



September 28th, 2022

**TO: The Right Worshipful the Mayor, Aldermen and Councillors  
of Lisburn & Castlereagh City Council**

A meeting of Lisburn & Castlereagh City Council will be held on **Tuesday, 27th September 2022 at 7:00 pm** in the Council Chamber and remote locations for the transaction of the business on the undernoted agenda.

For those Members attending this meeting remotely, the Zoom details are included in the Outlook invitation that has been issued. Members are requested to attend.

Food will be available in Lighters Restaurant from 6.00 pm.

**DAVID BURNS**  
**CHIEF EXECUTIVE**  
**LISBURN & CASTLEREAGH CITY COUNCIL**

# Agenda

## 1.0 BUSINESS OF THE RIGHT WORSHIPFUL THE MAYOR

📄 *Mayor and Deputy Mayor Engagements for Council Meeting September 2022.pdf*

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## 2.0 APOLOGIES

## 3.0 DECLARATIONS OF MEMBERS' INTERESTS

- (i) conflict of interest on any matter before the meeting (Members to confirm the specific item)
- (ii) pecuniary or non-pecuniary interest (Member to complete disclosure of interest form)

## 4.0 COUNCIL MINUTES

### 4.1 Council Meeting - 23 August, 2022

📄 *MM 23.08.2022 Draft Minutes for Adoption.pdf*

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### 4.2 Special Council Meeting - 10 September, 2022

📄 *Special Council 100922 draft minutes for adoption.pdf*

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### 4.3 Special Council Meeting - 20 September, 2022

📄 *Council 20 09 2022 Pay Draft minute for Adoption.pdf*

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## 5.0 MATTERS ARISING

## 6.0 DEPUTATIONS

None

## 7.0 BUSINESS REQUIRED BY STATUTE

### 7.1 Signing of Legal Documents

Lisburn and Castlereagh City Council and Neil Shields, David Livingstone, James Cheshire, Richard SJ McIlhatton, Tanya Hughes, Craig Mullan, Paul Maxwell and Glenn Maxwell as Trustees of Ballybeen Improvement Group (2), Unit 7 Enler Complex, Craigleith Drive, Ballybeen BT16 2QP – Lease and SLA in respect of Ballybeen Sport & Wellbeing Hub

## **8.0 ADOPTION OF MINUTES OF COMMITTEES**

### **8.1 Development Committee - 1 September, 2022**

[!\[\]\(c507f772dba2b921f86777f01218e570\_img.jpg\) DC 01 09 2022 Draft minute for adoption.pdf](#)

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### **8.2 Leisure and Community Development Committee - 6 September, 2022**

[!\[\]\(a03a7eb2f4046e1d3c76772003e549ea\_img.jpg\) LCDC 060922 draft minute for adoption.pdf](#)

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### **8.3 Environmental Services Committee - 7 September, 2022**

[!\[\]\(3e2231b1ad3ca8da8658228c00dd08e0\_img.jpg\) ESC 07.09.2022 Draft Minutes for adoption.pdf](#)

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### **8.4 Governance and Audit Committee - 8 September, 2022**

[!\[\]\(4fe57c3593bf1b21d272ae7ac8dfaf77\_img.jpg\) G A 08.09.2022 Draft Minutes for adoption.pdf](#)

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### **8.5 Special Development Committee - 21 September, 2022**

[!\[\]\(7d1d6890825e83a6a4a51febe2dcc7f3\_img.jpg\) Sp DC 21 09 2022 Draft Minutes for Adoption.pdf](#)

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### **8.6 Special Governance and Audit Committee - 22 September, 2022**

[!\[\]\(84f47badaad7772cd95667a7c387a639\_img.jpg\) \(S\) G A 22.09.2022 - Draft Minute for adoption.pdf](#)

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### **8.7 Planning Committee (For Noting) - 8 August, 2022**

[!\[\]\(aff7c69c44a5e015f18c35867ef3f5c3\_img.jpg\) PC 08 08 2022 Ratified Minute.pdf](#)

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## **9.0 REPORT FROM CHIEF EXECUTIVE**

None

## **10.0 REPORTS FROM MEMBERS ON BOARDS**

None

## **11.0 REPORTS ON DECISIONS SUBJECT TO THE RECONSIDERATION PROCEDURE**

None

## **12.0 NOTICES OF MOTION**

None

### **13.0 CONFIDENTIAL BUSINESS**

None

### **14.0 ANY OTHER BUSINESS**

**MAYOR'S ENGAGEMENTS FOR FULL COUNCIL MEETING****Tuesday 16<sup>th</sup> August**

Mayor to host Joanne McConaghy MBE, Mayor's Parlour

Mayor to attend Wendy Gibson Ballet Academy of dance Showcase in Market Square

**Wednesday 17<sup>th</sup> August**

Mayor to host Richard Yarr MBE, Mayor's Parlour

**Friday 19<sup>th</sup> August**

Mayor to host Breakfast with Brownlee Primary School, beginning of a new term - LVI

**Saturday 20<sup>th</sup> August**

Mayor to open Community Based Museum - Halftown Residents Association

Mayor to start the race for the Lisburn Outlook Group - Tandem Festival, LVI

Mayor to attend and lead the ride out of the 100th Anniversary Tribute to UGP, Dundrod

Mayor to attend Derriaghy Village Community Association - Community Day

**Tuesday 23<sup>rd</sup> August**

Mayor to host Dr Patricia Donnelly OBE, Mayor's Parlour

**Wednesday 24<sup>th</sup> August**

Mayor to host Moira Friendship Group on their 20th Anniversary Reception, LVI

**Thursday 25<sup>th</sup> August**

Mayor to host reception for U20's Irish Rugby Representatives, LVI

**Friday 26<sup>th</sup> August**

Mayor to host reception for Ricky Taylor QPM, Mayor's Parlour

Mayor to host Prof Julian Orford BEM, Mayor's Parlour

**Tuesday 30<sup>th</sup> August**

Mayor to attend Live Life Well-Being Centre for 1st Anniversary, Sarah Crothers Hall, Lisburn

Mayor to attend reception for the volunteers of Girl Guiding Moira, LVI

**Wednesday 31<sup>st</sup> August**

Mayor to meet with Lagan Valley Vineyard Church - Senior Pastor Team, Mayor's Parlour

Mayor to attend Pride of Place Judges Dinner, Ballymac

**Thursday 1<sup>st</sup> September**

Mayor to attend opening of community based programme - Four G, Ballyoran Community Centre

**Friday 2<sup>nd</sup> September**

Mayor to host Merchant Navy Day Flag Raising Ceremony, LVI

Mayor to attend Official Opening of Lady Mary Peters Commemorative Exhibition, Ulster Museum Belfast

Mayor to attend Anahilt & Magheraconluce Association Community Festival

**Saturday 3<sup>rd</sup> September**

Mayor to attend Moira Presbyterian Family Fun Day

Mayor to attend Hilden Community Festival, Glenmore Activity Centre

Mayor to attend Annual Flower, Vegetable & Craft Show, Drumbeg Church Hall

**Tuesday 6<sup>th</sup> September**

Mayor to visit Moira Friendship Group - Registration Morning

Mayor to attend Brookmount Cultural & Education Society QPJ Tea Dance, Low Quarter Orange Hall

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**LISBURN & CASTLEREAGH CITY COUNCIL****Minutes of the Monthly Meeting of Council held in the Council Chamber and Remote Locations on Tuesday 23 August, 2022 at 7:03 pm****PRESENT IN CHAMBER:**

The Right Worshipful the Mayor  
Councillor S Carson

Aldermen J Baird, W J Dillon MBE, D Drysdale,  
A G Ewart MBE, O Gawith, A Grehan, S Martin, S P Porter  
and J Tinsley

Councillors R T Beckett, R Carlin, F Cole, D J Craig,  
A P Ewing, A Givan, A Gowan, J Lavery BEM, S Lee,  
J McCarthy, C McCready, R McLernon, U Mackin, T Mitchell,  
S Mulholland, Jenny Palmer, John Palmer, A Swan and  
N Trimble

**PRESENT IN REMOTE LOCATION:**

Alderman M Henderson MBE, Councillors M Gregg, S Lowry,  
A McIntyre, and S Skillen

**IN ATTENDANCE IN CHAMBER:**

Lisburn & Castlereagh City Council

Chief Executive  
Director of Environmental Services  
Director of Finance and Corporate Services  
Director of Leisure and Community Wellbeing  
Member Services Officers (BS and BF)  
Technician  
IT Officer

Rev Roger Higginson

The Chief Executive outlined the evacuation procedures in the case of an emergency.

**Commencement of the Meeting**

At the commencement of the meeting, The Right Worshipful the Mayor, Councillor S Carson, welcomed everyone present to the August meeting of Council, including those who were watching on the live-stream.

The Right Worshipful the Mayor requested that all mobile phones be put on silent or switched off for the duration of the meeting following which the Member Services Officer read out the names of the Elected Members and Officers in attendance at the meeting.

The Right Worshipful the Mayor pointed out that, in accordance with the Council's Standing Orders, whilst the meeting was being live-streamed, unauthorised recording was not permitted.

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## Commencement of the Meeting (Cont'd)

### Prayers

The Right Worshipful the Mayor, Councillor S Carson, extended a welcome to his Chaplain, Rev Roger Higginson, Pastor at Lisburn Free Presbyterian Church, who was in attendance at his first meeting of Council.

The Right Worshipful the Mayor proceeded to express condolences in relation to the following bereavements:

- Mrs Edna McCartney, mother of our colleague, Glen McCartney, Mayor's Driver
- Stanley McMinn, father of our colleague, Paul McMinn, Policy Officer
- Lord David Trimble, father of Councillor The Hon Nicholas Trimble
- Carol Davidson, mother of our colleague, Paula Maitland, Payroll Advisor within the HR&OD Unit
- Mr Tony Hughes, husband of our colleague, Wendy Hughes, PA to the Chief Executive

The Right Worshipful the Mayor, Councillor S Carson, invited his Chaplain, Roger Higginson, to address the Council with opening devotions. During prayers Rev Higginson remembered the bereaved families referred to by the Mayor.

At this point The Right Worshipful the Mayor, on behalf of the Council, expressed sympathy to Councillor N Trimble on the loss of his father, Lord David Trimble, in recent times. The Right Worshipful the Mayor stated that this had been a particularly difficult time for the family but that he was pleased to have represented the Council along with the Chief Executive at Lord Trimble's funeral; to see the support from across the political spectrum both past and present spoke volumes of the respect Councillor Trimble's father had across the community. He concluded by assuring Councillor Trimble that the thoughts and prayers of Council were with Councillor Trimble and his family at this time.

## 1. Business of The Right Worshipful the Mayor

### 1.1 Mayor's Engagements

The Council noted a number of engagements attended by The Right Worshipful the Mayor, Councillor S Carson, and the Deputy Mayor, Councillor M Guy, over the past couple of months.

The Right Worshipful the Mayor extended thanks and appreciation to the Deputy Mayor, Councillor M Guy, for having deputised for him on a number of occasions during recent months.



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## 2. Apologies

It was agreed to accept apologies for non-attendance at the meeting on behalf of the Deputy Mayor, Councillor M Guy, and Councillors N Anderson, J Gallen, S Hughes, H Legge and G McCleave.

## 3. Declarations of Interest

There were no declarations of interest expressed declared at the meeting.

At this point The Right Worshipful the Mayor stated that any Member leaving the meeting to advise the Member Services Officer accordingly in order that this is recorded accurately in the minutes.

## 4. Council Minutes for Adoption

### 4.1 Council Meeting held on 28 June 2022

It was proposed by Councillor A Givan, seconded by Alderman J Baird, and agreed that the minutes of the meeting of Council held on 28 June, 2022 be confirmed and signed.

## 5. Matters Arising

There were no matters arising.

## 6. Deputations

There were no deputations.

## 7. Business Required by Statute

### (i) Signing of Legal Documents

The Chief Executive responded to questions from a Member in connection with:

- a) a number of legal documents presented for signing and sealing at the meeting in relation to a tender exercise for contracts which were almost half way through their 12 month period, and
- b) the using of services 'at risk' in the absence of a signed contract.

During his response the Chief Executive referred to the updated process for procurement which included the advertisement of tenders on the new e-portals, and advised Members on the legal advice obtained in relation to this matter. The Chief Executive also advised that Officers would be in touch with the Local Government Division, Department of Communities, to address the matter of the

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(i) Signing of Legal Documents (Cont'd)

signing of legal documents continuing to be on the agenda for Council meetings in view of the advancement in procurement technology.

It was proposed by Alderman J Tinsley, seconded by Alderman O Gawith, and agreed that the following legal documents be signed at the meeting:

- Lisburn and Castlereagh City Council and Phillips Contracts (DPK) Ltd, 76 Killyleagh Road, Downpatrick BT0 9PN – Contract for Tender for Blaris Road Car Park
- Lisburn and Castlereagh City Council and JPM Contracts Ltd, 79 Main Street, Dungiven, Co Derry BT47 4LE – Contract for T2122-053 Tender for the Provision of Play Park Repairs
- Lisburn and Castlereagh City Council and Play and Leisure, 31 Carrowdore Road, Greyabbey, Newtownards BT22 2LU – Contract for T2122-053 Tender Play Park Repairs
- Lisburn and Castlereagh City Council and Garden Escapes, 43C Ballycreen Road, Ballynahinch BT24 8UB – Contract for T2122-053 Tender Play Park Repairs
- Lisburn and Castlereagh City Council and Lars Play Ltd, 38 Garvagh Road, Dungannon BT70 3LS – Contract for T2122-053 Tender for Play Park Repairs
- Lisburn and Castlereagh City Council and Gordons Electrical Supplies, 49 Windmill Street, Ballynahinch BT24 8HB – Contract for T21/22-011 Tender for the Supply and Delivery of Electrical Goods and Fittings
- Lisburn and Castlereagh City Council and Edmundsons Electrical Ltd, 58 Boucher Place, Belfast BT12 6HT – Contract for T21/22-011 Tender for the Supply and Delivery of Electrical Goods and Fittings
- Lisburn and Castlereagh City Council and YESSS Electrical, YESSS House, Foxbridge Way, Normanton WF6 1TN – Contract for T21/22-011 Tender for the Supply and Delivery of Electrical Goods and Fittings
- Lisburn and Castlereagh City Council and Norspace, 2 Glenavy Road, Upper Ballinderry, Lisburn BT28 2EU – Contract for Tender for the Hire, Delivery, Collection and Servicing of Portable Chemical Toilets
- Lisburn and Castlereagh City Council and Sunbelt Rentals, Unit 4, Loughside Industrial Estate, 16 Michelin Road, Belfast, Newtownabbey BT36 4PT – Contract for Hire, Delivery and Collection of Crowd Control Barriers
- Lisburn and Castlereagh City Council and Webro Engineering Ltd, 26 Harrys Road, Hillsborough BT26 6JH – Contract for Tender for the Provision of Maintenance/Reactive Repairs for Multi-Use Games Area (MUGA) Lighting Contract

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(i) Signing of Legal Documents (Cont'd)

