee at which time the number of attendees for such study trips would be determined.

3.5 Planning Statistics

Presented by Transition Manager.

The Committee noted statistical information as of the 16<sup>th</sup> June 2014 in respect of planning applications and planning enforcement cases currently under consideration by Lisburn City Council and Castlereagh District Council.

It was agreed that the above planning statistics as for mid-August be reported to the next Meeting of the Committee and thereafter on a monthly or bi-monthly basis.

It was further agreed on a Proposal made by Councillor M Henderson and seconded by Councillor N Anderson that the Area Planning Manager (Ms Barbara Elliott) be invited to attend the next Meeting of the Committee in order to discuss the matter of legacy planning applications and the transition arrangements for such applications.

Councillor U Mackin advised that Lisburn City Council had requested the Area Planning Manager to supply a list of planning applications that were outstanding. He suggested that Castlereagh Borough Council might wish to seek this information also.

3.6 Royal Town Planning Institute (NI)  
Newsletter - "Planning: A Guide for Local Planning Authority Councillors in Northern Ireland"

The Committee noted the content of the above newsletter.

3.7 Planning Reform and Transfer Project Statutory Requirements for Capacity Building and Training Plan for Elected Members

Presented by Chief Executive.

A Capacity Building and Training Plan for Elected Members as provided by the Department of the Environment had been appended to the Chief Executive's report. The Committee noted the mandatory requirement for attendance by Members of the Planning Committee at these events.

It was proposed by Councillor M Henderson, seconded by Councillor U Mackin and agreed that:-

- given that the potential existed for any Member of the Council to be a Member of the Planning Committee, all Members of Council be invited to attend the Capacity Building and Training Plan events as referred to above;
- Members be formally notified of the above events by Member Services and be asked to confirm as to their attendance or otherwise.

Tabled Report

3.8 Audit of existing Accommodation within Lisburn City Council and Castlereagh Borough Council Civic Buildings

Dealt with under Item 3.3.

4. Any Other Business

4.1 Provision of Reports

Councillor N Anderson stated that the provision of tabled reports was not considered acceptable. These comments were noted by the Chief Executive.

It was proposed by Councillor P Catney, seconded by Councillor M Henderson and agreed to come out of Committee and normal business was resumed.

There being no further business, the Meeting concluded at 8.20 pm.

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PRESIDING COUNCILLOR/CHAIRMAN