

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

Alderman A Grehan (Chairperson)

Councillor H Legge (Vice Chairperson)

Alderman A G Ewart MBE

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

Director of Service Transformation

Head of Planning & Capital Development

Head of Economic Development

Head of Assets

Member Services Officers (BS and PS)

IT Officer

Technician

Commencement of Meeting

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

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

The Chairperson asked that any Member entering or leaving the meeting to advise the Member Services accordingly so that this might be accurately reflected in the minutes.

Commencement of Meeting (Cont'd)

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

1. Apologies

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

2. Declarations of Interest

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

There were no declarations of interest declared at the meeting.

3. Report by the Head of Planning & Capital Development

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

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

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

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

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

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

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

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

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

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

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

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

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

4. Report by the Head of Economic Development

4.1 ERDF Sales & Trade Programme – Export Trade Visits

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

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

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

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

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

4.2 Labour Market Partnership Funding Contract 2022-2023

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

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

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

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

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

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

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

5. Confidential Report by the Director of Service Transformation

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

It was proposed by the Councillor A Givan, seconded by Councillor C McCready, and agreed that the Confidential Business be considered "in Committee" in the absence of press or members of the public.

At this juncture the livestream was stopped for the purpose of consideration of the confidential business at 7.35 pm.

"In Committee"

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5.4 Lisburn Light Festival & Christmas Programme

(Report to be kept under review in line with contract duration.)

The Head of Economic Development presented this item of business.

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

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

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

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

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

5.5 Development Brief for Laganbank Car Park

(Report will not become unrestricted)

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

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

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

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

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

6. Any Other Confidential Business

6.1 Recent Media Coverage

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

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

Resumption of Normal Business

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

7. Any Other Business

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

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

Conclusion of Meeting

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

Chairperson