



January 20th, 2023

**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, 24th January 2023** 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.

Hot food will be served in Lighters Restaurant from 6.00 pm for those Members who have confirmed in advance.

**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 January 2023.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 - 19 December, 2022

📄 *MM 19 12 2022 Draft Minutes 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 Workforce Training Services, 465 Antrim Road, Belfast BT15 3BP – F22/23-006 For Delivery of the HGV Transport Academy under the terms and conditions of Belfast City Council's Employment Academies Framework T1983 – Lot 3 Practical Sector

Lisburn and Castlereagh City Council and Rumour Mill Creative Communications, Office 3, Cubic Co Work, 5 Lisburn Road, Lisburn BT28 3NT – For Delivery of LCCC Integrated Marketing Campaign 2022/2023

Lisburn and Castlereagh City Council and Toland House Properties Ltd, 21-23 Chapel Hill, Lisburn BT28 1EP – Deed of Rectification Re: 33b Lyngrove Hill, Glenavy

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

- 8.1 Leisure and Community Development Committee - 3 January, 2023**  
[📄 LCDC 030123 Draft Minutes for Adoption.pdf](#) *Page 11*
- 8.2 Environmental Services Committee - 4 January, 2023**  
[📄 ESC 04.01.2023 DRAFT MINUTES FOR ADOPTION.pdf](#) *Page 16*
- 8.3 Development Committee - 5 January, 2023**  
[📄 DC 05 01 2023 Draft Minutes for Adoption.pdf](#) *Page 20*
- 8.4 Corporate Services Committee - 11 January, 2023**  
[📄 CSC 11 01 2023 DRAFT Minute for adoption.pdf](#) *Page 26*
- 8.5 Capital Projects Committee - 18 January, 2023**  
[📄 CPC Draft Minutes for Adoption.pdf](#) *Page 36*
- 8.6 Planning Committee (For Noting) - 5 December, 2022**  
[📄 PC 05.12.2022 - Ratified Minutes - FOR NOTING.pdf](#) *Page 38*

## **9.0 REPORT FROM CHIEF EXECUTIVE**

## **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**

### **13.1 Kerbside Collection Full Business Case**

Confidential due to containing information relating to the financial or business affairs of any particular person (including the Council holding that information)

**14.0 ANY OTHER BUSINESS**

## **MAYOR'S ENGAGEMENTS FOR FULL COUNCIL MEETING**

### **Friday 6<sup>th</sup> January**

Mayor attended the funeral of the late Mrs Joan Christie CVO OBE former Lord Lieutenant for Co Antrim and Freeman of the City

### **Monday 9<sup>th</sup> January**

Mayor to host reception for Aaron Kerr - Team Kerr, Mayor's Parlour

### **Tuesday 10<sup>th</sup> January**

Mayor to host Riverdale Primary School pupils, LVI

### **Wednesday 11<sup>th</sup> January**

Mayor to host reception for former High Sheriff Mr John Lockett, Mayor's Parlour

### **Thursday 12<sup>th</sup> January**

Mayor to host reception for Dynamic Brass celebrating their 10 Year Anniversary, LVI

### **Sunday 15<sup>th</sup> January**

Mayor to attend church service to celebrate 400 years of worship at Lisburn Cathedral

## **DEPUTY MAYOR'S ENGAGEMENTS FOR FULL COUNCIL MEETING**

### **Monday 19<sup>th</sup> December**

Deputy Mayor to host Staff Christmas Quiz on behalf of the Mayor, LVI

### **Thursday 22<sup>nd</sup> December**

Deputy Mayor to visit The Ulster Hospital Children's Ward, Dundonald to deliver selection boxes to the children

### **Saturday 14<sup>th</sup> January**

Deputy Mayor to attend Northern Ireland One Act Play Festival Final, Belvoir Studio Theatre

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**LISBURN & CASTLEREAGH CITY COUNCIL****Minutes of the Meeting of Council held in the Council Chamber and Remote Locations on Monday 19 December, 2022 at 6:02 pm****PRESENT IN CHAMBER:**Deputy Mayor  
Councillor M GuyAldermen J Baird, W J Dillon MBE, D Drysdale,  
A G Ewart MBE, A Grehan, S Martin, S P Porter and  
J TinsleyCouncillors N Anderson, R Carlin, D J Craig, A P Ewing,  
A Givan, A Gowan, M Gregg, S Hughes, S Lee, U Mackin,  
J McCarthy, G McCleave, C McCready, A McIntyre,  
R McLernon, T Mitchell, Jenny Palmer, John Palmer,  
A Swan and N Trimble**PRESENT IN REMOTE LOCATION:**

The Right Worshipful the Mayor, Councillor S Carson

Aldermen O Gawith and M Henderson MBE,

Councillors J Gallen, J Lavery BEM, S Lowry,  
S Mulholland and S Skillen**IN ATTENDANCE:**Lisburn & Castlereagh City CouncilChief Executive  
Director of Environmental Services (remote)  
Director of Finance and Corporate Services  
Director of Leisure and Community Wellbeing  
Director of Service Transformation  
Member Services Officers (BS & EW)  
Technicians  
IT Officer

Rev R Higginson (Mayor's Chaplain)

**Commencement of the Meeting**

At the commencement of the meeting, the Chief Executive outlined the evacuation procedures in the case of an emergency.

Councillors N Anderson and R Carlin entered the meeting at 6.03 pm.

The Right Worshipful the Mayor, Councillor S Carson, who was chairing the meeting remotely, welcomed those present to the remote meeting of Council 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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### Commencement of the Meeting (Cont'd)

The Right Worshipful the Mayor requested that all mobile phones be put on silent or switched off for the duration of the meeting.

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

### Prayers

The Right Worshipful the Mayor, Councillor S Carson, expressed condolences in relation to the following bereavements:

- Mother (Elizabeth) of Peter McFadden, Planning Officer, Local Development Plan Team.
- Mother (Sheila) of Vincent Copeland, Procurement team.
- Father (David) of Emma McGee, Procurement team.

The Right Worshipful the Mayor, Councillor S Carson, welcomed his Chaplain, Reverend Roger Higginson, Lisburn Free Presbyterian Church, to the meeting. Reverend Higginson gave an address and said a prayer during which he too remembered the families referred to by the Mayor.

At this point, The Right Worshipful the Mayor, Councillor S Carson, thanked Reverend Higginson for his attendance following which Rev Higginson left the meeting (6.16 pm).

## 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, since the last meeting of Council.

The Right Worshipful the Mayor put on record that it had been a privilege on behalf of the Council to have had the opportunity recently to visit the Council facilities and paid tribute to the work of Council staff in delivering services across the Council area.

## 2. Apologies

It was agreed to accept apologies for non-attendance at the meeting on behalf of Councillors R T Beckett, F Cole and H Legge.

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### 3. Declarations of Interest

During the course of the meeting Councillor D J Craig declared an interest in the item 14.2 Education Authority for Northern Ireland (EANI) - Funding Cuts to Local Groups due to his membership of the Board of the Education Authority. Councillor Craig submitted a completed Declaration of Interest form thereon.

### 4. Council Minutes

It was proposed by Alderman O Gawith, seconded by Councillor S Skillen and agreed that the following minutes be confirmed and signed:

- meeting of Council held on 22 November, 2022, and
- Special meeting of Council held on 29 November 2022.

### 5. Matters Arising

There were no matters arising from the above minutes.

### 6. Deputations

There were no deputations.

### 7. Business Required by Statute

#### (i) Signing of Legal Documents

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

- Lisburn and Castlereagh City Council and MPS Contracts Limited (2), 211 Moira Road, Lisburn BT28 2SN – Conveyance of Friends Meeting House, Maghaberry
- Lisburn and Castlereagh City Council, Maghaberry Community Association and Coulter Homes Ltd, 40 Railway Street, Lisburn BT28 1XP – Boundary Rectification at Maghaberry Community Centre
- Lisburn and Castlereagh City Council and Stepping Stones NI, 39 Seymour Street, Lisburn BT27 4SY – Lease for Navigation House
- Lisburn and Castlereagh City Council and Babble, 11 Prince Edward Park, Belfast BT9 5FZ - Contract for Delivery of 2022/23 Food and Drink Programme



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

- Lisburn and Castlereagh City Council and Vodafone Limited, Vodafone House, The Connection, Newbury, Berkshire RG14 2FN – Contract for Mobile Voice and Data Services

8. Adoption of Minutes of Committees**Development Committee****1 December 2022**

Proposed by Alderman A G Ewart

Seconded by Alderman A Grehan

Matters ArisingItem 7.2 Page 674Hillsborough Forest Digital Sculpture Trail - Update

Councillor N Anderson advised that he wished to raise a matter in connection the Hillsborough Forest Digital Sculpture Trail. As this matter had been considered 'in Committee' at the December meeting of the Development Committee – it was necessary to go into Committee.

It was proposed by Councillor N Anderson, seconded by Councillor A P Ewing, and agreed the confidential matter be considered "in Committee" in the absence of press or members of the public. The livestream and the audio recording was paused (6.15 pm).

"In Committee"

Comments were noted from Councillor N Anderson in connection with the Committee's recommendation on the way forward in regard to the Hillsborough Forest Digital Sculpture Trail. A number of Members spoke on the matter in question, including the Chairman of the Development Committee, Alderman A G Ewart. It was noted that further reports on the Hillsborough Forest Digital Sculpture Trail would come before the Development Committee in due course.

It was proposed by Councillor S Mulholland, seconded by Councillor S Skillen, and agreed to come out of Committee, and normal business was resumed.