- Lisburn and Castlereagh City Council and B I Electrical Services, 11 Michelin Road, Newtownabbey BT36 4PT – Contract for Tender for call off framework agreement for provision of Electrical Services, Reactive and Project works to Council Facilities for period 01/04/2022 – 31/03/2023
- Lisburn and Castlereagh City Council and Irwins M&E, Unit 4, Diviny Drive, Portadown, Craigavon BT63 5WE – Contract for Tender for call off framework agreement for provision of Electrical Services, Reactive and Project works to Council Facilities for period 01/04/2022 – 31/03/2023
- Lisburn and Castlereagh City Council and JF & H Dowds, 2-4 Milltown Road, Ballymoney BT53 6LE – Contract for Tender for call off framework agreement for provision of Electrical Services, Reactive and Project works to Council Facilities for period 01/04/2022 – 31/03/2023
- Lisburn and Castlereagh City Council and Andersons Mechanical, 41a Tirmacrannon Road, Loughgall, Armagh BT61 8LW – Contract for Tender for call off framework agreement for provision of Mechanical Services, Reactive and Project works to Council Facilities for period 01.04.2022 – 31/03/2023
- Lisburn and Castlereagh City Council and Irwin M&E Ltd, Unit 4, Diviny Drive, Portadown, Craigavon BT63 5WE – Contract for Tender for call off framework agreement for provision of Mechanical Services, Reactive and Project works to Council Facilities for period 01/04/2022 – 31/03/2023
- Lisburn and Castlereagh City Council and LM Services (NI) Ltd, 18 Old Saintfield Road, Belfast BT8 8EY – Contract for Tender for call off framework agreement for provision of Mechanical Services, Reactive and Project works to Council Facilities for period 01/04/2022 – 31/03/2023
- Lisburn and Castlereagh City Council and Source Air Conditioning & Electrical Services (NI) Ltd, Unit D1, Valley Business Centre, Newtownabbey BT36 7LS – Contract for Tender for call off framework agreement for provision of Mechanical Services, Reactive and Project works to Council Facilities for period 01/04/2022 – 31/03/2023
- Lisburn and Castlereagh City Council and JF & H Dowds, 2-4 Milltown Road, Ballymoney BT53 6LE - Contract for Tender for call off framework agreement for provision of Mechanical Services, Reactive and Project works to Council Facilities for period 01/04/2022 – 31/03/2023
- Lisburn and Castlereagh City Council and Hutton M&E Services Ltd, Unit 1, 18W Bank Road, Belfast BT3 9JL - Contract for Tender for call off framework agreement for provision of Mechanical Services, Reactive and Project works to Council Facilities for period 01/04/2022 – 31/03/2023
- Lisburn and Castlereagh City Council and D A Forgie, 16 Seacoast Road, Limavady, Co Londonderry BT49 9DW – Contract for T2122-066 Supply and Delivery of 2 x Tracked 360 Degree Excavators

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8. Adoption of Minutes of Committees**Special Development Committee****10 August, 2022**

Proposed by Alderman A G Ewart  
Seconded by Alderman A Grehan

Adopted subject to Councillor G McCready being amended to read Councillor C McCready.

**Planning Committee****13 June, 2022**

The minutes of the Planning Committee meeting of 13 June, 2022 had been circulated for noting only as these minutes had been agreed at the subsequent meeting of the Planning Committee on 4 July, 2022. It was proposed by Alderman J Tinsley, seconded by Councillor John Palmer, and agreed that their contents be noted.

**Planning Committee****4 July, 2022**

The minutes of the Planning Committee meeting of 4 July, 2022 had been circulated for noting only as these minutes had been agreed at the subsequent meeting of the Planning Committee on 8 August, 2022. It was proposed by Alderman J Tinsley, seconded by Councillor John Palmer, and agreed that their contents be noted.

9. Report from Chief Executive9.1 Councillor S Lee – Change of Party

The Council noted a report by the Chief Executive advising that Councillor S Lee was now a member of the SDLP on the Council.

The Chief Executive reported that advice had been received in regard to Councillor S Lee's position as Vice Chairman of the Capital Projects Committee. The legal advice received indicated that the position in question transfers with the Member for the remainder of the year whilst they continued to be an Elected Member of Council irrespective of what party they are a member of. However the Department for Communities' advice was such that the d'Hondt application required to be applied to determine which political party would be entitled to the position in question. The Chief Executive advised that on this occasion based on the d'Hondt application the position in question falls to the SDLP.

Councillor J McCarthy, the Council's nominating officer for SDLP nominated Councillor S Lee to the position of Vice Chairman of the Capital Projects Committee.

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9.2 Delegated Authority for Specified Matters for Approval at the September Meeting of the Environmental Services Committee

It was proposed by Alderman J Baird, seconded by Councillor D J Craig, and agreed that the matters outlined in the report circulated be granted delegated authority at the meeting of the Environmental Services Committee on Wednesday, 7 September 2022, namely;

- Consultation on the Draft Food Hygiene Rating (Online Display Regulations Northern Ireland) 2023.
- Consultation on the Draft National Air Pollution Control Programme (NAPCP)
- Contract variations for arc21 waste management contracts.

10. Reports from Members on Boards10.1 NAC (NI Region) Conference 27<sup>th</sup> September 2022  
Glenavon Hotel, Cookstown

Alderman M Henderson drew the Council's attention to the forthcoming NAC (NI Region) conference which was taking place on 27<sup>th</sup> September 2022 in Cookstown and which was open to all Members of Council to attend. It was agreed to note that the NAC (NI Region) conference on 27 September was open to all Members of Council.

11. Reports on Decisions Subject to the Reconsideration Procedure

There were no decisions subject to the Reconsideration Procedure.

12. Notice of Motion

There were no Notices of Motion for consideration.

13. Confidential Business

The Right Worshipful the Mayor, Councillor S Carson, advised that the confidential item was required to be considered "In Committee" due to containing information in relation to which a claim to legal professional privilege could be maintained in legal proceedings.

"In Committee"

It was proposed by Councillor A P Ewing, seconded by Alderman J Baird, and agreed that the following item be considered "in committee", in the absence of members of the press and public being present. The live stream of the meeting was paused (7.26 pm).

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13.1 Requirement to enter into a Section 76 Planning Agreement for Planning Applications LA05/2017/1124/F and LA05/2018/0412/F

Members having been provided with a copy of the Section 76 Agreement in respect of the above planning applications, it was proposed by Councillor J McCarthy, seconded by Councillor F Cole, and agreed that this be approved and signed by The Right Worshipful the Mayor and the Chief Executive.

Alderman S P Porter advised that he had objected to the above planning applications when they had come before the Planning Committee in June 2021 and requested that his objection again be recorded.

Other Confidential Business13.2 Change of Party – Positions of Responsibility

The Right Worshipful the Mayor responded to questions from Members arising out of the discussion that had taken place under agenda item 9.1 Councillor S Lee – Change of Party, further clarification having been requested thereon.

It was noted that this matter would be considered further by Officers and that the Council would be updated in due course.

Resumption of Normal Business

It was proposed by Alderman A G Ewart, seconded by Councillor J Laverty, and agreed to come out of committee and normal business was resumed. The live stream of the meeting was recommenced at this stage (7.34 pm).

14. Any Other Business14.1 Cost of Living Crisis  
Alderman S P Porter

Alderman S P Porter referred to the vital impact and support that communities had received from voluntary, community and church sectors during the Covid-19 pandemic as a result of assistance from the Council. Alderman Porter also referred to the fact that communities were now experiencing a cost of living crisis as a result of rising fuel prices and the increase in the cost of living in general.

Alderman Porter stated that it was very worrying that in the next few months the Council may have to open facilities such as community centres and churches as many residents may not be able to stay in their own homes due to the high cost of heating their homes.

Alderman Porter also referred to the Council's Community Support Programme which provided vital funding for community groups. He stated that he was aware that previously almost half of grants received were spent on heating and fuel, and in this regard requested that a review of this funding scheme be undertaken in light of the current cost of living crisis.

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14.1 Cost of Living Crisis (Cont'd)  
Alderman S P Porter

It was proposed by Alderman S P Porter, seconded by Councillor A Gowan and agreed that:

- a) a report be prepared on how the Council could once again support the voluntary and community sectors in their support to those most affected by the current cost of living crisis for consideration at the Leisure & Community Development Committee at the earliest opportunity; such a report to include how the Council could also support local business sectors at this time, and
- b) the above-mentioned report includes a provision for support to be made available to the rural community groups and churches who had also worked exceptionally well during the Covid-19 pandemic.

14.2 Sign Posting and Provision of Public Toilets  
Alderman S P Porter

Alderman S P Porter highlighted the importance of all public toilets across the City Centre being signposted appropriately and also public toilets being open and available during their scheduled opening hours. Alderman Porter also stated that it was important that the public do not rely solely on the private sector to provide toilet facilities and that there was a need to consider options if more toilets are required.

Alderman Porter emphasised the importance of all the above issues in encouraging footfall in the City Centre.

Alderman Porter also referred to the Council-wide review of public toilet facilities which had been requested by Alderman A G Ewart.

It was proposed by Alderman S P Porter, seconded by Councillor S Skillen, and agreed that an update report be brought to the Environmental Services Committee on the progress of the Council-wide review of public toilets which would include all of the above-mentioned issues.

Cllr S Skillen, having thanked Alderman S P Porter for having raised this important issue reminded everyone that not every disability is visible.

Comments were noted from Councillor M Gregg in connection with the provision of changing places toilets when any new facilities were being considered.

14.3 Efficiency Review Steering Group  
Alderman S Martin

The Chief Executive responded to comments by Alderman S Martin in connection with the Council's Efficiency Review Steering Group (ERSG). The Chief Executive stated that it was hoped that a meeting of this Group would take place in the near future to review the parameters of the ERSG and to ensure that there was full Member engagement in that process.

**MM 23.08.2022****12**Conclusion of the Meeting

At the conclusion of the meeting the Right Worshipful the Mayor, Councillor S Carson, thanked those present for their attendance.

There being no further business for consideration, the meeting was terminated at 7.41 pm.

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Mayor



**LISBURN & CASTLEREAGH CITY COUNCIL****Minutes of the Special Meeting of the Council held in the Council Chamber and virtually on Saturday, 10th September, 2022 at 11:08 am****PRESENT IN CHAMBER:**

The Right Worshipful the Mayor  
Councillor S Carson

Deputy Mayor Councillor M Guy

Aldermen J Baird, W J Dillon MBE,  
A G Ewart MBE, A Grehan, M Henderson,  
S Martin, S P Porter and J Tinsley

Councillors N Anderson, R T Beckett, A P Ewing,  
J Gallen, A Givan, A Gowan, M Gregg, S Hughes,  
J Lavery BEM, S Lee, H Legge, S Lowry,  
C McCready, A McIntyre, U Mackin, T Mitchell,  
S Mulholland, Jenny Palmer, John Palmer, S Skillen  
and A Swan

**PRESENT IN REMOTE LOCATION:**

Alderman O Gawith

Councillors R Carlin, F Cole, R McLernon and N Trimble.

**IN ATTENDANCE IN CHAMBER:**

Lisburn & Castlereagh City Council  
Chief Executive  
Director of Environmental Services  
Director of Service Transformation  
Director of Leisure and Community Wellbeing  
Director of Finance and Corporate Services  
Head of Corporate Communications and Administration  
Acting Member Services/PCSP Manager  
Member Services Officers (BF & EW)  
Technician  
IT Officer  
Mayor's Chaplin

**Commencement of the Meeting**

The Right Worshipful the Mayor, Councillor S Carson, reminded the Council that the special meeting had been convened to enable Members and the Council to express their condolences and pay tributes on the occasion of the passing of Queen Elizabeth II on Thursday, 8th September. He explained that everybody, who so wished, would be afforded an opportunity to address the Council, given the sad and historic occasion being marked on the death of the monarch.

### 1. Apologies

The Member Services Officer read out the names of those in attendance and it was noted that apologies for inability to attend had been received from Alderman D Drysdale, together with Councillors D J Craig, J McCarthy and G McCleave.

### 2. Minute's Silence in Memory of Her Majesty the Queen

The Council stood for a minute's silence as a mark of respect on the passing of the late Queen Elizabeth II.

### 3. Prayers

The Right Worshipful the Mayor, Councillor S Carson, invited his Chaplain, the Reverend Roger Higginson, to address the Council. The Reverend Higginson read a passage from the Scriptures and spoke of the sad passing of Her Majesty and the sense of loss which had been felt, both on a worldwide basis and within the Council area, since her death the previous Thursday.

#### 3.1 Tributes to Her Majesty Queen Elizabeth II

##### The Right Worshipful the Mayor, Councillor S Carson

The Right Worshipful the Mayor, Councillor S Carson, reminded the Council that the death of Her Majesty Queen Elizabeth II had been a solemn occasion for the nation, for the City of Lisburn and the Council area. The Council, he pointed out, occupied a rare position within the United Kingdom since Royal Hillsborough was located within its boundary. He referred to the deep sense of pride and satisfaction that the granting of Royal Status to Hillsborough by the late Queen had brought to the Council in 2021, which had enhanced the sense of affinity between the community and the monarchy. He stated that Queen Elizabeth II had first visited Lisburn in 1953, and, more recently, she had conferred city status on Lisburn in 2002. He recalled that he had first been in the late Queen's presence whilst he was attending an event at the Queen's University of Belfast in 2008, and also, in 2012, at an event in Titanic Belfast. He said that when the Queen entered a room she filled it with her smile and presence.

The Mayor pointed out that when events of world significance occurred, they were etched on people's memories. The death of Queen Elizabeth II, he added, was one such event. The Queen had been a constant presence throughout everyone's lives and her passing would impact on emotions and memories. He stated that a common theme of many tributes paid had referred to the Queen's faith, her selflessness and devotion to duty. These were qualities that resonated with everyone, regardless of affiliation or aspiration. Her achievements were such that it was entirely right to acknowledge what she had accomplished throughout her record-breaking reign.

The Mayor reminded the Council that the late Queen had also a family who mourned her, not only the passing of a mother, but of a grandmother and a great-

grandmother. Her death, he added, had also created a new reality in that we had a new King. King Charles III, in inheriting his mother's mantle, would require much wisdom and grace and, on behalf of the Council, the Mayor wished the new King best wishes in that role.

#### Deputy Mayor Councillor M Guy

Prior to commencing her address, the Deputy Mayor placed on record her gratitude to the Mayor, the Chief Executive and Council officials who had showed great civic leadership in leading on the Council's response to the passing of the late Queen. She referred to the great sense of personal loss that had been felt across the Council area since the announcement of the Queen's passing on Thursday, and extended her sincere condolences. She said that, for her, the late Queen's contribution to the cause of peace and reconciliation was particularly meaningful. She referred to the Queen's visit to the Republic of Ireland in 2011 as an inspirational moment that had set her apart, not simply as a constitutional figurehead, but also as a true leader. In particular, the late Queen's words which had been spoken in the Irish language was a notable gesture that captured a unique moment that showed true leadership. In concluding, the Deputy Mayor added her own personal appreciation to Queen Elizabeth II for her long and distinguished service.

#### Councillor A Gowan

Councillor A Gowan stated that the United Kingdom and the Commonwealth mourned the loss of a Queen who had been respected, admired and loved across the world. He added that, within communities across the nation, just like those in his own Downshire East DEA, there was a real sense of sadness and loss. Her Majesty, he said, had been an exemplar of service, duty, integrity and devotion to everybody who had been blessed to live under her remarkable reign.

He added that the Queen had gone far beyond her duty as a monarch and was emotionally and symbolically maternal; indeed, he added, she had been the mother of the nation. Councillor Gowan stated that she had been a Queen who had laughed with us, comforted us, rallied and lifted us up. As a new Carolean age began, Councillor Gowan said that we as a society had been blessed with the long reign of Her Majesty Queen Elizabeth II. He stated that it was his wish that the new King would reign over us with paternal strength, integrity and selflessness, complementing the maternal legacy of our Most Gracious Elizabeth the Great.

#### Councillor J Gallen

On behalf of the SDLP group on the Council, Councillor J Gallen extended his deepest condolences to all those who were mourning the death of Queen Elizabeth II. He referred to her state visit to Dublin in 2011 and quoted from the speech, which she had delivered at the banquet held in her honour. It was a speech, he said, which had celebrated the shared ties and values between the two nations and the spirit of goodwill and partnership that had been forged through the Northern Ireland peace process. Councillor Gallen spoke of the Queen's love and affection for Ireland and its people, and how she had honoured Irish President,

Michael D Higgins, in 2014, by affording him an extended state visit to the United Kingdom. He concluded by reiterating, on behalf of his party group, his and its heartfelt sympathies on the passing of the late Queen.

#### Alderman J Tinsley

Alderman J Tinsley began by thanking the Mayor and the Chief Executive for the work which they had undertaken in leading the Council's response to the passing of Her Majesty on Thursday evening. He referred to the late Queen's long and glorious reign and, in particular, his personal pride when he had met the Queen when she had opened Lagan Valley Island on 15th November, 2001, and other occasions when he had been in her company. He pointed out that the death of the Queen had impacted on all generations and that she had been respected throughout the world. He paid tribute to the Queen for her enduring sense of duty, which had been exemplified in appointing a new Prime Minister just two days prior to her death. Alderman Tinsley said that the Queen had been a deeply spiritual person and that her faith had been fundamental to her life. He added that she had been an example and an inspiration to everyone.

#### Councillor H Legge

Councillor H Legge said that it had been a privilege for her to chair the Council's Queen's Platinum Jubilee Working Group in 2021/22, which had been established to mark the Diamond Jubilee of Her Majesty. She said that that role had enabled her to appreciate the great affection there was across the Council area for Her Majesty and it was a true highlight for her to mark the remarkable reign of the Queen. She expressed her condolences to the Royal Family and extended good wishes to King Charles III and the Queen Consort, Camilla, as they embarked upon their new roles.

#### Councillor R Carlin

Councillor R Carlin conveyed his personal condolences on the passing of Queen Elizabeth II, and particularly to those people within the Unionist community who mourned. He paid tribute to the part played by the Queen in promoting peace and reconciliation across the islands of Britain and Ireland and expressed sympathy to her wider family as they sought to come to terms with their grief.

#### Alderman J Dillon

Alderman J Dillon referred to his deep sense of loss and sorrow on hearing of the passing of the late Queen. He recounted his fond memories of being in her company and, in particular, the honour he had in 2001 when, as Mayor of the former Lisburn Borough Council, he had welcomed the Queen and the Duke of Edinburgh to Lisburn on the occasion of the opening of Lagan Valley Island. In 2002, when Lisburn had been afforded city status, as part of Queen Elizabeth II's Golden Jubilee celebrations, Alderman Dillon spoke about his pride when he, again as Mayor, had accepted the Royal Charter from the Queen at a ceremony held in Hillsborough Castle. In addition, he talked about his immense pride when he had travelled to Buckingham Palace to receive his MBE, which Her Majesty

had awarded him in the 2003 New Year's Honours. He said it had been a privilege to have represented the Council on such occasions and again expressed his sorrow on the loss of somebody who had been an inspirational and historic figure.

#### Alderman A Grehan

Alderman A Grehan, on behalf of the Alliance Party of Northern Ireland, extended condolences to the Royal Family and stated that the passing of the late Queen had been a sad day for the United Kingdom, the Commonwealth and particularly Northern Ireland. She said that the Queen had been a central part to all our lives during her long reign. Alderman Grehan reflected that she had been privileged earlier in her career to have worked at events at which the Queen was in attendance. She had been truly impressed by the Queen's personality and by the deep respect which she had shown to fellow attendees and staff alike. She referred to the Queen's visit to the Republic of Ireland in 2011 and paid tribute to her for the leadership she had shown as part of the peace process. She added that the world had lost a true leader and expressed best wishes to King Charles III in his new role.

#### Councillor A Ewing

Councillor Ewing expressed his deep sadness at the news of the Queen's passing. He stated that the death of the Queen was an occasion that everybody had sadly anticipated and it was truly the end of an era and a sad moment in history. She had lived a wonderful life of faithful and dedicated service to the nation. She had been, he pointed out, an enduring presence in all of our lives for decades, who had underpinned all that was great and noble, with the wonderful qualities and character she possessed. She was selfless, he said, and dedicated to service and somebody from whom we could all learn. He recalled meeting Her Majesty and The Duke of Edinburgh in June 2014 at Hillsborough Castle, saying it had been an occasion that he and his family would always remember with pride. He expressed his thoughts and prayers for the King and the Royal Family.

#### Councillor U Mackin

Councillor U Mackin extended his personal condolences and prayers to the Royal Family and recalled his childhood memories of the death of the late King George VI and the Queen becoming monarch in 1952. From that time, he had always taken an interest in the work of the Queen and admired her leadership and ability. In particular, he recalled being at a garden party in Buckingham Palace and, while he did not meet the Queen, he was impressed by her ability to be a reassuring and calming influence. It was, he said, a personal touch which was just one of her many qualities. He said that many words had been said and written since the passing of Her Majesty, but, to Councillor Mackin, three qualities shone through. They were her sincerity as a human being, her steadfast devotion to her duties and her sound and sincere Christian faith.

(Councillor S Lee left the Chamber at 12:01pm and returned at 12:04pm).

### Councillor A Givan

Councillor A Givan expressed his sorrow on the passing of the Queen, particularly since it had occurred merely two days after she had appointed a new Prime Minister and seemed to be in such good spirits. He outlined how the Queen had been respected and how her passing had been a great loss to the nation. The respect and esteem in which she had been held was rooted, he said, in her deep Christian faith, a faith that she had called, 'the iron curtain of my soul'. He added that her devotion to the Scriptures had been crucial in her personal qualities of respect, care, selfless service, devotion to duty and compassion. She exuded a positivity that was rooted in her faith in God, a fact that was illustrated, he recalled, in a foreword she had written in a book for the Scripture Union in her 90th year. He ended by extending his sincere condolences to the Royal Family and, in particular, King Charles III.

(Councillor John Palmer left the Chamber at 12:09pm and returned at 12:11pm).

### Councillor N Anderson

(Councillor T Mitchell left the Chamber at 12:12pm and returned at 12:17pm).  
(Councillor J Gallen left the Chamber at 12:13pm and returned at 12:17pm).

Councillor N Anderson said that the passing of the Queen had been a truly historic moment in that she had been our last link to the imperial past and our last connection in public life to World War II. The Queen, he added, had been an embodiment of the values that made the United Kingdom a great country, an example to all public servants, and a person who possessed virtues that were a role model to everyone. She would be remembered, he stated, as 'Elizabeth the Great' and 'Elizabeth the Good'. Councillor Anderson quoted the Queen who, on her accession to the throne in 1952, had asked, 'that God may give me wisdom and strength to carry out the solemn promises I shall be making, and that I may faithfully serve Him and you, all the days of my life'. He concluded by saying that we had been truly blessed by God for the Queen and her reign.

### Alderman P Porter

Alderman P Porter paid tribute to the Queen for a life of selfless service, and conveyed the immense feeling of loss and deep sorrow that had been felt across the Lisburn South DEA. Her Majesty, he said, had been a constant in an ever-changing world and the nation would pause in grateful memory for a life filled with sacrifice and duty. For over 70 years, he added, Her Majesty had been a beacon of light through many dark days and we all felt that we knew her, but she was the Queen for everybody. On a personal level, he recalled with fondness the occasion when, as Mayor in 2010, he and his wife, Nicola, and family, had had the privilege of welcoming Her Majesty and the Duke of Edinburgh to Lisburn. He said that she and the Duke had been a calming influence for everybody, including his family members, on that occasion. He concluded by noting the great sense of loss and sadness at the news of her passing and hoped that King Charles III would be comforted by the outpouring of love and support of a very grateful nation.

### Alderman S Martin

Alderman S Martin expressed his sadness at the passing of the Queen and referred to the constant and reassuring presence which she had been to the nation throughout her reign. He recalled, in his younger days, being present when the Queen had visited the Council and met the then Mayor, Alderman J Dillon. He paid tribute the late Queen for her timeless set of values, her duty to service and to a reign that had been personified by great dignity. He recalled his own time as Mayor in 2021/22, which had coincided with the Queen's Platinum Jubilee. He expressed his pride when he had successfully nominated Fort Hill Primary School to receive one of 70 ancient trees which the Queen had gifted as part of her celebrations.

He referred to the late Queen's unique relationship with the Council and his pride, in October 2021, when as Mayor he was to receive the Letters Patent from the Queen in a ceremony conferring Royal status on Hillsborough. However, he said that the day had been tinged with sadness since Her Majesty had been unwell and could not attend. He ended by saying that he had been proud to have been Mayor on that occasion and that the Queen had been a true bridge-builder and an example to everyone.

### Councillor A Swan

Councillor A Swan expressed his personal sorrow at the passing of the Queen and recalled that he had been in her presence on three occasions, most notably at a Maundy Thursday Ceremony at Armagh Cathedral. He said that the ceremony had been very moving in that personified and symbolised to him what the Queen and the Royal Family had stood for, that being, a the life of service to people. He added that he had always been impressed by the Queen's devotion to duty and wished the new King well in his role.

### Councillor C McCready

Councillor C McCready said that the Queen's 70 years of devoted service had set an example to everybody. The Queen, he added, possessed a fantastic devotion to duty and a brilliant sense of humour, which had been illustrated in her role at the opening ceremony of the 2012 London Olympic Games. He quoted the Queen, who had once said, 'each day is a new beginning and I know that the only way to live my life is to try and do what is right. To take a long view to give the best that a day brings and to put my trust in God'. That quote, he said, showed the deep faith that she held and added that we should all endeavour to follow in her footsteps.

### Alderman O Gawith

The last speaker to pay tribute to the Queen was Alderman O Gawith, who recounted his fond childhood memories of seeing the Queen as a schoolboy and, again, he passed on his sincere condolences to the Royal Family and wished King Charles III well in his new role.

#### 4.0 Confidential Business – Report of the Chief Executive

(Alderman J Baird left the Chamber at 1:00pm and returned at 1:03pm).  
(Councillor J Gallen left the Chamber at 1:04pm).

The Right Worshipful the Mayor, Councillor S Carson, advised the Council that the Chief Executive's Report would be considered 'in committee', since it contained confidential information relating to the Council's area subsequent to the passing of the Queen and the succession of the King.

It was proposed by Alderman J Baird, seconded by Alderman P Porter, and agreed that Council hear the report of the Chief Executive 'in committee'.

#### "In Committee"

##### 4.1 Report of the Chief Executive

The Council noted the report of the Chief Executive and the comments of the Members thereon.

##### 4.2 Resumption of Normal Business

It was proposed by Councillor A Ewing and seconded by Alderman A Ewart and agreed that the Council come out of committee and normal business be resumed.

There being no further business, the meeting ended at 1:05 pm.

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Worshipful Mayor



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**LISBURN & CASTLEREAGH CITY COUNCIL****Minutes of Special Meeting of the Council held in the Council Chamber and in Remote Locations on Tuesday 20<sup>th</sup> September 2022 at 6.00 pm.****PRESENT IN CHAMBER:**

The Right Worshipful The Mayor  
Councillor S Carson

Aldermen J Baird, W J Dillon MBE, D Drysdale,  
A G Ewart MBE, O Gawith, A Grehan, S P Porter and  
J Tinsley

Councillors R T Beckett, R Carlin, D J Craig, A P Ewing,  
A Givan, A Gowan, J Lavery BEM, S Lee, J McCarthy,  
G McCleave, C McCready, U Mackin, T Mitchell, Jenny  
Palmer, John Palmer, A Swan and The Hon N Trimble

**PRESENT IN REMOTE LOCATION:**

Deputy Mayor  
Councillor M Guy

Aldermen M Henderson MBE and S Martin

Councillors N Anderson, F Cole, J Gallen, M Gregg,  
S Hughes, S Lowry, A McIntyre, R McLernon, S Mulholland  
and S Skillen

**IN ATTENDANCE IN CHAMBER:**

Chief Executive  
Director of Environmental Services  
Director of Finance & Corporate Services  
Head of Human Resources & Organisation Development  
Member Services Officers (CH & RN)  
Technician  
IT Officer

**Commencement of Meeting**

At the outset of proceedings, The Right Worshipful The Mayor, Councillor S Carson, welcomed everyone to the Special Meeting and advised that it was being live-streamed to enable members of the public to both hear and see the proceedings.

The names of those Elected Members who were in attendance at the meeting, both in person and on a remote basis, were read out by the Member Services Officer.

The Right Worshipful The Mayor stated that, although the meeting was being live-streamed, unauthorised recording was still not permitted, as per 8.5 of the Council's Standing Orders. The Chairman also reminded everyone to ensure that mobile phones were turned off or on silent mode for the duration of the meeting.

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The Chief Executive proceeded to outline the evacuation procedures in the case of an emergency. Finally The Right Worshipful The Mayor asked that any Member entering or leaving the meeting alert the Member Services Officer accordingly so that this might be accurately reflected in the minutes.

1. Apologies

An apology for non-attendance at the meeting was accepted and recorded on behalf of Councillor H Legge.

2. Declarations of Interest

The Chairman invited Members to declare any interests 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 with the papers for the meeting and which were also available in the Chamber.

There were no declarations made.

3. 2022/2023 Pay Negotiations

(Confidential for reason of information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a Government Department and employees, or office holders under, the Council.)

In Committee

It was proposed by Councillor A P Ewing, seconded by Councillor J Lavery and agreed that the business of the Special Meeting be considered "in Committee". (The live-stream was paused at this stage in proceedings.)

The Member Services Officers (CH & RN); the Technician and the IT Officer left the Chamber at this stage in proceedings. (6.10 pm)

A report had been made available to Members earlier in the day and was presented by The Chief Executive. Following a number of questions from Members, answered by the Chief Executive, it was proposed by Councillor N Trimble and seconded by Councillor J Lavery to agree to the position for negotiation with the Trade Unions and to the further considerations as outlined in the Appendix.