Resumption of Normal Business**Leisure and Community Development Committee****6 December, 2022**

Proposed by Councillor A McIntyre

Seconded by Councillor A Gowan

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Matters ArisingItem 3.2 Page 685Coronation of His Majesty, King Charles III – Working Group

Councillor S Skillen requested that consideration be given to the Mayor of the Day being included in the meetings of the Coronation Working Group in view of the civic nature of its remit. Councillor Skillen acknowledged that the matter of membership of the working group had been discussed at the December meeting of the Leisure & Community Development Committee.

The Director of Leisure & Community Wellbeing addressed the Committee in relation to the issue raised by Councillor Skillen.

Following discussion it was noted that the first meeting of the King's Coronation Working Group would take place on Wednesday 21<sup>st</sup> December and that the matter of the Mayor or Deputy Mayor's attendance at the Coronation Working Group be discussed at the Leisure and Community Development Committee.

Item 3.2 Page 685Coronation of His Majesty, King Charles III – Funding for Programme of Events

Alderman S P Porter welcomed the Committee's decision to allocate £34,000 from the initial budget of £84,000 for the programme of events associated with the Coronation of His Majesty, King Charles III to address community cost of living pressures. Alderman Porter commended Members and Officers for their efforts in progressing the various community initiatives, in particular those Members and Officers who were working behind the scenes.

Alderman Porter also welcomed the fact that the Council had allocated a total of £100,000 to help community groups during the current cost of living crisis.

**Environmental Services Committee****7 December 2022**

Proposed by Councillor C McCready

Seconded by Councillor A McIntyre

Matters ArisingItem 8.2 Page 696Waste Collection Proposal

Councillor C McCready drew Members' attention to the Special meeting of Council on 18<sup>th</sup> January 2023 which had been convened to consider a full business case in connection with the Council's waste collection proposal in relation to the kerbside model.

**Governance & Audit Committee****8 December 2022**

Proposed by Alderman D Drysdale

Seconded by Councillor Jenny Palmer

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**Corporate Services Committee**

14 December 2022

Proposed by Councillor S Hughes

Seconded by Councillor U Mackin

The Chairman, Councillor S Hughes, advised the Council that the Minutes of the Corporate Services Committee were still subject to the Call-In procedure.

**Planning Committee**

7 November, 2022

The minutes of the Planning Committee meeting of 7 November, 2022 had been circulated for noting only as these minutes had been agreed at the subsequent meeting of the Planning Committee on 5 December, 2022. It was proposed by Alderman J Tinsley, seconded by Councillor John Palmer, and agreed that their contents be noted.

9. Report from Chief Executive

There were no reports from the Chief Executive.

10. Reports from Members on Boards

There were no reports from Members on Boards,

11. Reports on Decisions Subject to the Reconsideration Procedure

There were no reports on decisions subject to the reconsideration procedure.

12. Notice of Motion12.1 Energy Support Payment  
Councillor R Carlin

A copy of the following Notice of Motion in the name of Councillor R Carlin had been circulated to Members with the notice convening the meeting:

“This Council is deeply concerned that the £600 energy support payment due to people across Lisburn and Castlereagh who are enduring severe cost-of-living pressures has not yet been made, despite DUP assurances it would be paid in November.

Notes that as a result of the DUP boycott of power-sharing, responsibility for delivering this payment rests with the British Government.

It is further concerned that as temperatures drop and winter deepens many families struggling to pay soaring energy bills will have budgeted for this payment being made before Christmas as promised.

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12.1 Energy Support Payment (Cont'd)  
Councillor R Carlin

And therefore calls on the British Government to urgently provide clarity on the delivery of the payments, it is well past time that these were delivered with no more broken promises.”

The Notice of Motion, as proposed by Councillor R Carlin, was seconded by Councillor G McCleave.

The Right Worshipful the Mayor, Councillor S Carson, advised that in accordance with Standing Order 16.1 (6) and as the above Notice of Motion falls within the remit of the Leisure & Community Development Committee the Notice of Motion would be referred to that Committee for consideration. The Right Worshipful the Mayor also referred to the announcement earlier that day in regard to the administration of the Energy Support Scheme and put on record that this Council has no responsibility for the administration of this scheme. This Council, however, was supporting community groups during the cost-of-living crisis in the sum of £100,000, and that this area of work was where this Council needed to focus its efforts on.

Councillor R Carlin elaborated on reasons why he felt his Notice of Motion should be debated at the meeting that evening.

The Right Worshipful the Mayor reiterated his decision to refer this motion to the Leisure & Community Development Committee.

13. Confidential Business

There were no confidential reports for consideration at the meeting.

14. Any Other Business

14.1 Compliments of the Season  
Alderman A Grehan

Alderman A Grehan wished everyone present at the meeting a very happy Christmas and peaceful New Year.

14.2 Education Authority for Northern Ireland (EANI) - Funding Cuts to Local Groups  
Councillor C McCready

Councillor D J Craig left the meeting at this point in view of his conflict of interest (6.55 pm). Alderman J Baird left the meeting at 6.55 pm and returned at 6.57 pm.

Councillor C McCready reported that he had been approached by a group from the Moira area who were concerned about a significant reduction in their funding from EANI for 2022/2023. Councillor McCready referred to the vital services that

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14.2 Education Authority for Northern Ireland (EANI) - Funding Cuts to Local Groups (Cont'd)  
Councillor C McCready

this group provided for the local community and emphasised that any reduction in funding would have an impact their work.

Councillor McCready proposed that the Council writes to the EANI to convey the concerns of this local group and to request clarity on the grading used by EANI in assessing funding applications. Councillor McCready's proposal was seconded by Councillor N Anderson.

Following comments from a Member on this matter, Councillor McCready amended his proposal to state that the matter of EANI funding to local groups would be referred to the Leisure & Community Development Committee for consideration with a view to any appropriate action being taken. The amended proposal, seconded by Councillor N Anderson, was agreed.

14.3 Congratulations to Dr Rosemary Coogan – Northern Ireland's first Career Astronaut  
Councillor S Lee

At the request of Councillor S Lee it was agreed that a letter of congratulations from The Right Worshipful the Mayor be sent to Dr Rosemary Coogan on her recent success in being selected to join the European Space Agency as one of their career astronauts following a rigorous selection process. It was noted that Dr Coogan was Northern Ireland's first career astronaut.

14.4 Compliments of the Season  
Councillor N Anderson and Councillor N Trimble

Councillor N Anderson wished Members and Officers and all constituents watching on the livestream from home a very merry Christmas. He hoped that Members would put aside their differences and enjoy the festivities.

Councillor N Trimble also wished everyone a happy Christmas. He commended The Right Worshipful the Mayor on the manner in which he had chaired the meeting remotely that evening and wished him a speedy recovery.

14.5 Video from Live Life Well-Being Centre  
The Right Worshipful the Mayor, Councillor S Carson

At this point in the meeting The Right Worshipful the Mayor had arranged for Members in the Chamber and on Zoom to watch a recording of a performance by a local social enterprise group, the Live Life Well-Being Centre, to the song 'You Raise Me Up' who were using Makaton signing and asked Members to reflect on words of the song.

At the conclusion of the performance The Right Worshipful the Mayor thanked the Technical team for their assistance in playing the recording. He expressed thanks and appreciation to all at the Live Life Wellbeing Centre for their production.

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14.5 Video from Live Life Well-Being (Cont'd)  
The Right Worshipful the Mayor, Councillor S Carson

The Right Worshipful the Mayor mentioned that the singing by the Beechlawn School choir, who had also used Makaton signing, had been very well received on the evening of the Council's Switch-On event.

Conclusion of the Meeting

At the conclusion of the meeting, The Right Worshipful the Mayor, Councillor S Carson, wished everyone a very happy Christmas with family and friends and expressed appreciation to everyone for their contribution to the Council during the past year.

There being no further business for consideration, the meeting was terminated at 7.11 pm.

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Mayor

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**LISBURN & CASTLEREAGH CITY COUNCIL****Minutes of the Leisure and Community Development Committee held in the Island Civic Centre, Lisburn, and remotely, on Tuesday 3rd January, 2023 at 6.00pm**

**PRESENT:** Councillor A McIntyre (Chairman);  
The Right Worshipful the Mayor, Councillor S Carson;  
and Councillors N Anderson, D J Craig,  
A Gowan, J Lavery BEM, H Legge and T Mitchell.

**PRESENT IN A  
REMOTE LOCATION:** The Deputy Mayor, Councillor M Guy;  
Aldermen A Grehan, M Henderson MBE and S Martin;  
Councillors R Carlin, S Mulholland, Jenny Palmer  
and S Skillen.

**OTHER MEMBERS IN  
ATTENDANCE:** Aldermen D Drysdale (Zoom) and S P Porter;  
Councillors A Ewing (Zoom), A Givan, C McCready  
and N Trimble (Zoom).

**IN ATTENDANCE:** Director of Leisure and Community Wellbeing  
Head of Communities  
Head of Parks and Amenities  
Head of Sports Services  
Member Services Officers (BF and EW).

1. Apology (2.05)

An apology was reported on behalf of Councillor R T Beckett.

2. Declarations of Interest (2.20)

Regarding item 4.1, i.e., 'Hardship Funding Programme', the Deputy Mayor Councillor M Guy, and Councillors A Gowan, S Mulholland and Jenny Palmer, declared interests in that they had relatives who were members of organisations in receipt of funding under the programme. In addition, Councillor S Skillen indicated that she had a non-pecuniary interest in this matter as she was associated with a sub-group of the Ballybeen Improvement Group.

3. Report of Director of Leisure and Community Wellbeing3.1 Notice of Motion – Energy Payments (3.44)

The Director reminded the Committee that The Right Worshipful the Mayor, Councillor S Carson, at the meeting of the Council on 19th December, in accordance with Standing Order 16.1, had referred, without debate, the following motion, which had been proposed by Councillor R Carlin and seconded by Councillor G McCleave, to the Committee for consideration:

"This Council is deeply concerned that the £600 energy support payment due to people across Lisburn and Castlereagh who are enduring severe cost-of-living pressures has not yet been made, despite DUP assurances it would be paid in November. Notes that as a result of the DUP boycott of power-sharing, responsibility for delivering this

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payment rests with the British Government. Is further concerned that as temperatures drop and winter deepens many families struggling to pay soaring energy bills will have budgeted for this payment being made before Christmas as promised. And therefore calls on the British Government to urgently provide clarity on the delivery of the payments, it is well past time that these are delivered with no more broken promises”.

The Chairman invited Councillor R Carlin to address the Committee and he outlined the scope and rationale for the motion.

#### Amendment

Moved by Councillor A Gowan,  
Seconded by Councillor N Anderson,

That the motion in the name of Councillor R Carlin be amended with the removal of all wording after “This Council” to enable their replacement with the following words, “welcomes progress being made towards the payment of the £600 Energy Bill Support Payment; stresses that any further delay in issuing support is unacceptable; and calls on the Government and energy companies to proceed with haste to provide this essential support”.

#### Adjournment

The Committee agreed, on the proposal of Alderman S Martin, which was seconded by Councillor T Mitchell, to adjourn the meeting to enable the Chairman to consider the admissibility of the amendment under Standing Orders.

(The Committee stood adjourned from 18:24 to 18:35)

At the recommencement of the meeting, the Chairman indicated that, having considered the content of the amendment, he was satisfied that it be deemed legitimate, admissible and voted upon, since, in accordance with Standing Orders 17.1 (1) and 17.1 (2) (b, c and d), it was within the scope and context of the original proposal which it sought to amend, it was not proposing a direct negative and was not, in effect, a new proposition on a different matter, but an amended version of a course of action suggested within the original proposal.

Prior to proceeding to a vote, it was proposed by Councillor D J Craig, seconded by Councillor J Laverty, and agreed that a recorded vote be entered into the minutes.

On a recorded vote, fifteen Members voted for the amendment and one against and it was declared carried.

In favour: Councillor N Anderson, the Right Worshipful the Mayor Councillor S Carson, Councillor D J Craig, Councillor A Gowan, Alderman A Grehan, the Deputy Mayor Councillor M Guy, Alderman M Henderson, Councillor J Laverty, Councillor H Legge, Councillor S Mulholland, Councillor A McIntyre, Alderman S Martin, Councillor T Mitchell, Councillor Jenny Palmer and Councillor S Skillen.

Against: Councillor R Carlin.



The amendment was thereupon put to the Committee as the substantive motion and, in accordance with Standing Order 17.1 (3), it was agreed that the amendment, as set out below, be adopted, without the requirement of a further vote:

“This Council welcomes the progress being made towards the payment of the £600 Energy Bill Support Payment; stresses that any further delay in issuing support is unacceptable; and calls on the Government and energy companies to proceed with haste to provide this essential support.”

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

##### 4.1 Hardship Funding Programme (1.12.09)

(The Deputy Mayor Councillor M Guy, and Councillors A Gowan, S Mulholland, Jenny Palmer and S Skillen retired from the meeting whilst this matter was under consideration.)

The Head of Communities reminded the Committee that, in September 2022, the Council had approved the establishment of a Hardship Fund, in the sum of £80,000, and had delegated authority to the Head of Communities, in conjunction with the Chairman and the Vice-Chairman, to approve successful applications for funding.

The Fund had been open for the receipt of applications from 28th October until 21st November, and 69 applications had been received, 64 of which had been deemed eligible for support. The total amount of funding requested had been £105,833.67, which was £25,833.67 in excess of the available fund.

The Committee was reminded also that, at its meeting on 6th December, it had agreed that a further sum of £34,000 be allocated to the Hardship Fund from within Council's reserves, a decision which was endorsed by the Corporate Services Committee on 14th December.

Accordingly, given there existed a shortfall of £25,833.67 in the original allocation, the Chairman and Vice-Chairman had agreed that the aforementioned amount be sourced from within the additional £34,000 to enable the successful applicants be provided with the full amount based on their assessed score.

The Committee noted the outcome of the process and congratulated officers for the work which had been undertaken in progressing the Fund.

##### 4.2 The King's Coronation – Programme of Events and Working Group Minutes (1.20.31)

(Alderman S P Porter left the meeting at 19:35)

The Committee agreed to endorse the minutes of the King's Coronation Working Group of 21st December, together with the associated Programme of Events, subject to the amendment, as proposed by Councillor N Anderson and seconded by Councillor D J Craig, that a letter be forwarded to the Northern Ireland Office to ascertain if additional funding might be available from central government to support the Council in the delivery of its Programme of Events.

## 5.0 Any Other Business

### 5.1 Mr Adam Wilson (1.24.36)

The Right Worshipful the Mayor, Councillor S Carson, reported that Mr Adam Wilson, a staff member within the Parks and Amenities Unit, had been successful in an application for inclusion of the Royal and Ancient Golf Scholarship Programme on Greenkeeping Management. He indicated that this achievement was an honour for the Council and that he would be extending congratulations to Adam on his achievement.

### 5.2 Hilden Primary School Site (1.26.30)

Both Alderman S Martin and Councillor D J Craig requested that steps be taken to repair the damaged fencing at the former Hilden Primary School to prevent vandalism and access to the site by younger persons.

In response, the Head of Communities and the Head of Parks and Amenities updated the Committee in this regard and outlined a course of action that would be undertaken to address the issue.

### 5.3 Good Relations Funding 2023/24 (1.29.20)

The Head of Communities updated the Committee on the Council's Good Relations Action Plan for 2023/24. She indicated that, given prevailing timescales, a draft action plan would be submitted to the Executive Office in January, subject to the proviso that it would be considered by the Committee at its meeting in February. She indicated that the amount requested for the forthcoming financial year would be similar to that which had been requested in 2022/23.

The Committee noted and endorsed the course of action as outlined by the Head of Communities and her comments thereon.

## 6. Confidential Report of the Director of Leisure & Community Wellbeing

The Chairman advised that the reason for confidentiality for the following matters was 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 D J Craig, seconded by Councillor N Anderson, and agreed that the confidential report of the Director of Leisure and Community Wellbeing be considered 'in committee', in the absence of members of the press and public.

### 6.1 Leisure and Community Wellbeing Department – Estimates of Expenditure 2023/24

Moved by Alderman S Martin,  
Seconded Alderman A Grehan, and

Resolved – that the Committee approve the draft estimates of expenditure for the Leisure and Community Wellbeing Directorate for 2023/24, and that they be submitted for approval as part of the overall Council estimates for the financial year commencing 1st April, 2023.

## 6.2 Procurement of Arboricultural Services

It was proposed by Councillor H Legge, seconded by Councillor A Gowan, and agreed that the Committee note the outcome of the above-mentioned tendering exercise and associated award of contract.

## 7. Resumption of Normal Business

It was proposed by Councillor J Lavery, seconded by Councillor A Gowan, and agreed that normal business be resumed.

There being no further business, the meeting ended at 20:40.

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Chairman

ESC 04 01 2023

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**LISBURN & CASTLEREAGH CITY COUNCIL****Minutes of the Environmental Services Committee held in the Council Chamber, Island Civic Centre, and remotely, on Wednesday 4<sup>th</sup> January 2023 at 6.05 pm****PRESENT IN CHAMBER:**

Councillor M Gregg (Chairman)  
 Councillor C McCready (Vice-Chairman)  
 Aldermen J Baird and D Drysdale  
 Councillors A P Ewing, A Givan, S Lee and S Skillen

**PRESENT IN REMOTE LOCATION:**

The Right Worshipful the Mayor  
 Councillor Scott Carson  
 Aldermen M Henderson MBE and S P Porter  
 Councillors F Cole, S Lowry, A McIntyre, R McLernon and T Mitchell

**OTHER MEMBERS:****In Remote Location:**

Alderman S Martin  
 Councillors A Gowan and Hon. N Trimble

**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)  
 Business Support Manager (DI)  
 IT Officer  
 Member Services Officers (CH RN)

**In Remote Location**

Head of Service (Finance)

**Commencement of the Meeting**

At the commencement of the meeting, the Chairman, Councillor M Gregg, welcomed those present to the meeting of the Environmental Services Committee. The Chairman advised that the meeting would be audio recorded unless the item on the agenda was to be considered under confidential business.

At this point, the Member Services Officer 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 recorded, 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.

1. Apologies (00:02:34)

It was agreed to accept apologies for non-attendance at the meeting on behalf of the Deputy Mayor, Councillor M Guy.

2. Declarations of Interest (00:02:50)

There were no Declarations of Interest.

3. Non-Confidential Any Other Business (00:03:30)

3.1 Missed Recycling Collections (00:03:49)

Councillor S Lee raised an issue on behalf of a resident with regard to frequent missed recycling collections in Church Avenue, Carryduff. The Head of Waste Management and Operational Services agreed to investigate the matter.

3.2 Vice-Chairman Appreciation (00:04:35)

The Chairman, Councillor M Gregg passed on his appreciation to the Vice-Chairman, Councillor C McCready for chairing the December 2022 Environmental Services Committee in his absence.

3.3 Depot Team Appreciation (00:05:03)

Both Alderman S P Porter and Councillor S Lowry acknowledged the excellent service provided by the Depot Team to the public over the Christmas period. It was suggested that appreciation be conveyed to the Depot Team on behalf of the committee. The committee agreed to this course of action.