Councillor J Craig left the meeting during discussion (6.59 pm) and Councillor N Trimble left and returned to the meeting during discussion at 7.09 pm and 7.11 respectively.

The Director of Environmental Services, the Director of Finance & Corporate Services and the Head of Human Resources & Organisation Development left the meeting. (7.29 pm)

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The Member Services Officers (CH & RN); and the Technician, returned to the Chamber. (7.29 pm)

#### Resumption of Normal Business

It was agreed to come "out of Committee". Normal business and the live-stream were resumed. (7.30 pm)

#### 4. Conclusion of the Meeting

There being no further business, the Special Meeting concluded at 7.31 pm.

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Mayor

**LISBURN & CASTLEREAGH CITY COUNCIL****Minutes of Meeting of the Development Committee held remotely and in the Council Chamber, Island Civic Centre, The Island, Lisburn on Thursday 1<sup>st</sup> September 2022 at 6.00 pm.****PRESENT IN THE CHAMBER:**

Alderman A G Ewart, MBE (Chairperson)

Alderman A Grehan (Vice Chairperson)

Aldermen J Baird, W J Dillon MBE and D Drysdale

Councillors R T Beckett, A Givan, G McCleave, C McCready, U Mackin and A Swan

**PRESENT IN A REMOTE LOCATION**

The Right Worshipful The Mayor, Councillor S Carson

Deputy Mayor, Councillor M Guy

Councillors F Cole, J Gallen and S Mulholland

**OTHER MEMBERS PRESENT IN CHAMBER**

Alderman O Gawith

**OTHER MEMBERS PRESENT IN A REMOTE LOCATION**

Alderman S Martin

**IN ATTENDANCE**

Chief Executive (Remote)  
 Director of Service Transformation (Chamber)  
 Head of Planning & Capital Development (Remote)  
 Head of Economic Development (Chamber)  
 Head of Assets (Chamber)  
 Regeneration & Infrastructure Manager (Chamber)  
 Member Services Officers (RN and EW)  
 IT Officer  
 Technician

**Commencement of Meeting**

The Chairman, Alderman A G Ewart, extended a welcome to all present at the meeting and advised that it was being live streamed to enable members of the public to both hear and see the proceedings. The Chairman welcomed those watching on the livestream.

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

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

The Chairman stated that, although the meeting was being live streamed, unauthorised recording was not permitted, as per the Council's Standing Orders. The Chairman 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.

The Chairman read out the safety announcement in the case of an emergency.

1. Apologies

Apologies for non-attendance at the meeting were accepted and recorded on behalf of Councillor H Legge and the Portfolio Manager.

The Right Worshipful The Mayor, Councillor S Carson, joined the meeting remotely. (6.04 pm)

2. Declarations of Interest

There were no Declarations of Interest made at the meeting.

3. Report by Director of Service Transformation

3.1 Service Transformation – Performance Report

The Committee had been furnished with a copy of the undernoted documents:-

- Service Transformation summary budget reports for 1<sup>st</sup> April – 30<sup>th</sup> June 2022;
- outturn of operational metrics/service KPIs for Q1 (April – June 2022).

The Director responded to Members' questions in regard to energy consumption and the filling of the post of Energy Officer.

It was proposed by Alderman J Baird, seconded by Alderman W J Dillon and agreed to recommend that the reports detailed above be noted.

Alderman S Martin joined the meeting remotely during discussion of this item. (6.06 pm)

#### 4. Report by Head of Economic Development

##### 4.1 Moira Speciality Food Fair – Moira Demesne - 15<sup>th</sup> October 2022 Suspension of Bye-Law regarding consumption of alcohol

The Head of Economic Development referred to the Moira Speciality Food Fair being held in Moira Demesne on the 15<sup>th</sup> October 2022.

The event was being expanded over that staged in previous years to become a wider Moira Food and Drink Festival. As it was being staged in Moira Demesne in which the consumption of alcohol is prohibited, the relaxation of the attendant Bye-Law was required. An Equality and Good Relations screening document and a Rural Needs Impact Assessment had been provided with the Head of Service's report.

The Head of Service explained that the date of 15<sup>th</sup> October was somewhat later in the calendar year than may have previously been the case. Such a date had been put forward by the organisers and suppliers who were content with the opportunities that a later date would offer. However an earlier date was likely to be the Council's preferred option for future years.

The Head of Service also explained that the event was attracting funding from the Small Settlements grant scheme and the NI Regional Food Programme funded through DAERA.

It was proposed by Councillor A Swan, seconded by Alderman J Baird and agreed to recommend that in order to permit the consumption of alcohol in Moira Demesne on the 15<sup>th</sup> October 2022 as part of the planned Moira Speciality Food Fair, the bye-laws for Moira Demesne be relaxed on that date.

The Chief Executive joined the meeting remotely during discussion of this item. (6.15 pm)

##### 4.2 Social Enterprise Northern Ireland Corporate Membership 2022/2023

The Head of Service reminded the Committee that the Council had been a corporate member of Social Enterprise Northern Ireland in 2021/2022 (and in the previous year also). The Head of Service detailed the benefits derived from such membership and as the Council had no plans to include a dedicated Social Enterprise Support Programme in the 2022/2023 economic development programme, corporate membership of SENI would allow the Council a cost effective means of continuing to engage with this sector.

4.2 Social Enterprise Northern Ireland  
Corporate Membership 2022/2023 (Continued)

It was proposed by Alderman J Baird, seconded by Alderman W J Dillon and agreed to recommend that:-

- the Council continues its corporate membership of Social Enterprise Northern Ireland at a cost of £500.00 for 2022/2023;
- subject to estimates and ongoing evaluation of membership status, the Council's annual membership of Social Enterprise Northern Ireland continue.

5. Confidential Report from Director of Service Transformation

The reasons for confidentiality were as set out in the agenda, ie:-

5.1 Annual Tender Reports for Award of Various Contracts  
(Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).)

5.2 CCTV Provision – Citywatch (formerly LCAC)  
(Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).)

In Committee

It was proposed by Alderman W J Dillon, seconded by Councillor A Givan and agreed that the Confidential Report of the Director be considered "in Committee". (The live-stream was paused at this stage in proceedings.)

5.1 Annual Tender Reports for Award of Various Contracts  
(Redacted report available following award of call-off contract  
(mid-September 2022))

Presented by Head of Assets.

The Committee had been furnished with a copy of the annual tender reports for the provision of the undernoted services:-

- Hire of Plant and Machinery;
- Supply/Delivery/Laying of Quarry Bituminous Bound materials and Associated Works;
- Line Marking.

5.1 Annual Tender Reports for Award of Various Contracts  
(Redacted report available following award of call-off contract  
(mid-September 2022) (Continued)

It was proposed by Alderman W J Dillon, seconded by Alderman J Baird and agreed to recommend that the award of tenders to those contractors for the call-off of services as required and detailed within the tender reports for the above services be approved.

5.2 CCTV Provision – Citywatch (formerly LCAC)  
(Report will never become unrestricted)

The Committee had been provided with a report and attendant correspondence in regard to issues relating to the operation of CCTV provision by Citywatch.

Following discussion, it was proposed by Councillor J Gallen, seconded by Alderman A Grehan and agreed that no decision be taken on the recommendations as contained in the report of the Director of Services Transformation and that:-

- a Special Meeting of the Committee be held in advance of the Meeting of Council on the 27<sup>th</sup> September 2022 with the business of the Special Meeting being confined to this one item;
- legal advice on the Council's position in regard to whether it was appropriate to provide additional funding in light of the matters raised be sought and provided to the Committee in advance of the Special Meeting referred to above;
- the Council's legal advisors be in attendance at the Special Meeting referred to above.

The Director noted specific items raised by Members on which clarification was to be sought.

Councillor R T Beckett left the meeting during discussion of this item. (6.39 pm)

Resumption of Normal Business

It was proposed by Alderman A Grehan, seconded by Alderman D Drysdale and agreed to come out of Committee. Normal business and the live-stream were resumed.

6. Any Other Business

There was no other business.



There being no further business, the Meeting concluded at 7.24 pm.

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Chairperson

**LISBURN & CASTLEREAGH CITY COUNCIL****Minutes of the meeting of the Leisure and Community Development Committee held in the Island Civic Centre, The Island, Lisburn, and remotely, on Tuesday 6th September 2022 at 6.00pm**

**PRESENT:** Councillor A McIntyre (Chairman)  
 Councillor A Gowan (Vice-Chairman)  
 Councillors R T Beckett, D J Craig,  
 A Gowan, J Lavery BEM, H Legge,  
 T Mitchell and Jenny Palmer.

**PRESENT IN A REMOTE LOCATION:** The Right Worshipful the Mayor Councillor S Carson  
 Deputy Mayor Councillor M Guy  
 Aldermen A Grehan and S Martin  
 Councillors N Anderson, R Carlin,  
 S Mulholland and S Skillen.

**ALSO ATTENDED:** Alderman J Tinsley (via Zoom) and  
 Councillor A Swan (in the Chamber).

**IN ATTENDANCE:** Lisburn & Castlereagh City Council  
 Director of Leisure and Community Wellbeing  
 Head of Communities  
 Head of Parks and Amenities  
 Head of Sports Services  
 Capital Projects Manager (AG)  
 Member Services Officers (BF and EW)  
 Technician.

**Commencement of Meeting**

The Chairman, Councillor A McIntyre, welcomed everyone to the meeting and reminded attendees that, in accordance with the Council's Standing Orders, unauthorised recording was not permitted.

1. **Apologies**

An apology was reported on behalf of Alderman M Henderson.

2. **Declarations of Interest**

- In respect of item 5.1, 'Ballybeen Sports & Wellbeing Hub – Lease and SLA', Councillor S Skillen declared a non-pecuniary interest in that she was a member of

a sub-group of the Ballybeen Improvement Group, which had been referenced within the report.

- Councillor A Gowan indicated that he had a non-pecuniary interest in respect of item 4.6, 'Making Art in the Community', in that a relative was a member of an organisation in receipt of funding under that scheme.
- Alderman S Martin declared a non-pecuniary interest in item 7.9, 'Overflow Car-Park at Leisureplex – SEHSCT', in that he was an employee of the South Eastern Health and Social Care Trust.

### 3. Report of the Director of Leisure and Community Wellbeing

#### 3.1 Leisure and Community Wellbeing Performance Report

The Director outlined the principal aspects of the above-mentioned report, together with the details contained within a table of key performance indicators, which gave an overview of the Department's performance and budget summary during quarter one of the financial year 2022/2023. Accordingly, it was proposed by Councillor T Mitchell, seconded by Councillor D J Craig, and agreed that the Committee note:

- the budget summary report for 1st April to 30th June;
- the outturn of operational metrics/service for 1st April to 30th June; and
- the performance improvement targets and KPIs for 1st April to 30th June.

#### 3.2 Hardship Fund

The Director reminded the Committee that, at its meeting on 8th June, the Corporate Services Committee had agreed to ring-fence a sum of £100,000 from within the Department for Communities Covid-19 funds. That decision had been taken to support communities facing hardship as a result of the current economic situation. Subsequent to that meeting, officers had met with a range of partners to assess need and consider how best the funds could be utilised to support communities through a range of initiatives. The Committee was given an overview of the initiatives which were delivered currently by the Council and the Director then outlined the contents of a proposed hardship programme, the main recommendations in respect of which are set out below:

Programme	Details	Funding
Hardship Funding Programme	Grant Aid Programme to support constituted/legally governed groups to support communities facing hardship. This may include opening facilities for longer, provision of sustenance and resources.	£50k
Pilot Social Supermarket Initiative with Lisburn Foodbank	The SSM provides support to those most in need. SSM, provide food at a significantly discounted rate and alongside this individuals learn about food waste, meal planning and budgeting. A sign posting service is also available for additional support.	£20k
Community Planting Programme	Scheme for constituted community groups to apply for materials to grow and supply perishable goods to their community. This will also involve training by Parks staff for groups and members of the public whilst linking groups to key partner organisations to look at meal planning and food waste.	£30k

(Councillor N Anderson joined the meeting at 18.28)

Councillor S Mulholland welcomed the proposed introduction of the fund and paid tribute to officers for the work which they had undertaken to preparing and presenting the report to the Committee. She pointed out that, within the context of the prevailing economic circumstances, the Council should seek to ensure that the fund be utilised to ensure that meaningful and direct financial benefit be provided to those specific groups who would be most adversely impacted upon over the coming months.

Accordingly, it was,

Moved by Councillor S Mulholland,  
Seconded by Councillor A Gowan, and

Resolved - That the Committee agree to adopt the recommendations, subject to an amendment that the proposed Hardship Funding Programme be merged with the Community Planting Programme to create a single fund, in the sum of £80,000, to enable service providers to seek assistance to mitigate potential financial difficulties across the Council area, on the understanding that the amendment would not preclude groups who would have applied for funding under the Community Planting Programme from submitting applications for support.

In addition, the Committee agreed that a report in respect of the criteria for support under the Hardship Fund be submitted for consideration and that delegated authority be granted to the Heads of Communities and Parks & Amenities, in consultation with the Chairman and Vice-Chairman, to approve successful applications under the combined fund, as established by the above-mentioned resolution, and that a report in this regard be submitted for notation in due course.

#### 4. Report of the Head of Communities

##### 4.1 Department for Communities – People and Places Review

The Head of Communities reminded the Committee that the 'People and Place – A Strategy for Neighbourhood Renewal' had been launched in June 2003 by the Department for Communities (DfC). She outlined the aims and objectives of the scheme, which had sought to target deprivation in urban communities through partnership working between governmental departments and local residents. She added that, whilst the Neighbourhood Renewal, Areas at Risk and Small Pockets of Deprivation programmes had been in place since the early 2000s, subsequent evaluations had resulted in limited change. The review, she reported, had commenced in June 2022, and aimed to provide an integrated place-based approach to tackling deprivation to align with the draft NI Executive Anti-Poverty Strategy.

The Committee was informed that the review process had established Locality Co-Design Groups (which were co-terminus with local Council areas). In June, DfC officials had hosted a meeting in the Council area, which had been attended by representatives from statutory bodies and agencies, together with members of the Strategic Community Planning Partnership. The role of the Locality Co-design Group would be to inform the shaping of the new strategy and associated implementation

plan. The strategy and implementation plan would be subject to Ministerial approval, prior to being signed-off by the NI Executive.

Both Councillors D J Craig and S Skillen expressed concern that the criteria which had been applied in the past in identifying areas of deprivation in urban communities had omitted certain DEAs across the Council area and that was a matter that should be addressed within any review process.

After discussion, on the proposal of Councillor N Anderson, which was seconded by Councillor D J Craig, the Committee agreed to adopt the recommendation as set out below, subject to consideration being given to extending invitations to meetings of the Locality Co-Design Group to additional Members:

- to note the contents of the report and note further the opportunity for Members to complete a questionnaire appended to the report in the form of a newsletter;
- to approve the hosting of an Elected Members' Engagement Session in conjunction with key DfC staff to provide an opportunity for input into the process; and
- to agree that future meetings of the Locality Co-Design Group would include the Elected Members currently appointed to the Strategic Community Planning Partnership.

#### 4.2 Museums and Heritage Service Collections

It was proposed by Councillor N Anderson, seconded by Alderman A Grehan, and agreed that the Committee endorse the contents of the Collections Development Policy and the Museum Forward Plan and Action Plan, which would form part of the application for accreditation by the Irish Linen Centre and the Lisburn Museum. It was noted that the accreditation scheme was for a United Kingdom-wide quality standard which was administered locally by the Arts Council for Northern Ireland.

Arising from discussion, Councillor Jenny Palmer paid tribute to officers, particularly the Director, for the scope of the programme and the work which had been undertaken to restore the historic fire engine acquired by Lisburn Urban District Council in 1938.

#### 4.3 Policing and Community Safety Partnership (PCSP)

It was proposed by Councillor D J Craig, seconded by the Deputy Mayor Councillor M Guy, and agreed that the Committee note the contents of the minutes of the private meeting of the PCSP of 21st April, together with the public meeting held on 17th May 2022.

Arising from discussion, during which The Right Worshipful the Mayor, Councillor S Carson, indicated that he had been in discussion with officers regarding the hosting of an informal briefing for all Members by key PSNI personnel from across the district, Councillor D J Craig suggested that, in future, it would be appropriate for all Members to be provided with copies of the PSNI's Policing Committee Reports for information purposes.

The Committee agreed that officers would explore the suggestion of Councillor D J Craig with a view to circulating the information to all Members.

#### 4.4 Request for Seeding Grant

The Committee was advised that a request for a Seeding Grant had been received from the Dunbeg, Ashvale and Kilwarlin Community Group. The Head of Communities reminded the Committee that Seeding Grants sought to assist newly-established groups to meet running costs, with a maximum amount of £200 available for such purposes.

It was proposed by Councillor A Gowan, seconded by Councillor N Anderson, and agreed that the Committee approve the allocation of £200 to the aforementioned group and delegated authority to the Head of Communities, in consultation with the Chairman and Vice Chairman, to approve further requests in this regard, should they meet the criteria and sufficient funds being available within the associated budget.

#### 4.5 PEACE PLUS – Update

##### 4.5.1 Funding Allocation

The Committee was informed that the Special EU Programmes Body had contacted the Council in July to provide an update in respect of the PEACE PLUS Programme and the financial allocations for the co-designed Local Community PEACE Action Plans. It was reported that the programme had been approved and adopted by the European Commission and that funding applications would be considered in due course.

The Head of Communities reported that the Council's allocation of the fund would be €4,445,808 and that a Local Area Action Plan would be submitted to SEUPB, to enable funds to be drawn down. That figure was substantially in excess of that which had been allocated via the PEACE IV programme, i.e., €2,993,261, representing an increase of €1,452,547, approximately £1.23m.

Noted.

##### 4.5.2 Social Partners

The Head of Communities reminded the Committee that, at its meeting on 7th June, it had agreed to delegate authority to the Chairman and Vice-Chairman, in consultation with the Elected Members on the Partnership, to appoint the remaining social partners to the PEACEPLUS Partnership at the completion of an extended recruitment process.

Accordingly, on the proposal of Councillor D J Craig, which was seconded by Councillor Jenny Palmer, the Committee noted the list of social partners which had been appointed through the aforementioned process.

The Committee expressed its gratitude to officers for the work which had been undertaken in this matter.

#### 4.6 Making Art in the Community

(Councillor A Gowan, who had declared an interest in this matter, retired from the meeting for the duration of this item).

The Head of Communities outlined the awards which had been made under the Council's Arts Grant Scheme 2022/23. She reported that 11 successful applications had been assessed against a pre-agreed criteria and a total of £20,547 had been awarded to those groups or individuals. In addition, she outlined the outcome of an appeal which had been lodged by Hill Street Residents in respect of the Community Festivals' Fund.

Noted.

#### 5.0 Report of the Head of Parks and Amenities

##### 5.1 Ballybeen Sports & Wellbeing Hub – Lease and Service Level Agreement

(Councillor S Skillen, who had declared an interest in this matter, retired from the meeting for the duration of this item).

It was proposed by Councillor J Laverty, seconded by Councillor H Legge, and agreed that the Lease and the Service Level Agreement for the future management of the above-mentioned site, as presented, be recommended to the Council for approval, signature and sealing at its meeting on 27th September.

#### 6.0 Report of the Head of Sports Services

##### 6.1 Canal Boxing Academy

The Head of Sports Services informed the Committee that correspondence had been received from Canal Boxing Academy requesting support for its charity boxing ball on 17th September. The request had invited the Council to consider hosting a table for 10 persons at a cost of £700.

The Head of Sport Services reminded the Committee that similar requests had been considered previously and, rather than agreeing to host a table, a donation of £400 had been made to such events, given their charitable nature and the benefit they would bring to the district.

Accordingly, in line with the delegated authority granted to her, the Director, after consulting the Chairman and the Vice-Chairman, had authorised a donation of £400 towards the event. The Committee, on the proposal of Councillor Jenny Palmer, which was seconded by Councillor Legge, noted and endorsed the course of action outlined.

#### 7.0 Confidential Report of the Director of Leisure & Community Wellbeing

The Chairperson advised that the reasons for confidentiality for the following matters were, as set out in the agenda, confidential by virtue of the Local Government Act

(2014) Northern Ireland, i.e., information relating to the financial or business affairs of any particular person (including the Council holding that information)’.

It was proposed by Councillor S Skillen, seconded by Councillor T Mitchell, and agreed that the confidential report of the Director of Leisure and Community Wellbeing be considered “In Committee”, in the absence of the press and public.

The live stream of the meeting was paused at this stage.

“In Committee”

#### 7.1 Hilden Primary School

(Mr C Hughes, Head of Planning and Capital Development, attended in connection with this item).

It was proposed by Councillor D J Craig, seconded by Councillor Jenny Palmer, and agreed that the Committee adopt the recommendations within the report regarding the refurbishment of the former Hilden Primary School and note the further steps to be taken to progress the project through the Corporate Services and Capital Projects Committees.

It was noted that both Councillor D J Craig and Councillor Jenny Palmer, on behalf of the Committee, placed on record their thanks to the Head of Communities and other officers for the work which she had undertaken thus far in respect of the project.

#### 7.2 Small Settlement Programme – Community Markets Proposal

It was proposed by Councillor N Anderson, seconded by Councillor J Lavery, and agreed that the Committee endorse the report outlining the process to be applied in the delivery of the Community Markets Pilot Programme, which would be launched at the end of September.

In addition, the Committee delegated authority to the Head of Communities, in consultation with the Chairman and Vice-Chairman, to award funding to successful applicants, with a report on this matter to be submitted to the Committee for noting retrospectively.

(The Right Worshipful the Mayor left the meeting at 19.40).

#### 7.3 Social Supermarket & Financial Assistance for Food Poverty 2022/23

It was proposed by Councillor H Legge, seconded by Councillor D J Craig, and agreed that the Committee note the contents of the report, together with the financial amount allocated, which would be utilised to address any recommendations that would arise from the associated consultation exercise.

It was noted further that the Committee would be kept updated as the process evolved.



#### 7.4 Killutagh – Potential Developments

It was proposed by Councillor S Mulholland, seconded by Councillor A Gowan, and agreed that the Committee adopt the recommendations as presented within the report.

#### 7.5 Procurement of Traffic Management/Advice/Design & Installation

It was proposed by Councillor D J Craig, seconded by Councillor A Gowan, and agreed that the Committee note the outcome and award of contract in respect of the above-mentioned tendering exercise.

#### 7.6 Arboricultural Services

It was proposed by Councillor T Mitchell, seconded by Councillor H Legge, and agreed that the Committee approve the financial appraisal in respect of the above-mentioned tendering exercise.

#### 7.7 Automatic Irrigation for Bowling Greens

It was proposed by Councillor S Skillen, seconded by Councillor Jenny Palmer, and agreed that the Committee approve the financial appraisal in respect of the above-mentioned tendering exercise.

#### 7.8 Resurfacing Works Programme

It was proposed by Councillor T Mitchell, seconded by Councillor J Laverty, and agreed that the Committee approve the above-mentioned financial appraisal to enable the progression of the tendering exercise.

It was noted that the Head of Parks and Amenities would, if feasible, undertake to provide Councillor J Laverty with figures relating to costs incurred through public liability settlements at sites detailed within the report.

#### 7.9 Overflow Car-Park at Leisureplex – SEHSCT

(Alderman S Martin, who had declared an interest retired from the meeting).

The Committee agreed to accede to a request by the South Eastern Health & Social Care Trust in relation to the use of the overflow car park at Lagan Valley Leisureplex on the terms as outlined within the report.

#### 7.10 Sports Services Uniform – Business Appraisal

It was proposed by Councillor S Skillen, seconded by Councillor Jenny Palmer, and agreed that the Committee approve the business appraisal to enable the progression of the tendering exercise for the contract as outlined.

### 7.11 Sports Services - Catering Contract at Dundonald

It was proposed by Councillor T Mitchell, seconded by Councillor A Gowan and agreed that the Committee note the outcome and award of contract in respect of the above-mentioned tendering exercise, together with a verbal update from the Head of Sports Services in relation to the catering contract at the Lagan Valley Leisureplex which confirmed that the existing provider would continue to deliver the contract for one-year under a variation of contract.

### 7.12 Extension to Leisure Management Software

The Committee noted the extension of the existing Leisure Management Software contract for Sports Services with Legend Leisure Management for a period of one-year which had been undertaken as a Single Tender Action (STA). It was noted that Councillor Jenny Palmer placed on the record her concern that the STA had been exercised in this instance.

#### “Resumption of Normal Business”

It was proposed by Councillor Jenny Palmer, seconded by Councillor H Legge, and agreed to come out of Committee and normal business be resumed.

## 8. Any Other Business

### 8.1 Wallace Park

The Head of Parks and Amenities clarified a number of issues which had been raised by Councillor Jenny Palmer in relation to Wallace Park.

### 8.2 Hydepark Playing Fields

Councillor Anderson referred of instances which had been brought to his attention whereby members of the public had been causing health and safety issues by striking golf balls at Hydebank Playing Fields.

The Head of Parks and Amenities clarified that such practices would contravene the Council's bye-laws and undertook to monitor the situation at the site.

### 8.2 Community Facilities at Seymour Hill

Councillor D J Craig expressed concern in relation to delays which had been experienced in progressing work in relation to the above and proposed that a working group, which would consist of all Members within the Lisburn North District Electoral Area, together with a range of community and statutory bodies, be established with a remit to address any outstanding issues which were causing delays in the development.

The Committee agreed to this course of action, subject to an exploratory pre-meeting being held with Elected Members for the DEA to consider the scope and terms of reference of any working group.

#### 8.4 Pride of Place Awards

Councillor A Gowan expressed his gratitude to the Head of Parks and Amenities and his staff for the work which they had undertaken in installing a community garden at Annahilt in preparation for the Pride of Place awards in late-August.

#### Conclusion of Meeting

There being no further business, the meeting ended at 8.45pm.

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Chairman

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**LISBURN & CASTLEREAGH CITY COUNCIL**

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**Minutes of the Remote Meeting of the Environmental Services Committee held on Wednesday, 7 September, 2022 at 6:00 pm****PRESENT IN CHAMBER:**

Councillor M Gregg (Chairman)  
 Councillor C McCready (Vice- Chairman)  
 Aldermen J Baird and S P Porter  
 Councillors A P Ewing and T Mitchell

**PRESENT IN REMOTE LOCATION:**

The Right Worshipful the Mayor  
 Councillor S Carson  
  
 Deputy Mayor  
 Councillor M Guy  
  
 Alderman M Henderson MBE  
  
 Councillors A Givan, S Lee, S Lowry, A McIntyre and S Skillen

**OTHER MEMBERS PRESENT IN CHAMBER:**

Councillors A Gowan and U Mackin

**IN ATTENDANCE:****In Chamber:**

Director of Environmental Services  
 Head of Service (Building Control)  
 Head of Service (Environmental Health)  
 Head of Service (Waste Management and Operational Services)  
 Acting PCSP/Member Services Manager  
 IT Officer  
 Technician  
 Member Services Officer

**In Remote Location**

Environmental Health Manager (Emergency Planning and Cemeteries Administration)

**Commencement of the Meeting**

At the commencement of the meeting, the Chairman, Councillor M Gregg, welcomed those present to the remote meeting of the Environmental Services Committee, which, in line with Local Government (Coronavirus) (Flexibility of District Council Meetings) Regulations (NI) 2020, was being live streamed to enable members of the public to hear and see the proceedings.

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At this point, the Acting PCSP/Member Services Manager read out the names of the Elected Members and Officers in attendance at the meeting.

The Chairman, Councillor M Gregg, stated that, whilst the meeting was being live streamed, unauthorised recording was not permitted, as per the Council's Standing Orders. He asked that mobile phones be put on silent or switched off for the duration of the meeting and proceeded to outline the evacuation procedures in the case of an emergency, during which The Right Worshipful the Mayor, Councillor S Carson, joined the meeting (6.02 pm).

1. Apologies

It was agreed to accept apologies for non-attendance at the meeting on behalf of Alderman D Drysdale and Councillors F Cole and R McLernon.

2. Declarations of Interest

There were no declarations of interest at this point. During the course of the meeting, the Deputy Mayor, Councillor M Guy, declared an interest in item 7.1 'Commercially Sensitive Contract and Procurement Issues: NWP – Request for Uplift – Fuel Duty and Fuel & Energy Prices Update', given that her husband acted for NWP as a legal representative.

3. Report from Director of Environmental Services

3.1 Environmental Services Performance Report

Councillor U Mackin joined the meeting during consideration of this item of business (6.04 pm).

Members were provided with a copy of (a) budget summary reports covering the period 1 April – 30 June, 2022; (b) the outturn of operational metrics/service KPIs for Quarter 1 (April – June 2022); and (c) the outturn of Performance Improvement KPIs for Quarter 1 (April – June 2022).

It was proposed by Councillor T Mitchell, seconded by Alderman S P Porter and agreed to recommend that the information contained in (a) to (c) above be scrutinised and noted.

4. Report from Head of Service (Building Control)

4.1 Street Naming – Off Old Kilmore Road, Moira

The Head of Service (Building Control) reported that Gilmore Developments Ltd had proposed names (first and second preference), as set out in his report, for a development of 36 dwellings situated off Old Kilmore Road, Moira.

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#### 4.1 Street Naming – Off Old Kilmore Road, Moira (Contd)

Members were provided with a copy of the development layout and were advised that the request met the requirements of the Council's Street Naming Policy in that the name proposal reflected a historic reference to the named property, Fortwilliam House, to the rear of the development site.

Building Control Service having received no objections to the proposed names from Elected Members of the relevant District Electoral Area, nor the Royal Mail Address Management Team in respect of the first preference name, it was proposed by Councillor C McCready seconded by Councillor S Lowry and agreed to recommend that the name Fortwilliam Lodge be allocated to the proposed development of 36 dwellings off Old Kilmore Road, Moira.

#### 4.2 Street Naming – Off Derriaghy Road, Lisburn

The Head of Service (Building Control) reported that Loral Developments Ltd had proposed names (first and second preference), as set out in his report, for a development of 9 dwellings situated off Derriaghy Road, Lisburn.