4. Confidential Report by the Director of Environmental Services (00:06:25)

The Chairman, Councillor M Gregg, advised that the confidential report items would be dealt with "In Committee" due to (1) information relating to financial or business affairs of the organisation concerned [including the Council holding that information), (2) information which is likely to reveal the identity of an individual and (3) 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 Councillor A Givan, and agreed that the following matters be considered "in committee", in the absence of members of the press and public being present.

4.1 2023/2024 Environmental Services Estimates Report  
(Report will not be made available)

Councillor N Trimble joined the meeting remotely at 6.25 pm and left at 6.47 pm.  
Councillor S Skillen left the meeting at 6.34 pm.  
Councillor S Lee left the meeting at 6.47 pm and returned at 6.50 pm.  
Business Support Manager left the meeting at 6.51 pm.  
Councillor A Gowan joined the meeting remotely at 7.05 pm.  
Head of Service (Finance) left the meeting remotely at 7.25 pm.

Officers responded to a number of questions from the Committee arising from the report.

Following discussion it was proposed by Councillor S Lee, seconded by Councillor S Lowry, and agreed to recommend that the Draft Estimates for the Environmental Services Directorate, as presented and reviewed, be approved in order to be submitted into the overall estimates of the Council for the year commencing 1st April, 2023.

4.2 Eco Schools Request for Financial Support 2023/24  
(Report will not be made available)

The Head of Service for Waste Management and Operational Services presented this item of business and outlined the background and options in relation to the above request.

It was proposed by Alderman J Baird, seconded by Alderman M Henderson, and agreed to recommend that the Eco-Schools programme be supported for the 2023/24 year (option 1).

5. Confidential Any Other Business

5.1 ARC21 Meeting

Councillor A Gowan left the meeting remotely at 7.27 pm.  
Councillor T Mitchell left the meeting remotely at 7.28 pm.

Alderman D Drysdale provided a verbal update to the Committee on a recent ARC21 meeting in which a report outlining a Single Waste Management Structure for Northern Ireland was delivered. The Committee were further advised that following the ARC21 meeting a letter providing feedback would be issued to the Chair of Solace.

5.2 Waste Collection Proposal

Alderman S P Porter left the meeting remotely at 7.39 pm.

The Director of Environmental Services provided a verbal update in relation to the Full Business case for the Kerbside Model.

## 5.2 Waste Collection Proposal Cont'd

The Committee were reminded of the following dates in relation to the Full Business case for the Kerbside Model, with all Elected Members encouraged to attend:

- Thursday 12 January–Members Workshop
- Wednesday 18 January–Special Council to consider Full Business Case.

### Resumption of Normal Business (00:06.38)

It was proposed by Alderman J Baird, 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 concluded at 7.40 pm.

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Mayor/Chairman

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**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 5<sup>th</sup> January, 2023 at 6.00 pm****PRESENT IN THE CHAMBER:**

Alderman A G Ewart, MBE (Chairman)

Aldermen J Baird and W J Dillon MBE

Councillors A Givan, C McCready, U Mackin, S Mulholland and A Swan

**PRESENT IN A REMOTE LOCATION**The Right Worshipful the Mayor, Councillor S Carson  
Deputy Mayor, Councillor M Guy  
Vice Chairperson, Alderman A Grehan  
Alderman D Drysdale, Councillors F Cole, H Legge and G McCleave**OTHER MEMBER PRESENT IN A REMOTE LOCATION**

Alderman S Martin

**IN ATTENDANCE**Director of Service Transformation (Council Chamber)  
Head of Economic Development (Council Chamber)  
Head of Planning and Capital Development (Council Chamber)  
Head of Assets (Council Chamber)  
Head of Finance (Council Chamber)  
Portfolio Manager (Council Chamber)  
Member Services Officers (BS and EW)  
IT Officer**Commencement of Meeting**

The Chairman, Alderman A G Ewart, extended a welcome to all present to the first meeting of the Development Committee of 2023 and wished everyone a Happy New Year. The Chairman advised that the meeting was being audio recorded unless the item was being considered under confidential business.

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 outlined the evacuation procedures in the case of an emergency.



1. Apologies (00:02:30)

Apologies for non-attendance at the meeting were accepted and recorded on behalf of Councillor R T Beckett and J Gallen.

The Vice Chairperson, Alderman A Grehan, joined the meeting remotely at 6.05 pm.

2. Declarations of Interest (00:02:57)

There were no Declarations of Interest made at the meeting.

3. Report by Head of Economic Development (00:03:14)

3.1 New Tourism Strategy Proposals (00:03:24)

The Right Worshipful the Mayor, Councillor S Carson, joined the meeting remotely at 6.08 pm.

The Head of Economic Development outlined the background and key issues in connection with the Council's Tourism Strategy which was being revised and updated to reflect the Council's vision for tourism for the next five year period.

The summary document of the current Tourism Strategy and also the wider Tourism Strategy document had been provided to the Committee via relevant links in the report circulated.

The Head of Economic Development discussed the recommendation to commission technical assistance in order to refresh and validate the evidence base for the drafting of the new Tourism Strategy.

The Head of Economic Development and the Director of Service Transformation responded to questions from the Committee in connection with a number of issues arising from the report.

It was requested that a further report come before the Committee in regard to the outcome of the tourism strategy action plan and Economic Development initiatives.

Alderman S Martin joined the meeting remotely at 6.22 pm.

It was proposed by Councillor U Mackin, seconded by Alderman J Baird, and agreed to recommend that technical assistance to assist Officers in developing a new 5 year Tourism Strategy (2023 – 2028) for the Council area be approved.

4. Report from the Head of Planning and Capital Development (00:23:00)

4.1 Proposed Amendment to the Planning (General Development Procedure) Order (NI) to introduce Validation Checklists for Planning Applications (00:23:11)

The Head of Planning and Capital Development outlined the background and key issues in connection with a proposed amendment to the Planning (General Development Procedure) Order (NI) 2015 which had come forward following a review by the Department for Infrastructure (DfI) of the Implementation of the Planning Act (NI) 2011. The review had recognised the importance of the introduction of a validation checklist and also a 'dispute mechanism' to be available to applicants.

A web link to DfI's public consultation on the above amendments to the Planning (General Development Procedure) Order (NI) had been provided in the report circulated.

In response to a question from a Member the Head of Planning and Capital Development elaborated on the requirement for validation checklists for planning applications and also highlighted the main areas of focus for a validation checklist.

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

- a) the amendment to the Planning (General Development Procedure) Order (NI) 2015 to introduce validation checklists for planning applications submitted to the Council, be approved, and
- b) the English based dispute resolution process associated with the proposed validation process be supported.

5. Any Other Business (00:30:57)

There was no other non-confidential business raised at this point in the meeting.

6. Confidential Report from Director of Service Transformation (00:31:00)

The Chairman advised that the Confidential report items were confidential due to containing information relating to:

- a) the financial or business affairs of any particular person (including the Council holding that information).

6. Confidential Report from Director of Service Transformation (Cont'd)

- b) 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 of, or office holders under, the Council.

In Committee (00:31:05)

It was proposed by Councillor A Givan, seconded by Alderman J Baird, and agreed that the Confidential Report of the Director of Service Transformation be considered "in Committee" in the absence of press or members of the public. The audio recording was paused at this stage in proceedings.

6.1 Service Transformation Estimates 2023/2024  
(Report not to be published)

Councillor H Legge left the meeting during consideration of this item of business (6.38 pm).

The Director of Service Transformation presented his report and highlighted one area which was presenting a budget reduction on the draft Estimates 2023/2024 since having been presented at the Meeting of the Committee in December 2022.

The Director of Service Transformation and the Head of Economic Development provided clarification on a number of queries on the Budget Estimates for 2023/2024 as presented and noted comments raised by a Member in connection with the Small Tourism Grants project.

It was proposed by Alderman W J Dillon, seconded by Councillor A Givan, and agreed to recommend that the draft Estimates of Income and Expenditure for the financial year 2023/2024 in respect of Service Transformation, which included a budget reduction as highlighted, be accepted and introduced into the overall draft Estimates due to be submitted to the Special Meeting of the Corporate Services Committee to be held on 25 January 2023.

The Head of Finance left the meeting at this point (6.54 pm).

6.2 Award of Delivery Agent to deliver the Economic Inactivity Linked to Disability Programme  
(Report to be published following initiation of delivery contract)

It was proposed by Councillor A Swan, seconded by Councillor A Givan, and agreed to recommend that the appointment of the delivery agent to deliver the Economic Inactivity Linked to Disability Programme, as outlined in the Director's report, be approved, it being noted that this award was the most economically advantageous tender received.

6.3 Business Growth and Entrepreneurship Support Programme Proposals  
(Report to be published at the end of the new tender period - September 2023)

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

- a) the update on the proposed extension of the current NI Business Start-Up Programme be noted,
- b) the positive correspondence from the Department for the Economy regarding the achievement of the statutory jobs targets be noted,
- c) further budget of up to £10,000 from existing budget estimates to assist in determining the appropriate management and governance structures required for the new Northern Ireland wide service as outlined in the report, be approved,
- d) the recommendation that Lisburn & Castlereagh City Council takes on the lead Council role be approved in principle,
- e) the funding application be submitted in the name of Lisburn and Castlereagh City Council, as appropriate, and
- f) the Committee considers a detailed report at a future meeting of the Development Committee for a final decision, in terms of the risks associated with the lead Council role and how the risks can be managed and mitigated.

7. Any Other Confidential Business

7.1 City Watch CCTV Northern Ireland - Update

The Director of Service Transformation provided an update to the Committee in connection with a matter pertaining to City Watch CCTV. The Director undertook to bring forward further updates on the matter in question in due course.