Members were provided with a copy of the development layout and were advised that the request met the requirements of the Council's Street Naming Policy in that the name proposal reflected the already-approved street name 'Boomers' and site locality with Boomers Reservoir.

Building Control Service having received no objections to the proposed names from Elected Members of the relevant District Electoral Area, nor the Royal Mail Address Management Team in respect of the first preference name, it was proposed by Councillor A P Ewing, seconded by Councillor T Mitchell and agreed to recommend that the name Boomers Hall be allocated to the proposed development of 9 dwellings off Derriaghy Road, Lisburn.

### 5. Report from Head of Service (Environmental Health)

#### 5.1 Service Level Agreement with NI Drinking Water Inspectorate

Members were provided with a copy of an updated Service Level Agreement (SLA) with Drinking Water Inspectorate (DWI) which took account of a number of changes requested by councils and detailed the agreed responsibilities of both Council and DWI in relation to Council carrying out the Risk Assessment and Sampling of Private Water Supplies (eg. boreholes and wells used by industrial premises) on behalf of DWI at prescribed costs. The Head of Service having set out in his report, the main changes since the previous SLA was signed on 30 June, 2020, it was proposed by Alderman M Henderson, seconded by Alderman J Baird and agreed to recommend that the updated SLA be signed by the Head of Service (Environmental Health).

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## 5.2 The Child and Adult Safeguarding Policy – Prevention and Protection in Partnership

The Deputy Mayor, Councillor M Guy, joined the meeting during consideration of this item of business (6.09 pm).

Members were provided with a copy of an updated Lisburn & Castlereagh City Council Child and Adult Safeguarding Policy, as well as an Equality Screening document. It was proposed by Alderman J Baird, seconded by Alderman S P Porter and agreed to recommend that the updated Child and Adult Safeguarding Policy be approved.

## 5.3 Northern Ireland Local Government Partnership on Traveller Issues

It was proposed by Councillor T Mitchell, seconded by Councillor S Lee and agreed to recommend that Councillor R McLernon remain as the Council representative on the Northern Ireland Local Government Partnership on Traveller Issues.

## 5.4 Environmental Health Service Unit Food Control Service Plan 2022/23

Members having been provided with a copy of the Environmental Health Service Unit Food Control Service Plan 2022/23, it was proposed by Councillor C McCready, seconded by Councillor A McIntyre and agreed to recommend that it be noted.

## 5.5 Consultation on the Food Standards Agency's Food Hygiene Rating (Online Display) Regulations (NI) 2023

Councillor S Lee left the meeting during consideration of this item of business (6.19 pm), as did Alderman M Henderson (6.20 pm).

Members were provided with a copy of the Council's response to the above consultation and it was noted that the Council, at its meeting held on 22 August, 2022, had delegated authority to this meeting of Committee to consider the consultation response. It was proposed by Councillor C McCready, seconded by Councillor A McIntyre and agreed that the response be approved and submitted to the Food Standards Agency by the closing date of 9 September, 2022, subject to reference being made to the importance of having 'Scores on the Doors' recognition included on either businesses' home page or menu page for the benefit of online customers. The Head of Service also took note of comments regarding the benefit of providing businesses with information prior to inspection visits taking place.

## 5.6 Regulation of Cosmetic Treatments

The Head of Service set out in his report, information regarding legislation introduced in England in October 2021, as well as the intention to introduce a licensing regime for non-surgical cosmetic procedures to better regulate the cosmetic industry in England through an amendment to the Health and Care Bill. The existing legislation available to Environmental Health Officers to regulate this

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## 5.6 Regulation of Cosmetic Treatments (Contd)

sector in Northern Ireland was considered no longer fit for purpose and no licensing scheme (similar to that being introduced in England) existed in Northern Ireland.

Members were provided with a copy of a letter dated 11 July, 2022 from the Chair of the Local Authority Health and Safety Liaison Group seeking the support of councils in writing to the Health Minister to request better regulation of cosmetic treatments in Northern Ireland, along with the introduction of a licensing scheme for non-surgical cosmetic procedures. It was proposed by Councillor S Skillen, seconded by Councillor S Lowry and agreed to recommend that approval be given to a letter being sent to the Health Minister, as outlined.

## 5.7 Consultation on the Draft National Air Pollution Control Programme

The Head of Service reminded Committee Members that an email had been sent on 29 July, 2022 inviting their comments to be included in the response to the above consultation. The closing date for submission of consultation responses having been 4 September, 2022, the Council, at its meeting held on 22 August, had granted delegated authority to this meeting of the Committee to retrospectively consider the response. Members having been provided with a copy of the consultation response, it was proposed by Councillor T Mitchell, seconded by Councillor A P Ewing and agreed that it be given retrospective approval.

The Chairman, Councillor M Gregg, advised that Any Other Business would be considered at this point in the meeting.

## 6. Any Other Business

### 6.1 Provision of Toilet Facilities and Signage in City Centre Alderman S P Porter

Alderman S P Porter stated that, at the last full Council meeting, he had raised the issue of the provision of toilet facilities and signage in the city centre and sought an assurance that a report would be provided in this regard. The Head of Service (Environmental Health) advised that a Community Toilet Scheme had been piloted prior to the Covic-19 pandemic, working with businesses in an attempt to increase toilet provision in the city centre. During the pandemic, the scheme had not been evaluated; however, there had been an evaluation post-pandemic and a feasibility study carried out in relation to toilet facilities available within the Council area, particularly in the city centre. The assessment had been made that there was suitable toilet provision but improved signage would be recommended. The Head of Service advised that he would be liaising with (a) Google to ensure information was accurately portrayed; and (b) other relevant Heads of Service regarding the provision of signage to direct people to the nearest toilet facilities.



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6.1 Provision of Toilet Facilities and Signage in City Centre (Contd)  
Alderman S P Porter

Alderman S P Porter welcomed the verbal update by the Head of Service and requested that a report on the feasibility study be provided to the appropriate Committee at a future date, to include information on all areas throughout the Council area, not only the city centre. He stated that he would wish to see an enhanced provision of facilities in the city centre, as well as accessibility for disabled people, and requested that enhanced signage be erected as soon as possible. The Head of Service stated that, as this was a corporate issue, the Corporate Management Team would consider the most appropriate Committee to which the report would be provided.

6.2 Provision of Bicycle Racks in Car Parks  
Councillor A Givan

Councillor A Givan referred to the lack of facilities in car parks for cyclists to secure their bicycles and asked the Director if consideration could be given to the provision of bicycle racks. The Director stated that the Council owned a number of off-street car parks and agreed that consideration could be given to providing bicycle racks where possible. Baseline information would be required in order to assess need and the Director pointed out that there was no planned budget for such provision in the current financial year; however, she would liaise with Officers in the Assets Unit. At the request of the Chairman, Councillor M Gregg, the Director agreed that a request would be forwarded to the Department for Infrastructure for 'Park and Ride' car parks to be included in considerations.

The Right Worshipful the Mayor, Councillor S Carson, asked that consideration also be given to provision for motorcycles within car parks. He stated that, if parking in a car parking space, motorcyclists were required to pay for the space and display a ticket; however, it was difficult to display a ticket on a motorcycle as it could easily be removed. The Director pointed out that the JustPark app could be used for both cars and motorcycles; payment was made via the app and a ticket was not required to be generated.

6.3 Electric Vehicle Charging Points  
The Right Worshipful the Mayor, Councillor S Carson

The Right Worshipful the Mayor, Councillor S Carson, stated that it had been brought to his attention that a number of Electric Vehicle (EV) Charging Points across Northern Ireland, and in particular two located in Royal Hillsborough, were currently out of service. He asked that pressure be applied to the Electricity Supply Board (ESB) to have this issue resolved. The Director advised that regional work was ongoing, led by Derry City and Strabane District Council, in relation to the roll-out of EV Charging Points. The Head of Service (Environmental Health) stated that maintenance of existing charging points was an area that the Council was keen to explore with the ESB and this matter was being looked at. He agreed to liaise with Officers in the Service Transformation Department to ensure that charging points within the Council area had been assessed and, where found to be faulty, representation would be made to ESB to have that addressed.

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6.4 Stencil to Highlight Dog Fouling Issue  
Chairman, Councillor M Gregg

The Head of Service (Environmental Health) agreed to advise the Chairman, Councillor M Gregg, directly in respect of the current status of stencils being created to highlight the issue of dog fouling.

7. Confidential Business

This matter would be dealt with "In Committee" due to containing information (a) relating to the financial or business affairs of any particular person (including the Council holding that information); (b) which is likely to reveal the identity of an individual; and (c) in relation to which a claim to legal professional privilege could be maintained in legal proceedings.

"In Committee"

It was proposed by Councillor C McCready, seconded by Councillor A P Ewing, and agreed that the following matters be considered "in committee", in the absence of members of the press and public being present.

The live-stream was paused at this point (6.39 pm).

7.1 Commercially Sensitive Contract and Procurement Issues: NWP – Request for Uplift – Fuel Duty and Fuel & Energy Prices Update  
(Report will not be made available)

The Deputy Mayor, Councillor M Guy, left the meeting when this item was being considered.

The Director set out in her report information regarding authority delegated to the Acting Chief Executive of arc21 in respect of the change in fuel duty for the Organic Waste Treatment contract. The Director and the Head of Service (Waste Management and Operational Services) addressed several queries raised by Members. It was proposed by Alderman S P Porter, seconded by Alderman J Baird and agreed to recommend that the Director's report be noted.

7.2 Commercially Sensitive Contract and Procurement Issues: Extension of Contract for the Treatment and Disposal of Street Sweepings  
(Report will not be made available)

The Deputy Mayor, Councillor M Guy, returned to the meeting during consideration of this item of business (6.58 pm).

Further to information set out in the Director's report, it was proposed by Alderman J Baird, seconded by Councillor A P Ewing and agreed to recommend that the Director's report be noted.

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7.3 Commercially Sensitive Contract and Procurement Issues: Extension of Contract for the Provision of a Dry Material Recovery Facility – Lot 1  
(Report will not be made available)

It was proposed by Councillor T Mitchell, seconded by Councillor C McCready and agreed to recommend that the contract for Lot 1 of the Dry Material Recovery Facility be extended as outlined in the Director's report.

Officers responded to Members' comments regarding the service provided by an external contractor.

7.4 Update on Residual Waste Treatment & Disposal and Landfill Capacity  
(Report will not be made available)

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

- (a) the update set out in the report in relation to contractual matters associated with residual waste treatment and disposal and waste transfer capacity be noted;
- (b) following a verbal update by the Head of Service (Waste Management and Operational Services), retrospective approval be given to the amendment to the recommendation previously agreed in October 2021 in respect of the disposal of residual waste now being based on securing tonnage capacity rather being time-bound; and
- (c) in the absence of a report being available for consideration by full Council, delegated authority be granted to the Committee in October to consider and approve recommendations relating to contract and procurement matters, as outlined.

Verbal Matters

7.5 Incident at Carryduff Household Recycling Centre

The Director provided a verbal update in respect of an incident that had taken place at Carryduff Household Recycling Centre, which had been dealt with in accordance with the Environmental Services Behavioural Policy.

7.6 Mullaghglass Odour Complaints

The Head of Service (Environmental Health) gave a verbal update in respect of Mullaghglass odour complaints and advised that a written update would be provided to Members.

7.7 Industrial Action

Discussion took place in relation to the impact of current industrial action on waste services. The Director and the Head of Service (Waste Management and Operational Services) responded to Members' queries and took note of comments made.

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Resumption of Normal Business

It was proposed by Alderman S P Porter, seconded by Councillor A P Ewing and agreed to come out of committee and normal business was resumed.

There being no further business, the meeting was terminated at 8.03 pm.

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Mayor/Chairman

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**LISBURN & CASTLEREAGH CITY COUNCIL**

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**Minutes of the Remote Meeting of the Governance and Audit Committee held on Thursday, 8 September, 2022 at 6:05 pm****PRESENT IN CHAMBER:**

Councillor Jenny Palmer (Vice-Chairperson)

Aldermen J Baird

Councillors D J Craig, C McCready, John Palmer and A Swan

**PRESENT IN REMOTE LOCATION:**The Right Worshipful the Mayor  
Councillor S Carson

Aldermen S Martin, S P Porter and J Tinsley

Councillors S Lowry, J McCarthy and G McCleave

**OTHER MEMBERS:**

Councillors A Givan, M Gregg, and S Skillen

**INDEPENDENT MEMBER:**

Mr E Jardine (present in Chamber)

**IN ATTENDANCE:****In Chamber:**Chief Executive  
Director of Finance and Corporate Services  
Performance Improvement Officer  
IT Officer  
Technician  
Member Services Officers**In Remote Location:**

Internal Audit Manager

**Northern Ireland Audit Office**

Mrs C Kane (present in Council Chamber)

**Commencement of the Meeting**

In the absence of the Chairman, Alderman D Drysdale, who had submitted an apology for tonight's meeting, the Vice-Chairperson, Councillor Jenny Palmer, took the chair and conducted the business on the agenda.

At the commencement of the meeting, the Acting Chairperson, Councillor Jenny Palmer, welcomed those present to the remote meeting of the Governance and Audit Committee which, in line with Local Government (Coronavirus) (Flexibility of District Council Meetings) Regulations (NI) 2020, was being live streamed to enable members of the public to hear and see the proceedings. The Acting Chairperson pointed out that, unless the item on the agenda was considered under confidential business, this meeting would

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## Commencement of the Meeting (Contd)

be broadcast live online and members of the public should be aware that they were likely to be captured on the livestream. Data captured on the livestream was processed in the exercise of official authority which covered public functions and powers which were set out in law and to perform a specific task in the public interest.

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

The Acting Chairperson, Councillor Jenny Palmer, stated that, whilst the meeting was being live streamed, unauthorised recording was not permitted, as per the Council's Standing Orders. She asked that mobile phones be put on silent or switched off for the duration of the meeting. The Chief Executive outlined the evacuation procedures in the case of an emergency, during which Councillor J McCarthy joined the meeting (6.08 pm).

The Acting Chairman welcomed to the meeting Mrs C Kane, Northern Ireland Audit Office (NIAO).

### 1. Apologies

It was agreed to accept apologies for non-attendance at the meeting on behalf of the Chairman, Alderman D Drysdale, Alderman O Gawith and Councillor J Gallen.

### 2. Declarations of Interest

There were no declarations of interest.

### 3. Report from the Performance Improvement Officer

#### 3.1 Performance Improvement Objectives, Case Studies & Associated KPIs – 1<sup>st</sup> Quarter Review

The Right Worshipful the Mayor, Councillor S Carson, joined the meeting during consideration of this item of business (6.15 pm).

Members were provided with a copy of:

- (a) a quarterly monitoring document (covering April - June 2022) on all projects that demonstrated improvement against the 2022/23 Performance Improvement Objectives, including the relevant Performance Improvement KPI. An additional section was included detailing some case studies and customer feedback that had demonstrated improvement during quarter 1; and
- (b) a report from the 'Performance Management System' detailing the Performance Improvement Key Performance Indicators (KPIs) for the period April – June 2022.

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### 3.1 Performance Improvement Objectives, Case Studies & Associated KPIs – 1<sup>st</sup> Quarter Review (Contd)

Members noted from the report of the Performance Improvement Officer, information in relation to KPI Reference 217.

It was proposed by Alderman J Baird, seconded by Councillor D J Craig and agreed to recommend that the reports at (a) and (b) above be approved.

### 3.2 Complaints Report – Quarter 1

Councillor S Skillen joined the meeting during consideration of this item of business (6.13 pm).

Members were provided with, and noted the contents of, a copy of a comparative report taken from the Council's Customer Care System detailing the number of comments, complaints and compliments in Quarter 1 of 2022/23.

### 3.3 Performance Improvement Report 2021/22

Members having been provided with a copy of the Performance Improvement Report for 2021/22, as well as a summary version of the Report, it was proposed by Alderman J Baird, seconded by Councillor John Palmer and agreed to recommend that these be approved.

## 4. Report from the Risk Officer

In the absence of the Risk Officer, her report was presented by the Chief Executive.

### 4.1 Corporate Risk Register

The Risk Officer set out in her report, an update in respect of the quarterly review of the Corporate Risk Register. Members were provided with, and noted the contents of, a copy of the Corporate Risk Dashboard and were advised that CRR4 Capital Programme, which had been scheduled to be considered at this meeting, would now be considered at the December meeting along with CRR7 Financial Sustainability.

## 5. Any Other Business

### 5.1 Board Effectiveness – A Good Practice Guide Alderman S Martin

Alderman S Martin advised that the Northern Ireland Audit Office had updated the above document in June 2022 to take account of Northern Ireland specific learning over the last few years. He requested that a copy of this document be circulated to Members.

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## 6. Confidential Business

The matters contained in the confidential report would be dealt with “In Committee” due to containing information relating to the financial or business affairs of any particular person (including the Council holding that information).

### “In Committee”

It was proposed by Alderman J Baird, seconded by Councillor C McCready and agreed that the following matters be considered “in committee”, in the absence of members of the press and public being present. The live-stream was paused at this stage (6.19 pm).

The Performance Improvement Office left the meeting at this point (6.19 pm).

### 6.1 Report by Internal Audit Manager

#### 6.1.1 Internal Audit Progress Report – August 2022 (Report will not be made available)

Members were provided with, and noted the contents of, a copy of an Internal Audit Progress Report – August 2022. This report summarised internal audit work and progress against the Operational Plan since the last meeting of the Committee on 9 June, 2022. A copy of any internal audit reports referred to in the progress report were also provided in full on SharePoint for Members’ information.

Members noted from the Internal Audit Manager’s report, information in relation to the 2022-23 Internal Audit Operational Plan.

The Chief Executive noted comments regarding the audit review relating to Communications being considered at a future meeting of the Corporate Services Committee.

#### 6.1.2 Internal Audit Charter (Report will not be made available)

Members having been provided with a copy of an updated Internal Audit Charter, it was proposed by Councillor D J Craig, seconded by Alderman J Baird and agreed to recommend that this be approved.

### 6.2 Closed Session

In line with good practice and the Governance and Audit Committee Terms of Reference, Members now met with representatives from External Audit and Internal Audit in a closed session, the purpose of which was to afford Members the opportunity to ask questions that may not specifically be addressed as part of an audit.



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The following Officers left the Meeting prior to the closed session taking place (6.26 pm): Chief Executive, Director of Finance and Corporate Services, Member Services Officers and Technician.

It having been announced that Her Majesty Queen Elizabeth II had passed away, the meeting was terminated at 6.32 pm.

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Mayor/Chairman

**LISBURN & CASTLEREAGH CITY COUNCIL****Minutes of the proceedings of the Special Meeting of the Development Committee of Lisburn & Castlereagh City Council held in the Civic Centre, Lisburn, BT27 4RL on Wednesday, 21 September 2022 at 6.00 pm****PRESENT IN  
THE CHAMBER:**

Alderman A G Ewart MBE (Chairman)

Alderman A Grehan (Vice Chairperson)

Aldermen W J Dillon MBE and D Drysdale

Councillors R T Beckett, A Givan, H Legge, U Mackin, G McCleave,  
C McCready and A Swan**PRESENT IN A  
REMOTE LOCATION:**

The Right Worshipful the Mayor, Councillor S Carson

Deputy Mayor, Councillor M Guy

Councillors F Cole, J Gallen and S Mulholland

**OTHER MEMBERS  
IN CHAMBER:**

Aldermen O Gawith

**OTHER MEMBERS  
IN REMOTE LOCATION**

Alderman S Martin

Councillors J Laverty and John Palmer

**IN ATTENDANCE  
IN THE CHAMBER:**Lisburn & Castlereagh City CouncilDirector of Service Transformation  
Infrastructure and Regeneration Manager  
Member Services Officers (BS and BF)  
IT Officer  
TechnicianLegal Advisor

Mr P McBride (Cleaver Fulton Rankin)

**Purpose of Meeting**

The Chairman, Alderman A G Ewart, welcomed everyone to the Special Meeting of the Development Committee which had been convened to consider a report in connection with CCTV Provision by Citywatch (formally Lisburn Commerce Against Crime). The Chairman reminded the Committee that at its meeting on 1 September 2022 the Committee, having considered a report on this matter, agreed that no decision be taken and that:

### Purpose of Meeting (Cont'd)

- a Special Meeting of the Committee be held in advance of the Meeting of Council on the 27<sup>th</sup> September 2022 with the business of the Special Meeting being confined to this one item;
- legal advice on the Council's position in regard to the funding of Citywatch be sought and provided to the Committee in advance of the Special Meeting referred to above;
- the Council's legal advisors be in attendance at the Special Meeting.

### Commencement of Meeting

The Chairman extended thanks to the Committee for their attendance that evening, the Special meeting having been rescheduled at short notice from the previous week which had been occasioned due to the death of HM the Queen.

The Chairman 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.

The Chairman 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.

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.

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

#### 1. Apologies

It was agreed to record apologies for non-attendance at the meeting on behalf of Alderman J Baird and the Head of Economic Development.

#### 2. Declarations of Interest

There were no declarations of interest declared at the meeting.

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

The Chairman, Alderman A G Ewart, advised that the reason for confidentiality in respect of 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 Councillor R T Beckett, seconded by the Alderman D Drysdale, 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 6.05 pm.

#### "In Committee"

##### 3.1 Citywatch CCTV (formally known as Lisburn Commerce Against Crime)

The Committee had been provided with a report and related documentation in regard to issues relating to the operation of CCTV provision by Citywatch.

The Director of Service Transformation outlined the key issues as set out in his report and responded to a number of questions and comments from the Committee. The legal advisor also responded to questions from the Committee as did the Infrastructure and Regeneration Manager.

Following a lengthy discussion it was proposed by Councillor A Givan, seconded by Alderman D Drysdale, and agreed to recommend that the course of action as outlined in the Director's report be approved.

#### Resumption of Normal Business

It was proposed by Councillor A Swan, seconded by Alderman W J Dillon, and agreed to come out of Committee and normal business was resumed. The livestream was re-commenced at 7.10 pm.

The Chairman, Alderman A G Ewart, thanked Members for their attendance and there being no other business the meeting was terminated at 7.10 pm.

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Chairperson

(S) G&amp;A 22.09.2022

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**LISBURN & CASTLEREAGH CITY COUNCIL****Minutes of Special Meeting of the Governance and Audit Committee held in the Council Chamber and in remote locations on Thursday, 22 September, 2022 at 6:04 pm****PRESENT IN CHAMBER:**

Alderman D Drysdale (Chairman)  
 Councillor Jenny Palmer (Vice-Chairperson)  
 Aldermen J Baird, O Gawith and J Tinsley  
 Councillors D J Craig, C McCready, John Palmer and A Swan

**COMMITTEE MEMBERS PRESENT IN REMOTE LOCATION:**

Aldermen S Martin and S P Porter  
 Councillors J Gallen, S Lowry, G McCleave

**INDEPENDENT MEMBER:**

Mr E Jardine (present remotely)

**OTHER MEMBERS:**

Councillors A Givan and J Lavery (present remotely)

**IN ATTENDANCE:**

Lisburn & Castlereagh City Council

Chief Executive  
 Director of Finance & Corporate Services  
 Head of Finance  
 Internal Audit Manager (present remotely)  
 Member Services Officers

Northern Ireland Audit Office

Mr P O'Sullivan (present remotely)

**Commencement of Meeting**

At the commencement of the meeting, Chairman, Alderman D Drysdale, welcomed those present to the special meeting of the Governance and Audit Committee which had been convened in order to consider the Annual Statement of Accounts and Report to Those Charged with Governance, both of which had only been able to be finalised this week. In line with Local Government (Coronavirus) (Flexibility of District Council Meetings) Regulations (NI) 2020, the meeting was being live streamed to enable members of the public to hear and see the proceedings. The Chairman pointed out that, unless the item on the agenda was considered under confidential business, this meeting would be broadcast live online and members of the public should be aware that they were likely to be captured on the livestream. Data captured on the livestream was processed in the exercise of official authority which covered public functions and powers which were set out in law and to perform a specific task in the public interest.

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

The Chairman, Alderman D Drysdale, stated that, whilst the meeting was being live streamed, unauthorised recording was not permitted, as per the Council's Standing Orders. He asked that mobile phones be put on silent or switched off for the duration of the meeting. The Chief Executive outlined the evacuation procedures in the case of an emergency.

1. Apologies

Apologies for non-attendance at the meeting were accepted and recorded on behalf of the Deputy Mayor, Councillor M Guy, Councillor J McCarthy and Independent Member, Mr E Jardine.

2. Declarations of Interest

There were no declarations of interest.

3. Confidential Business

The matters contained in the confidential report would be dealt with "in Committee" due to containing information relating to the financial or business affairs of any particular person (including the Council holding that information).

"In Committee"

It was proposed by Councillor D J Craig, seconded by Councillor Jenny Palmer and agreed that the following matters be considered "in Committee" in the absence of members of the press and public being present. The live-stream was paused at this stage in proceedings (6.08 pm).

3.1 Lisburn & Castlereagh City Council Approval of Statement of Accounts for Year Ended 31 March, 2022

Members had been provided with a copy of the Lisburn & Castlereagh City Council Statement of Accounts for the Year Ended 31 March, 2022. The Head of Finance answered a number of Members' queries and agreed to respond directly to Alderman S P Porter on a matter he raised.

It was proposed by Councillor S Lowry, seconded by Councillor A Swan and agreed to recommend that the Statement of Accounts for the Year Ended 31 March, 2022 be accepted and be signed by the Chairman and the Chief Executive.

The Chairman and Members commended Council Officers for the work involved in the preparation of the Statement of Accounts.

**(S) G&A 22.09.2022**

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**3.2 Lisburn & Castlereagh City Council Report to Those Charged with Governance 2021-2022**

The Chairman, Alderman D Drysdale, welcomed Mr P O'Sullivan from the Northern Ireland Audit Office (NIAO) to the meeting.

Members had been provided with a copy of the Lisburn & Castlereagh City Council Report to Those Charged with Governance 2021-2022. Mr O'Sullivan made a verbal presentation, highlighting the key points in the report, thanked Council Officers for their assistance to the NIAO throughout the Audit and responded to several queries raised by Members.

The Chairman and Members commended the Report to Those Charged with Governance and paid tribute to Council Officers for their efforts in bringing about this successful report.

It was proposed by Alderman J Baird, seconded by Councillor Jenny Palmer and agreed to recommend that the Lisburn & Castlereagh City Council Report to Those Charged with Governance 2021-2022 be noted.

**Resumption of Normal Business**

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

There being no further business, the meeting was terminated at 6.35 pm.

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Mayor/Chairman

**LISBURN & CASTLEREAGH CITY COUNCIL****Minutes of Re-Scheduled Meeting of the Planning Committee held remotely and in the Council Chamber, Island Civic Centre, The Island, Lisburn on Monday 8<sup>th</sup> August 2022 at 10.00 am.****PRESENT:**

Present in Chamber

Alderman J Tinsley (Chairman)

Councillor John Palmer (Vice-Chairman)

Aldermen W J Dillon MBE, O Gawith and A Grehan

Councillors J Craig and U Mackin

Present on a Remote Basis

Councillor M Gregg

**IN ATTENDANCE:**

Present in Chamber

Director of Service Transformation  
Head of Planning & Capital Development  
Principal Planning Officer (RH)  
Senior Planning Officer (RT)  
Member Services Officers (RN & EW)

Mr B Martyn (Cleaver Fulton Rankin) - Legal Adviser

**Commencement of Meeting**

The meeting had been rescheduled from the 1<sup>st</sup> August 2022 to the 8<sup>th</sup> August 2022 for the purpose of maintaining a quorum. A number of Members were unavailable either due to leave commitments or confirming their attendance at the funeral of Lord Trimble which was on the same day as the scheduled date.

The Chairman, Alderman J Tinsley, welcomed everyone to the meeting which was being live streamed to enable members of the public to hear and see the proceedings.

The Chairman stated that Planning Officers were present in the Chamber and that those persons speaking for or against the applications had the option of attending in person or on a remote basis.

The Member Services Officer then read out the names of the Elected Members and Officers in attendance at the meeting.

The Head of Planning & Capital Development advised on housekeeping and evacuation procedures.



1. Apologies

Apologies for non-attendance at the meeting were accepted and recorded on behalf of Alderman D Drysdale and Councillor A Swan.

2. Declarations of Interest

The Chairman sought Declarations of Interest from Members and reminded them to complete the supporting forms which had been left at each desk. He indicated that a form would also be available for remote attendance. No declarations of Interest were made.

In relation to LA05/2022/0065/F and LA05/2022/0091/F (planning applications associated with Hillsborough Forest Park), the Chairman advised that – by virtue of being Members of the Council - Members of the Planning Committee had an interest in these planning applications.

The Chairman stated that the dispensation under Paragraph 6.6 of the Code of Conduct applied and therefore Members might speak and vote on these applications. The Chairman further advised that, as all Members had the same interest in these cases, it was not considered necessary for each Member to individually declare their interest.

3. Minutes of Meeting of the Planning Committee held on 4<sup>th</sup> July 2022

It was agreed that the minutes of the Meeting of Committee held on the 4<sup>th</sup> July 2022 as circulated be signed.

4. Report from the Head of Planning & Capital Development

4.1 Schedule of Applications

4.1.1 Applications to be Determined

The Legal Adviser (Mr B Martyn) highlighted paragraphs 43 - 46 of the Protocol for the Operation of the Lisburn & Castlereagh City Council Planning Committee which, he advised, needed to be borne in mind when determinations were being made.

(i) LA05/2021/0288/F – Proposed “Dutch style barn” hayshed on site 88m east of No. 75 Grove Road, Dromore

The Principal Planning Officer (RH) presented this application as outlined within the circulated report and drew attention to the following:-

- A site meeting for the application had taken place on the 21<sup>st</sup> July 2022. The issue of site levels had been discussed and the detail associated with these levels would be considered in the presentation.