7.2 Anahilt Rural Settlement Project

The Director of Service Transformation undertook to update the Member directly on the above rural settlement project.

Resumption of Normal Business

It was agreed to come out of Committee and normal business was resumed.

Conclusion of Meeting

The Chairman, Alderman A G Ewart, thanked everyone for their attendance and once again wished everyone Happy New Year.

There being no further business for consideration the meeting was concluded at 7.33 pm.

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Chairman

CSC 11.01.2023

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**LISBURN & CASTLEREAGH CITY COUNCIL****Minutes of Meeting of the Corporate Services Committee held remotely and in the Council Chamber, Island Civic Centre, The Island, Lisburn on Wednesday 11<sup>th</sup> January 2023 at 6.00 pm.****PRESENT IN COUNCIL CHAMBER (COMMITTEE):**

Councillor S Hughes (Chairman)

Councillor U Mackin (Vice-Chairman)

Aldermen A Ewart MBE, O Gawith, S Martin,  
P Porter and J Tinsley

Councillors J Lavery BEM and The Hon N Trimble

**PRESENT IN A REMOTE LOCATION (COMMITTEE):**The Right Worshipful The Mayor  
Councillor S CarsonDeputy Mayor,  
Councillor M Guy

Alderman M Henderson MBE

Councillors R Carlin, A Ewing, S Lowry, J McCarthy  
and T Mitchell**OTHER MEMBERS OF COUNCIL PRESENT IN COUNCIL CHAMBER**

Alderman A Grehan

Councillor A Swan

**OTHER MEMBERS OF COUNCIL PRESENT IN A REMOTE LOCATION**

Councillors A Gowan, M Gregg and S Skillen

**IN ATTENDANCE:**Chief Executive  
Director of Finance & Corporate Services  
Director of Service Transformation (Remote)  
Head of Corporate Communications & Administration  
Head of Finance  
Head of Human Resources & Organisation Development  
Head of Parks & Amenities (Remote)  
Portfolio Manager  
Communications Manager  
Acting PCSP/Member Services Manager  
Member Services Officer (RN)

### Commencement of Meeting

The Chairman, Councillor S Hughes, extended a welcome to those present and wished everyone a Happy New Year.

The Chairman advised that the meeting would be audio recorded unless the item on the agenda was to be considered under confidential business.

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 Acting PCSP/Member Services Manager.

The Chairman stated that unauthorised recording was 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.

The Director of Finance & Corporate Services proceeded to outline the evacuation procedures in the case of an emergency. Finally the Chairman asked that any Member entering or leaving the meeting alert the Acting PCSP/Member Services Manager accordingly so that this might be accurately reflected in the minutes.

1. Apologies (00:02:22)

There were no apologies.

2. Declarations of Interest (00:03:12)

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 of Interest.

3. Report of Director of Finance & Corporate Services (00:04:00)

3.1 DEA Local Investment Programme – Quarter 3 Report (00:04:14)

In the absence of the Director of Leisure & Community Wellbeing, her report was presented by the Portfolio Manager who also answered questions from Members.

### 3.1 DEA Local Investment Programme – Quarter 3 Report (Continued)

Members had been provided with update reports in regard to the following:-

- DEA Local Investment Programme 2021-2022;
- DEA Local Investment Plan 2022-2023.

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

It was further agreed that:-

- Councillor J Lavery be advised of the date for the commencement of the groundworks associated with the “Moneyreagh Social Enterprise” scheme;
- the schedules be amended so as to reflect the correct DEA for some of the Lisburn-located projects.

Alderman S Martin entered the Council Chamber during discussion of this item of business. (6.10 pm)

## 4. Report of Head of Corporate Communications & Administration (00:10:16)

### 4.1 Lagan Valley Island – Building Illumination Requests (00:10:24)

It was proposed by Councillor J Lavery, seconded by Councillor N Trimble and agreed to recommend that the requests for LVI illuminations as set out below be acceded to, both requests being in compliance with the Building Illuminations’ Policy:-

<b>Organisation</b>	<b>Date</b>	<b>Colour</b>
Stepping Stones – 25 years of service	31 <sup>st</sup> January 2023	Yellow
National Heart Month	19 <sup>th</sup> February 2023	Red

It was further agreed that a letter be sent to Stepping Stones acknowledging with thanks their 25 years of service to the community.

The Head of Service confirmed that a report in regard to the effectiveness of light-ups and any measures which could be taken to better enhance the activities of the charities concerned was being worked on and would be presented to the Committee in the near future.



5. Agenda Item Brought Forward (00:12:10)  
Any Other Business

As the remainder of the business before the meeting was of a confidential nature, the Chairman sought agreement to bring forward Item 6 of the agenda – Any Other Business – so that items of a non-confidential nature might be raised when proceedings were being recorded. This was agreed.

No items were raised.

6. Confidential Report from Director of Finance & Corporate Services (00:12:42)

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

6.1 Parks Accommodation & Equipment Husbandry  
(Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).)

Redacted report to be available once a new lease has been signed.

6.2 IT Strategy Refresh Tender - Update  
(Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).)

Report will become available in November 2023.

6.3 Estimates' Process 2023/2024 – Update  
(Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).)

Final estimates will be released.

6.4 Estimates – Finance & Corporate Services and Chief Executive's Office  
(Confidential for reason of information relating to (i) the financial or business affairs of any particular person (including the Council holding that information) and (ii) 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 of, of office holders under, the Council.)

Final report on rates will be released post the rate-setting process.

6.5 Building Resilience  
(Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).)

Redacted report to be available after Estimate-setting process.

#### 6.6 Management Accounts Period P8

(Confidential for reason of information (i) relating to the financial or business affairs of any particular person (including the Council holding that information) and (ii) related 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 employee of, or office bearers under, the Council.

Redacted report to be available after full Council meeting. (24<sup>th</sup> January 2023)

#### 6.7 Change in Grade of Post

(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 of, or office holders under, the Council.

Redacted report to be available following Council ratification. (24<sup>th</sup> January 2023)

#### 6.8 Efficiency Review Steering Group – Update

(Confidential for reason of information related 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 employee of, or office bearers under, the Council.

Redacted report will be available following Council ratification. (24<sup>th</sup> January 2023)

### In Committee

It was proposed by Councillor N Trimble, seconded by Alderman P Porter and agreed that the Confidential Report of the Director be considered “in Committee”. (Recording was paused at this stage in proceedings.)

#### 6.1 Parks Accommodation & Equipment Husbandry

Presented by the Head of Parks & Amenities.

Members had been provided with the Financial Appraisal to support the leasing of Unit 24 Altona Road, Lisburn as an interim measure pending a future long-term Accommodation Strategy and Asset Management Plan. The draft lease was not available for presentation to the Committee.

### 6.1 Parks Accommodation & Equipment Husbandry (Continued)

It was proposed by Alderman S Martin, seconded by Alderman O Gawith and agreed to recommend that:-

- the financial appraisal for the leasing of Unit 24 Altona Road, Lisburn be approved;
- given that the draft Lease had not been available for the Committee meeting, the Chairman of the Corporate Services Committee and the Director of Finance & Corporate Services be delegated authority to approve the said Lease which would be presented directly to the meeting of Council on the 24<sup>th</sup> January 2023 for signing and sealing;
- the signing and sealing of the Lease at the Council meeting on the 24<sup>th</sup> January 2023 be subject to Council ratification on that date of the minutes of this meeting of the Corporate Services Committee.

### 6.2 IT Strategy Refresh Tender - Update

Presented by the Director of Service Transformation, with the Portfolio Manager also present for this item of business. The officers responded to questions from Members.

The following documents were provided with the report:-

- Updated Tender Evaluation Report;
- Tender Breakdown;
- Business Case updated with tender costs.

It was proposed by Councillor N Trimble, seconded by Alderman J Tinsley and agreed to recommend that the contract for the provision and implementation of an IT Cloud Transition and On-Going Support Service at Lisburn & Castlereagh City Council be awarded to the firm as detailed in the report at the costs as detailed over the five year duration of the contract, with an optional 1+1 extension at the cost as detailed and including costs as detailed for security and call-off days.

Councillor J McCarthy joined the meeting remotely during discussion of this item of business. (6.22 pm)

### 6.3 Estimates' Process 2023/2024 – Update

Presented by the Director of Finance & Corporate Services. Officers present responded to Members' questions.

An update on the Draft Estimates' process at a corporate level was provided and its content duly noted.

### 6.3 Estimates' Process 2023/2024 – Update (Continued)

The Chairman and a number of Members thanked the Officers for the work involved in the preparation of the Draft Estimates.

Alderman M Henderson left the meeting on a remote basis during discussion of this item of business. (6.48 pm)

The Chief Executive left the Chamber during discussion of this item of business at 6.50 pm and returned at 6.54 pm.

Councillor S Skillen left the meeting remotely during discussion of this item of business. (6.53 pm)

### 6.4 Estimates – Finance & Corporate Services and Chief Executive's Office

Presented by the Director of Finance & Corporate Services. Officers present responded to Members' questions.

A report on the Draft Estimates for Finance & Corporate Services and for the Chief Executive's Office had been provided.

The Director of Finance & Corporate Services verbally advised of two additional costs which required to be incorporated in the Draft Estimates, ie:-

- costs associated with an approved absence of a member of staff during the 2023/2024 year;
- costs associated with the gritting of Lagan Valley Island.

It was proposed by Alderman S Martin, seconded by Councillor N Trimble and agreed to recommend that, subject to the inclusion of the two additional costs as referred to above, the Draft Estimates as presented for Finance & Corporate Services and for the Chief Executive's Office be approved and be submitted into the overall Draft Estimates of the Council for the year commencing the 1<sup>st</sup> April 2023.

It was further agreed that:-

- the Director of Service Transformation inform Members of any updates in relation to the tenancies of Bradford Court;
- the Head of Finance respond to Alderman J Tinsley in relation to a query on overtime costs.

The Deputy Mayor, Councillor M Guy, left the meeting remotely at the conclusion of this item of business. (7.11 pm)

#### 6.5 Building Resilience

Presented by the Director of Finance & Corporate Services. The Director and Head of Finance responded to Members' questions.

A report on building resilience from a financial perspective had been provided.

It was proposed by Alderman S Martin, seconded by Councillor N Trimble and agreed that the report referred to above be deferred for consideration to the February 2023 meeting of the Committee.

Councillor A Ewing joined the meeting remotely during discussion of this item of business. (7.18 pm)

Councillor T Mitchell left the meeting remotely during discussion of this item of business. (7.21 pm)

#### 6.6 Management Accounts Period P8

Presented by the Head of Finance.

It was agreed that the Management Accounts for the period ending the 30<sup>th</sup> November 2022, together with an extensive narrative report by way of explanation, be noted.

Councillor N Trimble left the Chamber at the conclusion of this item of business. (7.27 pm)

#### 6.7 Change in Grade of Post

Presented by the Head of Human Resources & Organisation Development. The Head of Service and the Chief Executive responded to Members' questions.

The following documents in relation to a post within Leisure & Wellbeing had been provided:-

- Job Description;
- Evaluation Report by external consultant.

It was proposed by Alderman J Tinsley, seconded by Alderman S Martin and agreed to recommend that the evaluation of a post within Leisure & Wellbeing be approved for recruitment.

The Director confirmed that work in regard to revisions to the Scheme of Delegation was well underway and that a report on this matter would be presented to the Committee in the near future. There also existed the likely requirement for a workshop to be held with Members.

#### 6.7 Change in Grade of Post (Continued)

The Chief Executive confirmed that work in relation to “Positions of Responsibility” was ongoing and that a report thereon would be presented to the Committee during the current Council mandate.

Councillor N Trimble returned to the Chamber during this item of business and before a decision was taken. (7.30 pm)

At this juncture in the meeting, the Chairman, Councillor S Hughes, asked that all Officers with the exception of the Chief Executive, leave the Council Chamber and remote locations for consideration of the next item of confidential business.

The following Officers left the meeting at 7.40 pm (both from the Chamber and remotely):-

- Director of Finance & Corporate Services
- Director of Service Transformation
- Head of Corporate Communications & Administration
- Head of Finance
- Head of Human Resources & Organisation Development
- Head of Parks & Amenities
- Portfolio Manager
- Communications Manager
- Acting PCSP/Member Services Manager
- Member Services Officer

#### 6.8 Efficiency Review Steering Group - Update

A report on the above matter was tabled and presented by the Chief Executive.

The Chief Executive outlined the proposed structural changes as detailed within the report appendix.

The Chief Executive responded to Members’ questions.

It was proposed by Alderman S Martin, seconded by Councillor N Trimble and agreed that the structures as outlined in the Efficiency Review Steering Group report be progressed. Alderman P Porter requested that his abstention be noted.

All officers apart from the Director of Service Transformation, the Head of Parks & Amenities and the Portfolio Manager returned to the meeting. (8.32 pm)

7. Any Other Business – Confidential

7.1 Procedure for Payment of Invoices  
Alderman O Gawith

At the request of Alderman O Gawith, the Head of Finance clarified the procedure for the payment of invoices received by the Council.

7.2 Freedom of the City for The Gettys

The Head of Corporate Communications & Administration made Members aware of a date which had been agreed with The Gettys for the conferral on them of the Freedom of the City.

Resumption of Normal Business (00:13:04)

It was proposed by Councillor U Mackin, seconded by Councillor N Trimble and agreed to come “out of Committee”. Normal business and audio recording were resumed.

8 Any Other Business (00:13:04)

Dealt with at Item 5.

There being no further business, the Meeting concluded at 8.37 pm.

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MAYOR/CHAIRMAN

**LISBURN & CASTLEREAGH CITY COUNCIL****Minutes of the Hybrid Meeting of the Capital Projects Committee held on Wednesday, 18th January, 2023 at 6:00pm****PRESENT IN CHAMBER:**

Councillor S Lowry (Chairperson); Aldermen D Drysdale, A E Ewart and A Grehan; Councillors R T Beckett, M Gregg, S Hughes, J Laverty, G McCleave and the Hon N Trimble.

**PRESENT IN REMOTE LOCATION:**

The Right Worshipful the Mayor Councillor S Carson, Deputy Mayor Councillor M Guy; and Councillors A Gowan, S Lee, H Legge and R McLernon.

**OTHER MEMBERS IN ATTENDANCE:**

Aldermen W J Dillon (Zoom), S Martin (Zoom), J Tinsley (Zoom) and Councillor A Swan.

**IN ATTENDANCE**

Director of Service Transformation  
 Director of Leisure & Community Wellbeing  
 Director of Finance and Corporate Services  
 Head of Planning and Capital Development  
 Head of Sports Services  
 Head of Finance  
 Capital Programme Manager  
 Member Services Officers (BF & BS)

1. Apologies

No apologies were received.

2. Declarations of Interest

There were no declarations of interest.

3. Confidential Business

The Chairperson indicated that the matters contained in the confidential report were required to be considered 'in committee' by virtue of Paragraph 3, Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014, since they contained information relating to the financial or business affairs of any particular person or organisation (including the Council holding that information).

It was proposed by Councillor M Gregg, seconded by Councillor G McCleave, and agreed that the following matters be considered 'in committee', in the absence of members of the press and public.

3.1 Changes and Movements in the Capital Programme

The Head of Planning and Capital Development outlined the principal aspects of a report in relation to two proposed changes and movements within the Capital Programme. The Director and the Head of Planning and Capital Development addressed Members' queries and provided clarification on various issues raised.



After discussion, it was

- a) proposed by Councillor M Gregg, seconded by Alderman A Grehan, and agreed that the Cemeteries Programme re: the work associated with Blaris Cemetery, move from Phase 1 to Phase 2 within the Capital Programme on the related budget as outlined; and
- b) proposed by Councillor M Gregg, seconded by Councillor G McCleave, and agreed that the IT Strategy Refresh Project move from Phase 2 to Phase 3 within the Capital Programme on the associated budget as outlined.

### 3.2 Capital Programme Update and Financial Position

(Alderman J Tinsley joined the meeting at 18:21)

The Head of Planning and Capital Development spoke to a report which gave an overview on the current financial position of the Council's Capital Programme. The report included details and updated spending profiles, up to and including Year 3 Period 9, i.e., as at December 2022, together with forecasted variations. Both officers then answered a range of Members' questions in respect of the report.

The Committee noted and agreed the financial position for the Capital Programme as at Year 3 Period 9 of the financial year.

### 3.3 Dundonald International Ice Bowl – Project Update & Next Steps

The Committee considered the report of the Director of Service Transformation with regard to the redevelopment of Dundonald International Ice Bowl. The Director reminded the Committee of the background, key issues, future steps and timescales associated with the development, subject to the Committee agreeing a course of action at the meeting. He reminded the Committee that the options presented within the report had been examined in detail at an all-Members' workshop on Monday, 16th January, during which clarity had been provided in respect of a number of queries.

After discussion, it was proposed by Councillor S Lee, seconded by Alderman D Drysdale, and agreed that the Committee adopt the recommendation of the Director of Service Transformation, i.e., to endorse Option 3 as outlined at the meeting, and the associated course of action within the recommendation regarding the business case and funding options for the project.

It was proposed by Councillor M Gregg, seconded by Alderman D Drysdale, and agreed to come out of confidential matters and normal business was resumed.

There being no further business, the meeting ended at 6.41pm.

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Chairperson

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**LISBURN & CASTLEREAGH CITY COUNCIL****Minutes of Planning Committee Meeting held in the Council Chamber and in Remote Locations on Monday, 5 December 2022 at 10.00 am****PRESENT IN CHAMBER:**

Alderman J Tinsley (Chairman)

Councillor John Palmer (Vice-Chairman)

Aldermen W J Dillon MBE, D Drysdale, O Gawith and A Grehan

Councillors D J Craig, M Gregg, U Mackin and A Swan

**IN ATTENDANCE IN CHAMBER:**

Director of Service Transformation  
 Head of Planning & Capital Development  
 Senior Planning Officers (RT, MB and MCO'N)  
 Member Services Officers  
 Technician  
 IT Officer

**IN ATTENDANCE IN REMOTE LOCATION:**

Mr S Masterson (Cleaver Fulton Rankin) – Legal Advisor  
 Mr B Martyn (Cleaver Fulton Rankin) – Legal Advisor

**Commencement of Meeting**

At the commencement of the meeting, the Chairman, Alderman J Tinsley, welcomed those present to the Planning Committee. The Chairman pointed out that, unless the item on the agenda was considered under confidential business, this meeting would be audio recorded.

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

1. **Apologies** (00:00:17)

There were no apologies.

2. **Declarations of Interest** (00:00:22)

At this point in the meeting, the Chairman, Alderman J Tinsley, advised that, in respect of Planning Application LA05/2020/1039/O, he had been in contact with both the applicant and objector. There had been no pre-determination and his contact had been purely to give general advice on the planning process; however, he stated that he would complete a declaration of interest form.

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## 2. Declarations of Interest (Contd)

Councillor A Swan left the meeting at this point (10.01 am). Alderman D Drysdale arrived to the meeting at 10.01 am and Alderman A Grehan and Councillor M Gregg arrived at 10.02 am.