- (i) LA05/2021/0288/F – Proposed “Dutch style barn” hayshed on site 88m east of No. 75 Grove Road, Dromore (Contd)

Mr Jonathan Todd, Ballymullan Architect Ltd

The Committee received Mr Jonathan Todd from Ballymullan Architect Ltd who wished to speak in support of the application and who had provided the Committee with a written submission in advance of the meeting. In addition to his written submission, Mr Todd outlined as follows:-

- There are no farm buildings on the 27 acre site to enable a farming enterprise to develop and the farm cannot be developed without the provision of an agricultural building;
- Applicant lives eight miles from the site of application;
- The issue of unregistered land can only be regulated once the current conacre arrangements with a family member conclude;
- The site is within the folio of the applicant;
- A site in the ownership of the applicant at the adjacent crossroads has planning permission for a dwelling but has insufficient land remaining for the erection of an agricultural building. The applicant has no further lands at that location;
- There is a charge on some of the applicant's lands by a family member;
- The integration of an agricultural building would be best on the site applied for.

Questions to Mr Todd

Mr Todd responded to Members' questions as follows:-

- Alderman J Tinsley sought clarification on the amount of infill required at the site. Mr Todd advised that there was a large ditch and a substantial amount would be required to fill it.
- Alderman W J Dillon sought clarification on the fact that the site was not in the farmholding but that DAERA had indicated that it could be at a later stage. Mr Todd advised that this could not be addressed until the current conacre arrangement concluded. DAERA had indicated that – at that stage – they would be willing to consider the transfer of the land to the applicant.
- Alderman O Gawith asked if a farm building could not be located on the applicant's site at the adjacent crossroads. Mr Todd advised that the residual land was 0.5 acres and could not accommodate an agricultural building.
- Alderman O Gawith enquired as to size of the site, the subject of the current application. Mr Todd confirmed this to be three acres but that it could not be considered by DAERA for transfer to the applicant until the conacre arrangements concluded.

- (i) LA05/2021/0288/F – Proposed “Dutch style barn” hayshed on site 88m east of No. 75 Grove Road, Dromore (Contd)

The Chairman thanked Mr Todd for his contribution.

### Questions to Planners

A question and answer session with the Planning Officers proceeded. The following issue arose:-

- Alderman W J Dillon asked if the planners did accept the principle of an agricultural building but that the main issue in question was its location.
- The Head of Planning & Capital Development stated that an active and established farm business had to be demonstrated to satisfy the policy test. Whilst there was evidence of a farm business ID, the level of activity over the required period was not sufficient to meet the policy test. No farm accounts had been provided. Members were also reminded that the issue to consider was not just one of location and that the policy required building to be sited beside existing buildings on the farm unless an exception could be demonstrated.
- Furthermore, the provision of an agricultural building on an alternative site away from existing farm buildings had not been properly discounted by the applicant.

### Debate

During debate, the following comments were made:-

Alderman W J Dillon stated that the applicant cannot develop his farming operation until he has a building in place and Alderman Dillon was of the opinion that the siting of the proposed agricultural building is the key factor in this application. Alderman Dillon enquired about an opportunity for the applicant and planners to enter into negotiations and proposed that the application be deferred to allow this to take place.

The Head of Planning & Capital Development confirmed that further negotiations could only be based on the size of the building or further information based on the site location that is proposed. An alternative site could not be brought into discussion as that would constitute a different planning application.

In seconding the proposal made by Alderman Dillon for the application to be deferred, Councillor U Mackin concurred that there was a need for an agricultural building to develop the farming operation. The land available at the approved site, ie 0.5 acres, could not be deemed suitable or sufficient to develop a farming operation.

- (i) LA05/2021/0288/F – Proposed “Dutch style barn” hayshed on site 88m east of No. 75 Grove Road, Dromore (Contd)

Alderman O Gawith concurred with the proposal to defer the application as information regarding a family member’s interest in the land had been alluded to by the agent and this required clarification.

The Chairman stressed that no decision had been taken at the site visit in regard to the application. Whilst Members may have had their opinions about the application, no decision was taken. That is not the purpose of any site visit.

The Chairman stated that a clear indication as to why the application was being deferred was required, ie was it to gain further information in relation to the proposed site or the identification of an alternative site which would become the subject of another planning application.

The Head of Planning & Capital Development outlined the history to the approved application for a farm dwelling (on lands adjacent to the crossroads) by the applicant in 2019. The Head of Service also stated that the onus was on the applicant to demonstrate agricultural activity associated with the business. The Committee was also reminded that they needed to have reasons to support a further deferral.

It was considered necessary to obtain legal advice.

It was proposed by Alderman O Gawith, seconded by Councillor J Craig and agreed to go “into committee”. The persons seated in the public gallery left the meeting at this point and the live stream was paused (10.55 am).

Mr B Martyn provided legal advice on this matter, and responded to Members’ questions.

It was proposed by Councillor J Craig, seconded by Councillor U Mackin and agreed to come “out of committee”. Normal business and the live-stream were resumed. (11.12 am)

The members of the public returned to the meeting and sat in the public gallery. (11.13 am).

#### Vote

On the resumption of normal business, it was proposed by Alderman W J Dillon and seconded by Councillor U Mackin that the above application stand deferred for one month to allow the applicant to provide clarification/relevant information to further support the application.

The proposal was put to the meeting and unanimously carried.

The persons seated in the public gallery left the meeting. (11.15 am)

- (ii) LA05/2021/1151/F – Removal of Condition 2 (agricultural occupancy condition) from previous grant of planning permission S/2005/0619/F on land 180m south east of 127 Saintfield Road, Lisburn

The Senior Planning Officer (RT) presented this application as outlined within the circulated report.

Mr Andy Stephens, Matrix Planning Consultancy

The Committee received Mr Andy Stephens from Matrix Planning Consultancy (via Zoom) who was in support of the application and who had provided the Committee with a written submission in advance of the meeting. Mr Stephens stated that unless any questions were posed to him, he had nothing further to add to his written submission.

Questions to Mr Stephens

None. The Chairman thanked Mr Stephens for his attendance.

Questions to Planners

None.

Debate

During debate, the following comments were made:-

- Councillor M Gregg asked that if the same planning application were to be considered under the current planning policies, would planning permission be granted.
- The Head of Planning & Capital Development explained that planning policies were now different from the time the original application was determined. He advised that a CLUD was submitted and approved and this confirmed the development was commenced. The current application is considered on the basis of the available evidence and current practice and whether it would be granted planning permission is not a factor to be taken into account in determining the current application before the Committee.

Vote

Having considered the information provided within the report of the Planning Officer, the Committee agreed by a majority vote (one vote against) to approve the application as outlined in the report.

Adjournment of Meeting

The Chairman declared the meeting adjourned at 11.24 am.

Resumption of Business

The Chairman declared the meeting resumed at 11.31 am.

- (iii) LA05/2022/0065/F – Relocation of Hope and Aspiration Beacon of Light sculpture within previously approved sculpture trail (planning reference LA05/2019/1127/F) at Hillsborough Forest Park, Park Street, Hillsborough, BT26 6AL

AND

- (iv) LA05/2022/0091/F – Proposed relocation of existing Harry Ferguson sculpture from its current location at the flyover of the Pantridge Link onto the A1 to lands adjacent to the slip at Hillsborough Forest Lake at Hillsborough Forest Park, Park Street, Hillsborough, BT26 6AL

The Chairman advised that - given that the above applications were linked, they would be presented together by way of a single presentation. However two decisions would be required and there would be two separate votes/decisions.

The Principal Planning Officer (RH) presented the applications as outlined within the circulated reports and drew Members' attention to the following:-

- In regard to LA05/2022/0065 (Relocation of Beacon of Light), this was a retrospective application.
- In regard to LA05/2022/0065 (Relocation of Beacon of Light), the proposed relocation is 3.3 metres away from its original position and not 33 metres as incorrectly recorded in the Planning Officer's report at paragraph 63.
- In regard to LA05/2022/0091 (Relocation of Harry Ferguson sculpture), its relocation would bring community benefit to the area and would enhance the sculpture trail in the Forest Park.

#### Speakers

No requests received.

#### Questions to Planners

- Councillor U Mackin sought information on the appearance of the Beacon of Light. The Principal Planning Officer explained the aesthetics of the beacon, confirming again that it was 3.3 metres from its original location and not 33 metres.
- The Head of Planning & Capital Development advised that the foundations of the beacon would have impacted on the root structure of the trees. That was why the location had changed. He further clarified that the structure was not in place at the time the application was submitted but the works had been carried out some time after so the proposal was now retrospective.
- Councillor M Gregg sought information as to the relocation of the Harry Ferguson sculpture.

- (iii) LA05/2022/0065/F – Relocation of Hope and Aspiration Beacon of Light sculpture within previously approved sculpture trail (planning reference LA05/2019/1127/F) at Hillsborough Forest Park, Park Street, Hillsborough, BT26 6AL

AND

- (iv) LA05/2022/0091/F – Proposed relocation of existing Harry Ferguson sculpture from its current location at the flyover of the Pantridge Link onto the A1 to lands adjacent to the slip at Hillsborough Forest Lake at Hillsborough Forest Park, Park Street, Hillsborough, BT26 6AL

- The Director of Service Transformation advised that the original location of the A1/Pantridge Link had been a decision of the Development Committee. However it was now accepted that that location afforded no opportunity for persons wishing to view or visit the sculpture. For this reason and also in an historical context, Hillsborough Forest was considered appropriate as it had been the landing place of a Harry Ferguson flight.

#### Debate

During debate, the following comments were made:-

- Alderman W J Dillon stated that he had been opposed to the location of the Harry Ferguson sculpture as determined by the Development Committee.
- Councillor J Palmer welcomed the relocation of the Harry Ferguson sculpture to Hillsborough Forest as he had always considered Hillsborough Forest to be a more appropriate location.

#### Vote

- (iii) LA05/2022/0065/F – Relocation of Hope and Aspiration Beacon of Light sculpture within previously approved sculpture trail (planning reference LA05/2019/1127/F) at Hillsborough Forest Park, Park Street, Hillsborough, BT26 6AL

Having considered the information provided within the report of the Planning Officer, the Committee agreed by a unanimous vote (no abstentions) to approve – on a retrospective basis - the application as outlined in the report.

#### Vote

- (iv) LA05/2022/0091/F – Proposed relocation of existing Harry Ferguson sculpture from its current location at the flyover of the Pantridge Link onto the A1 to lands adjacent to the slip at Hillsborough Forest Lake at Hillsborough Forest Park, Park Street, Hillsborough, BT26 6AL

Having considered the information provided within the report of the Planning Officer, the Committee agreed by a unanimous vote (one abstention) to approve the application as outlined in the report.

#### 4.2 Statutory Performance Indicators – June 2022

It was agreed that the Statutory Performance Indicators for June 2022, together with the explanatory narrative in this regard, be noted.

The Head of Planning & Capital Development stated the processing of legacy applications had had an adverse impact on the processing of new applications.

#### 4.3 Appeal Decision in respect of Planning Application LA05/2019/1292/O) Dwelling, garage and associated site works on lands 60m south west of and adjacent to 240 Moira Road, Lisburn

It was agreed that the decision of the Planning Appeals Decision in respect of the Planning Appeal for the above planning application be noted.

#### 4.4 Submission of Pre-Application Notice (PAN) for amendments to the car parking and landscaping layout to be provided as part of the approved Dundonald International Ice Bowl (DIIB) redevelopment

It was agreed that the Pre-Application Notice in relation to the above application, together with the attendant Site Location plan, be noted.

#### 4.5 Notification by telecommunication operator(s) of intention to utilise Permitted Development Rights

Members had been provided with information in regard to notification by three telecommunications operators to utilise Permitted Development Rights at the following locations:-

- Installation of a new cabinet at Ballynahinch Road, Anahit (Fibrus);
- Replacement of 3 no. antenna and installation of 1 no. GPS Node and 3 no. Remote Radio Units at Carnkilly Hill Glenavy (EE Limited);
- Proposed upgrade works at existing communications installation at Carryduff Shopping Centre, Church Road, Belfast (O2).

Hard copies of the schemes were available to view at the Council Offices, Lagan Valley Island.

It was agreed that the notifications referred to above be noted.

#### 4.6 Greengraves Road, Dundonald Proposed abandonment of a public right-of-way

Members had been provided with copy of a letter dated the 22<sup>nd</sup> June 2022 from the Department for Infrastructure in relation to the proposed abandonment of a public right-of way at Greengraves Road, Dundonald. The letter had been accompanied by the following items of correspondence which were provided to the Committee for information only:-



4.6 Greengraves Road, Dundonald  
Proposed abandonment of a public right-of-way (Contd)

- Draft Order
- Location Map
- Statutory Notice of Intention.

It was agreed that the information referred to above be noted.

4.7 Informal consultation on Guidance for Councils in respect of serving Building Preservation Notices

Further to meetings of the Development Committee and the Planning Committee on the 1<sup>st</sup> and 13<sup>th</sup> June 2022 respectively, Members noted the response to the above which had been submitted to the Department for Communities in line with the authority delegated by the Development Committee on the 1<sup>st</sup> June 2022.

The Head of Planning & Capital Development advised that very few buildings would fall within the category of having a Building Preservation Notice served on them. Rather it would be more usual for a request to be received from a member of the general public asking to have a Building Preservation Notice placed on a building.

4.8 Replacement of the Northern Ireland Planning Portal

The Head of Planning & Capital Development reported on the current position in regard to the development and configuration of a new IT system for delivering the planning function.

It was agreed that the conclusion of the development phase of the IT project be noted and that the proposed actions in relation to testing and training before the system is rolled out in October 2022 be also noted.

The Head of Planning & Capital Development explained that it is anticipated that new applications would be made electronically from October 2022. New applications received in hard copy after 30 September 2022 would be keyed onto the new system. No further action will be taken against these applications as a period of down time is required to allow for data to be migrated to the new system before the anticipated Go Live date.

The Head of Service advised that there could also be an opportunity to establish a link between the Planning Appeals Commission and the Council in terms of planning documentation.

A copy of the first issue of the Planning Portal Newsletter published by the Department for Infrastructure was provided with the Head of Service's report. It is also available at the following link:-

<https://www.infrastructure-ni.gov.uk/publications/planning-portal-newsletter>

5. Any Other Business

There was no other business of a non-confidential nature.

6. Any Other Business – Confidential

It was proposed by Alderman O Gawith, seconded by Councillor J Craig and agreed that the meeting go “into committee”. The live-stream was paused at this point. (12.08 pm)

6.1 Update on Judicial Reviews

Alderman O Gawith sought an update on the ongoing judicial reviews. This was provided by Mr B Martyn, the Council’s legal advisor, and the Head of Planning & Capital Development.

An update on the number of PPS21 applications in the system was also provided by the Principal Planning Officer.

It was proposed by Alderman O Gawith, seconded by Councillor J Craig and agreed to come “out of committee”. Normal business and the live stream were resumed. (12.20 pm)

There being no further business, the meeting concluded at 12.21 pm.

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CHAIRMAN / MAYOR