During the meeting, Alderman A Grehan declared an interest in Planning Application LA05/2021/1034/F, given that she was a Board member of the Northern Ireland Housing Executive.

## 3. Minutes of Meeting of Planning Committee held on 7 November, 2022 (00:01:16)

It agreed that the minutes of the meeting of Committee held on 7 November, 2022 be confirmed and signed.

## 4. Report from the Head of Planning & Capital Development

### 4.1 Schedule of Applications

#### 4.1.1 Applications to be Determined (00:05:09)

The Legal Advisor, Mr S Masterson, 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) LA05/2022/0749/F – Construction of 1 no. general industrial unit (class B3) and 1 no. industrial unit with offices (Class B1 and B3) with associated access and parking facilities along with other ancillary works on a site 50m south west of 4 Ferguson Drive, Knockmore Hill Industrial Estate (00:08:02)

The Senior Planning Officer (MCO'N) presented the above application as outlined within the circulated report.

No requests for speaking rights had been received in respect of this application.

A number of Members' queries were responded to by Planning Officers.

### Vote

Having considered the information provided within the report of the Planning Officer, the Committee agreed unanimously to adopt the recommendation to approve the application.

The Chairman, Alderman J Tinsley, put on record his thanks to Planning Officers for having dealt with this application in such an expeditious manner. The proposed development was very positive for the Lisburn & Castlereagh City Council area. Alderman D Drysdale echoed the sentiments of the Chairman.

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- (ii) LA05/2021/0017/F – Proposed stable block (domestic) including tack room/feed store, approximately 40m from 33 Glen Road, Hillsborough (00:20:13)

Alderman A Swan returned to the meeting during consideration of this item of business (10.26 am) and Mr B Martyn (legal advisor in lieu of Mr Masterson) joined the meeting (10.33 am).

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

The Committee received Mr A Stephens in order to speak in support of the application and he addressed a number of Members' queries.

There were no queries raised with Planning Officers.

#### Vote

Having considered the information provided within the report of the Planning Officer, the Committee agreed unanimously to adopt the recommendation to refuse the application. Not having been present for the entire consideration of this matter, Councillor A Swan did not participate in the vote.

- (iii) LA05/2021/1034/F – Proposed social and affordable residential development comprising a mix of 103 no. dwelling houses and 17 no. apartments with public open space, children's play park, landscaping, car parking, associated site works and infrastructure and access arrangements from Ballinderry Road (120 no. units in total) on lands 40 metres south of 27-27 Crescent Business Park west of 11-17 Iniscarn Close and east of Enterprise Crescent Ballinderry Road, Lisburn (00:41:26)

Having declared an interest in this application, Alderman A Grehan left the meeting at this point (10.43 am). Mr B Martyn had left the meeting at this point.

The Senior Planning Officer (MB) presented the above application as outlined within the circulated report.

The Committee received Mr S McKee (accompanied by Mr P Donnelly and Ms R Mitchell) in order to speak in support of the application and a number of Members' queries were addressed.

A number of Members' queries were responded to by Planning Officers.

The Head of Planning & Capital Development agreed that a condition be included that 'the park shall be erected before the occupation of the seventy-fifth dwelling in the scheme'.

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- (iii) LA05/2021/1034/F – Proposed social and affordable residential development comprising a mix of 103 no. dwelling houses and 17 no. apartments with public open space, children’s play park, landscaping, car parking, associated site works and infrastructure and access arrangements from Ballinderry Road (120 no. units in total) on lands 40 metres south of 27-27 Crescent Business Park west of 11-17 Iniscarn Close and east of Enterprise Crescent Ballinderry Road, Lisburn (Contd)

#### Vote

Having considered the information provided within the report of the Planning Officer, the Committee agreed unanimously to adopt the recommendation to approve the application.

The Chairman and Members of the Committee commended Apex Housing Association for bringing forward this application to provide much-needed social and low-cost housing in the Lisburn & Castlereagh City Council area. Planning Officers were also commended for their efforts in processing the application in a timely manner.

#### Adjournment of Meeting

The Chairman, Alderman J Tinsley, declared the meeting adjourned for a comfort break at this point (11.24 am).

#### Resumption of Meeting

The Chairman, Alderman J Tinsley, declared the meeting resumed (11.35 am).

Alderman A Grehan returned to the meeting at this point.

Given that the meeting was ahead of schedule, it was agreed that items 4.2 to 6 on the agenda would be considered at this point.

#### 4.2 Statutory Performance Indicators – October 2022 (01:23:13)

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

#### 4.3 Submission of Pre-Application Notice (PAN) for Environmental Improvement Works throughout Hillsborough Village comprising footpath, resurfacing, street lighting upgrade and tree and shrub planting with the rationalisation of on-street village centre car parking (01:25:22)

It was agreed that the Pre-Application Notice in relation to the above application be noted and submitted in accordance with the relevant section of the legislation and related guidance.

The Director of Service Transformation provided a verbal update to the Committee during which he advised that Hillsborough residents were keen for this application to be progressed.

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- 4.4 Submission of Pre-Application Notice (PAN) for proposed industrial buildings, storage yard, landscaping and ancillary site works on land approximately 130 metres north east of 20 Glenavy Road, Moira (01:30:05)

It was agreed that the Pre-Application Notice in relation to the above application be noted and submitted in accordance with the relevant section of the legislation and related guidance.

- 4.5 Submission of Pre-Application Notice (PAN) for a residential development comprising 81 dwellings including open space and landscaping and all associated site and access works south of Mealough Road west of Saintfield Road to the rear and west of no. 615 Saintfield Road and c.200 metres north of Blenheim Park Carryduff (amendment to previously approved application Y/2009/0114/F) (01:31:16)

It was agreed that the Pre-Application Notice in relation to the above application be noted and submitted in accordance with the relevant section of the legislation and related guidance.

- 4.6 Consultation on Review of Permitted Development Rights (01:32:08)

It was noted that a response to the above consultation had been reported to the Development Committee at its meeting held on 1 December, 2022 and that the proposed changes to the GDPO were welcomed for the reasons outlined in the report.

- 4.7 Draft Planning Fees (Deemed Planning Applications and Appeal) (Amendment) Regulations (NI) 2022 (01:34:30)

It was noted that a response to the above consultation had been reported to the Development Committee at its meeting held on 1 December, 2022 and that the proposed changes to the Regulations were delayed to allow for further consultation between DfI Planning and DoJ for the reasons outlined in the report.

Further to comments by Councillor M Gregg regarding the submission of a combined council response, the Head of Planning & Capital Development stated that the response prepared was on behalf of this Council only; however, there was an opportunity for this to be raised at meetings with the Department through the Strategic Planning Group and through the Heads of Planning Forum. He was unsure if SOLACE would be providing a response to the consultation.

- 4.8 Notification by Telecommunication Operator(s) of Intention to Utilise Permitted Development Rights (01:37:38)

Members noted from the report, information regarding notification by telecommunication operators to utilise Permitted Development Rights at a number of locations.

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4.9 Replacement of the Northern Ireland Planning Portal – Newsletter  
(01:38:56)

Members noted an update in relation to the implementation of the new planning portal system.

5. Confidential Business

The matter 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 John Palmer, seconded by Councillor M Gregg and agreed that the following item be considered “in committee”, in the absence of members of the press and public being present (11.59 am).

5.1 Planning Application Fees Uplift  
(Report would be available after March 2023)

Members noted from the report, information regarding an uplift in planning fees.

Verbal Matters

5.2 Purchase of Lands by Telecommunication Operators  
Alderman D Drysdale

The Director of Service Transformation and Head of Planning & Capital Development noted comments by Alderman D Drysdale regarding the purchase of lands by telecommunication operators.

5.3 Planning Appeal Withdrawal  
Councillor John Palmer

The Head of Planning & Capital Development provided an update in relation to the withdrawal of a planning appeal, as referred to by Councillor John Palmer.

5.4 Permitted Development Regulations  
Councillor D J Craig and Councillor A Swan

The Head of Planning & Capital Development agreed to respond directly to Councillors D J Craig and A Swan in relation to the application of permitted development regulations in respect of the erection of telegraph poles and green boxes.

Resumption of Normal Business

It was proposed by Councillor D J Craig, seconded by Alderman O Gawith and agreed to come out of committee and normal business was resumed (12.10 pm).

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## 6. Any Other Business

There was no other business.

### Adjournment of Meeting

The Chairman, Alderman J Tinsley, declared the meeting adjourned for lunch (12.12 pm).

### Resumption of Meeting

The Chairman, Alderman J Tinsley, declared the meeting resumed (1.18 pm).

The remainder of planning applications under item 4.1 were considered at this point.

- (iv) LA05/2020/1039/O – Site for a dwelling, garage and associated site works (infill opportunity as per CTY8 of PPS21) at land between 5 and 5a Crewe Road, Ballinderry Upper, Lisburn (01:48:10)

The Head of Planning & Capital Development stated that a late email had been received from the agent acting on behalf of the above applicant advising that he was unable to attend today's meeting but he was content for the application to continue, with consideration being given to the written submission he had made.

Prior to any presentation of the above application, Councillor M Gregg proposed that it be deferred to allow a site visit to take place. Given that drawings provided by the Planning Officers and evidence submitted by other parties indicated different boundaries, he considered it would be worthwhile to visit the site. It would also allow the agent, who was unable to be present today, to make representation at the next meeting. This proposal was seconded by Alderman O Gawith and, on a vote being taken, agreed, the voting being 5 in favour and 4 against.

Given that the meeting was running ahead of schedule, the meeting was adjourned from 1.23 pm to 1.33 pm to allow the speakers on the next application to arrive. The Head of Planning & Capital Development addressed comments by Alderman W J Dillon in respect of this.

- (v) LA05/2021/0947/O – Site for dwelling and garage at site 2 immediately west of 161 Ballynahinch Road, Hillsborough  
and  
(vi) LA05/2021/0948/O – Site for dwelling and garage at site 1 approximately 80m west of 161 Ballynahinch Road (01:56:04)

The Senior Planning Officer (MB) presented the above applications as outlined within the circulated report.



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- (v) LA05/2021/0947/O – Site for dwelling and garage at site 2 immediately west of 161 Ballynahinch Road, Hillsborough (Contd)  
and  
(vi) LA05/2021/0948/O – Site for dwelling and garage at site 1 approximately 80m west of 161 Ballynahinch Road (Contd)

The Committee received Ms C Millar in order to speak in support of the applications and a number of Members' queries were addressed by Ms Millar.

A number of Members' queries were responded to by Planning Officers.

#### Vote

Having considered the information provided within the reports of the Planning Officer, the Committee agreed, on a vote being taken for each application separately, to adopt both recommendations to refuse the above applications, the votes being 8 in favour and 2 against in each case.

- (vii) LA05/2021/1358/O – Proposed dwelling and garage on lands between 21 and 25 Mill Road West, Belfast (02:45:30)

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

The Committee received the following to speak in support of the application and answer queries raised by Members:

- Ms C Millar
- Councillor F Cole
- Councillor N Anderson

A number of Members' queries were responded to by Planning Officers.

#### Vote

Having considered the information provided within the report of the Planning Officer, the Committee agreed, on a vote being taken, to adopt the recommendation to refuse the above application, the voting being 9 in favour and 1 against.

There being no further business, the meeting was terminated at 3.12 pm.

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Chairman/Mayor



## Full Council

### Confidential

24<sup>th</sup> January 2023

#### Confidential Report from:

Chief Executive

*Local Government Act (Northern Ireland) 2014*  
Schedule 6 - Access to Information: Exemption Information

*(select from the list below reason why report is confidential and delete as appropriate)*

- Information relating to the financial or business affairs of any particular person (including the Council holding that information).

#### When will the report become unrestricted:

Specify when report will become available	<input type="text"/>	Redacted report available	<input type="text"/>	Never	<input type="text"/>	Never	<input type="text"/>
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### Item for Decision

**TITLE:** Kerbside Collection Services

#### Background and Key Issues:

- Since 2017 Members have been considering options to harmonise and optimise containers and methodology for the kerbside collection of waste. This has primarily focused on providing a uniform service across all households which would assist in clearer communications to residents, enabling them to participate more easily and help the council in working towards achieving very challenging statutory recycling and waste diversion targets.
- The Waste (Circular Economy) (Amendment) Regulations (Northern Ireland) 2020, set statutory targets for municipal waste recycling as follows:

- 55% municipal recycling by 2025
- 60% municipal recycling by 2030
- 65% municipal recycling by 2035

The amount of municipal waste landfilled target is 10% or less of the total amount of municipal waste generated by 2035.

The 2020 target for household recycling was 50%, the verified figures for 2021/22 was 49.7% and the Local Authority Collected (LAC) municipal waste landfill rate was 38.2%. Legislation identifies potential for significant fines to be levied where targets are not met. Whilst the measurement of targets is set on a national basis (UK wide as this was an EU target) it is probable that any imposed fine would be applied at a regional level and subsequently to individual Councils. As such, a financial risk exists for this Council unless we can make a significant improvement to our recycling rates.

3. A process has been followed to develop options appraisals, introduction of a Kerbside Pilot in Feb 2020 and its review in 2021 to an Outline Business Case (OBC) presented to Members in May 2022. The OBC dealt with 2 key issues, namely the type of bins and operating model.
4. At a Members Workshop on 12<sup>th</sup> January 2023, Members were presented with a full business case [REDACTED] however, the focus of the workshop was only on the type of bins to be proposed across the Council area
5. The only elements of the business case being considered as part of this report, at this time, is the type of bins to be provided to all LCCC households and progression of a route optimisation system. This will provide consistency in our future waste communication, increase our recycling rates and allows Officers the ability to maximise performance and efficiencies from the collection routes. Decisions regarding longer term waste transfer solutions and the model for Material Recovery Facilities or regularity of collection can be worked through and considered at a future date, subject to evaluation and cost analysis.
6. Consideration has been given to containers and methodology already in use, providing additional recycling capacity, adding additional materials which can be collected at kerbside to all households, standardising colours of bins and introducing efficiencies to reduce the amount of waste sent to landfill.
7. It is therefore proposed that relevant homes:
  - Receive a new 180l black bin for residual waste to be collected fortnightly
  - Receive a new 360l blue bin for recycling to all properties, or smaller on request, collected fortnightly
  - Retain the existing 240l brown bins for organic waste (food and garden), collected fortnightly
8. At a Members' workshop on 12<sup>th</sup> January 2023 a number of points were raised and discussed:
  - Urgency of progressing implementation of the new model to work towards achieving the next target of 55% recycling by 2025 (2 years) and subsequent targets beyond
  - Key milestones in progressing operational implementation

- Advertise tender for new bins start of Feb 2023. Approx. 6 months lead time to delivery (July/August)
  - Early placement of order may avoid some or part of anticipated price increase from April 2023 due to removal of energy price cap
  - Access to new treatment and disposal contract for co-mingled recyclables (including glass) Aug/Sept 2023 through Arc21
- Redundant bins being removed from properties to be replaced with new black and blue bins will be sent for re-use where possible. Any bins beyond re-use or repair will be sent for processing and recycling
  - Consideration will be given to household needs (medical) and family sizes (+6) or those with children with nappies as far as practically possible to provide sizes and numbers of bins appropriate to their specific need. Officers will review and reflect on specific circumstances for families struggling to manage waste within the new, smaller bin in due course.
  - LCCC census data from 2021 identified 77% of households have between 1 and 3 people. In addition only 1.89% of households have 6 or more people.
  - An extensive communications and public engagement campaign to ensure maximum awareness and understanding of the new system and gain customer acceptance and participation
  - Public communications to commence from mid/late May 2023
  - Operational service delivery from August/September 2023 on a phased basis
  - Members to be provided with FAQs and answers to assist with resident queries in the run-up to the operational roll-out of containers and service delivery
  - Specification for new bins to ensure a high quality and robust product is procured to maximise serviceable life expectancy and provide value for money
  - The Preferred Kerbside collection model for Lisburn & Castlereagh City Council households as identified in the FBC has been subject to Equality Screening and screened out with mitigation to take into account issues such as larger families, children in nappies and people with disabilities or medical needs that cause additional waste to be generated
  - A Rural Needs Impact Assessment has also been completed in line with requirements
  - Robust processes to achieve efficiencies by the purchase of in-cab telemetry and back office IT systems included within the FBC
  - Flexibility within the model to adjust to future requirements for further separated collections (e.g. twin stream) and impending and potential legislative changes e.g. Extended Producer Responsibility (EPR) and Deposit Return Scheme (DRS)
  - Review of internal Waste Management Operational Policies and Procedures to ensure they meet customer needs and support the harmonised service delivery model
9. Processing costs for recyclables will increase due to the inclusion of glass in the co-mingled bin however a reduction in waste sent to the much more expensive landfill or residual waste treatment process options should compensate against this.
10. Given the combined effects of challenging recycling and waste diversion targets coupled with unprecedented increases in all council operating costs and financial pressures, this is an opportunity to introduce changes which will manage those costs associated with waste and give a consistent and stable platform on which to review further efficiencies as the new system embeds.



It is recommended that Members approve:

The Full Business Case related to the acquisition, assembly and subsequent distribution of the preferred bin types for our residents, noting the anticipated timescales;

The acquisition of the relevant in cab telemetry and back office IT systems; and  
Reviewing the Waste management Operational Policies following roll out

#### Finance and Resource Implications:



## Screening and Impact Assessment

### 1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

Yes

If no, please provide explanation/rationale

If yes, what was the outcome?:

#### Option 1

Screen out  
without mitigation

No

#### Option 2

Screen out with  
mitigation

Yes

#### Option 3

Screen in for  
a full EQIA

No

#### Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

We have concluded that there is no need to conduct a full equality impact assessment as screening has identified only minor impacts for which mitigation measures are already in place. These measures include:

- Backdoor collection and additional disposal capacity available on request and receipt of proof of eligibility
- Leaflets/information about the kerbside collection service will all be available on the council website where there is a translation function.

While the policy implementation involves service delivery change to every household within the Council area and substantial associated resource allocation, the changes are based around downsizing of residual waste bins and introduction of fully comingled (including glass) dry recycling bins. All homes in the Council area already have experience of using bins as a kerbside collection method therefore while communication will be required regarding changed capacities and new materials it is based on a tried and tested collection methodology. Homes moving from kerbie and wheelie boxes will now place dry recycling into one container instead of having to split it between various boxes, which is arguably an easier to understand and more convenient system to use.

Insert link to completed Equality and Good Relations report:

[Redacted]

**2. Rural Needs Impact Assessment:**

Has consideration been given to Rural Needs?

Yes

Has a Rural Needs Impact Assessment (RNIA) template been completed?

Yes

If no, please give explanation/rationale for why it was not considered necessary:

[Redacted]

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

The Rural Needs Impact Assessment identified:

- Not all households have access to good quality broadband however communications through direct mail have been planned to ensure access to information for all households.
- Some rural householders may have to present their bins for collection at the end of laneways however this is the current custom and practice for household waste collections and measures are in place to assist those with additional disposal needs.

[Redacted]

**SUBJECT TO PLANNING APPROVAL:**

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

[Redacted]

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

If Yes, please insert date:

