

**PLANNING COMMITTEE MEETING HELD
WEDNESDAY 26 JUNE 2024 AND RECONVENED ON
WEDNESDAY 28 AUGUST 2024**

Table of Key Adoptions

No.	Item	Summary of Decisions
1.	Apologies	<i>Alderman Callan, Alderman Hunter</i>
2.	Declarations of Interest	<i>None</i>
3.	Minutes of Planning Committee meeting held 22 May 2024	<i>Signed as a correct record, as amended.</i>
4.	Order of Items and Confirmation of Registered Speakers	<i>As per Agenda</i>
5.	Local Development Plan (LDP)	<i>Noted</i>
5.1	Quarterly Verbal Update	<i>Noted</i>
5.2	6 month Indicative LDP Work Programme (Jul – Dec 2024)	<i>Noted</i>
6.	Correspondence	
6.1	DfI – PAN – Glenhead Wind Farm	<i>Noted</i>
6.2	DfC – Confirmation of Listing – East Gate Lodge to Ballylough House, Bushmills	<i>Noted</i>
6.3	DfC – Confirmation of Listing – Railway Tunnel, Islandarragh Road, Ballycastle	<i>Noted</i>
6.4	DfI – NI Homeless Bullentin – Oct 23 – Mar 24	<i>Noted</i>
6.5	Council Response – NI Active Travel Plan – SEA Scoping Report	<i>Noted</i>
7.	Reports	
7.1	Advance Notice of Listings – Moyarget Lodge, 98 Moyarget Road, Ballycastle and Carey House, 142 Cushendall Road, Ballyvoy	<i>Withdrawn from the Agenda</i>
7.2	BT Consultation on removal of 18 no public payphones	<i>Noted</i>
7.3	NIHE – Commissioning Prospectus	<i>That Planning Committee ask for a</i>

		meeting with the Minister (for Communities), and the Chair and Vice Chair of Planning Committee attend
7.4	Finance Report – Period 1-12 2023/24	Noted
8.	Confidential Items	
8.1	Update on Legal Issues	None
9.	Any Other Relevant Business (in accordance with Standing Order 12 (o))	
9.1	Scheme of Delegation (Councillor Nicholl)	<i>That the Scheme of Delegation is amended to allow Elected Members additional time to submit additional information, in the event the Chair has deemed Planning reasons are not sufficient; The Head of Planning to look into an associated turnaround timeframe.</i>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE PLANNING
COMMITTEE HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS
ON WEDNESDAY 26 JUNE AT 10.30AM**

Chair: Councillor Watton

Committee Members: Alderman Stewart
Councillor Storey

Officers Present: D Dickson, Head of Planning
S Mulhern, Development Plan Manager
J Keen, Committee & Member Services Officer

In Attendance: A Lennox, ICT Officer

Public 1no (R)
Press 1no (R)

Key: R = Remote

The Head of Planning completed a roll call stating the meeting was inquorate.

The Chair declared the meeting inquorate and adjourned to the beginning of the next Planning Committee meeting to be held on 28 August 2024.

The Chair stated the meeting was adjourned.

The meeting adjourned at 10.42am

**MINUTES OF THE PROCEEDINGS OF THE RECONVENED PLANNING
COMMITTEE HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS
AND VIA VIDEO CONFERENCE ON WEDNESDAY 28 AUGUST 2024
AT 9.32AM**

Chair: Councillor Watton (Vice Chair)

Committee Members: Alderman Boyle (C), Coyle (C), S McKillop (C),
Scott (C) Stewart (C)
Councillors C Archibald (C), Kennedy (C), McGurk (R),
McMullan (C), Nicholl (R), Peacock (R), Storey (C)

Officers Present: D Dickson, Head of Planning (C)
S Mulhern, Development Plan Manager (C)
S Duggan, Civic Support Officer (C)
J Keen, Committee & Member Services Officer (R)

In Attendance: A Lennox, ICT Officer (C)

Public no 1 (R)
Press no 1 (R)

Key: R = Remote C= The Council Chamber

The Head of Planning undertook a roll call of Members present.

The Chair reminded Planning Committee of their obligations under the Local Government Code of Conduct.

1. APOLOGIES

Apologies were recorded for Alderman Callan, Alderman Hunter (Chair). It was advised that Alderman Coyle would join later in the meeting.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

3. MINUTES OF PLANNING COMMITTEE MEETING HELD 22 MAY 2024

Copy previously circulated.

The Head of Planning advised of an error within the minute, page 29 above Item 5.9 where it should have read, '*Alderman Hunter left the meeting at 1.00pm and did not rejoin the meeting*'.

* **Alderman S McKillop joined the meeting at 9.38am.**

Proposed by Alderman Boyle

Seconded by Councillor McMullan

- That the Minutes of the Planning Committee meeting held Wednesday 22 May 2024, as amended, are signed as a correct record.

The Chair put the motion to the Committee to vote.

10 Members voted For, 1 Member voted Against, 1 Member Abstained.

The Chair declared the motion carried.

RESOLVED - That the Minutes of the Planning Committee meeting held Wednesday 22 May 2024, as amended, are signed as a correct record.

4. ORDER OF ITEMS AND CONFIRMATION OF REGISTERED SPEAKERS

The Chair advised the Order of Items was as per the Agenda.

5. LOCAL DEVELOPMENT PLAN (LDP)

5.1 QUARTERLY VERBAL UPDATE

Verbal update provided by the Development Plan Manager.

The Development Plan Manager stated Elected Members would be aware of the work of the Council's Development Plan team that brought Council to the current stage of draft Plan Strategy preparation.

A revised LDP Timetable was currently with DfI for agreement, prior to formal publication. This matter would be discussed at Item 5.1 of the August agenda.

At the first meeting of the LDP Working Group, held on 19th March 2024, Elected Members agreed to procure consultants to undertake independent research on the new dwelling requirements in the Borough, to inform the Plan preparation. She advised this was agreed at the 23rd April 2024 Corporate Policy and Resources Committee and subsequently went out to tender. The Development Plan Manager advised the procurement process had now closed and officers were considering the outcome of the exercise.

This matter would be further discussed at Item 5.2 of the August Planning Committee Agenda.

Planning Committee NOTED the update.

5.2 6 MONTH INDICATIVE LDP WORK PROGRAMME (JUL – DEC 2024)

Report, previously circulated, was presented by the Development Plan Manager.

Purpose of Report

To present, in line with Section 5 of the Council's current published Local Development Plan (LDP) Timetable, the 6-month indicative LDP Work Programme (attached at Appendix 1) which outlines the range of work to be carried out by the Council's Development Plan team within this programme (Jul-Dec 2024).

Background

Local Development Plan

Members will be aware of the suite of LDP Workshops, Steering Group and Project Management Team meetings that brought us to the stage of presenting a draft Plan Strategy (dPS) at the 24th August 2022 Planning Committee, at which members resolved to take the dPS forward to Full Council for ratification.

At its 1st November 2022 Full Council Meeting the Council resolved to defer the dPS for further consideration through Party Group meetings. These were held in November and December 2022 following which, officers considered issues raised, gathered further information and evidence relating to the dPS.

Members sought a further round of Party Group meetings, held in August and September 2023. Based on discussions at the previous meetings (see 2.2 above) a revised dPS and accompanying table of changes were circulated to Members in advance of this round of meetings. Members continued to raise concerns.

An all-Member workshop was convened on 7th December 2023, where it was agreed that an LDP Working Group would be set up to discuss dPS topic areas of concern. A paper was presented to 24th January 2024 Planning Committee, where Members resolved to set up the Working Group.

The first Working Group meeting took place on 19th March 2024, where Members agreed to procure independent research on housing need in the Borough. A paper on this was presented to the Senior Leadership Team (SLT), and to the 23rd April 2024 Corporate Policy and Resources (CP&R) Committee, and subsequent full Council meeting where the Council resolved to appoint consultant(s) to undertake independent research on the new dwellings requirement for the Borough to inform the preparation of the Local Development Plan. This is currently out to tender.

LDP Timetable

The Council's current published LDP Timetable, agreed at its 24th March 2021 Planning Committee Meeting, sets out an indicative date for publication of the draft Plan Strategy (dPS) in spring/summer 2022.

The LDP timetable has been kept under review throughout the ongoing discussions with Members and the Planning Committee (LDP Steering Group) has been regularly updated on progress.

A revised Timetable was presented and agreed at the 27th March 2024 Planning Committee, following which officers consulted with the Planning Appeals Commission (PAC) as required. The timetable is currently with the Department for Infrastructure (DfI) for agreement (as required), prior to formal publication.

LDP Project Management Team & LDP Steering Group

Consultation with the LDP Project Management Team (key consultees and stakeholders) on our draft policy approach closed with the presentation of the dPS to the 1st November 2022 Full Council Meeting. However, given the deferral of the dPS for further consideration, this consultation process may need to be reopened.

Through quarterly verbal updates and the 6-month indicative work programmes the LDP Steering Group (Planning Committee) continues to be updated on Plan-making progress.

Working Groups/Collaborative Working

The Development Plan Working Group will continue throughout this programme. Collaborative work will also be undertaken on the following, as and when required:

- NI Coastal/Marine Group;
- Cross-Border Development Plan Group;
- Cross-Boundary Group (adjoining councils); and
- Sperrin AONB Group.

Sustainability Appraisal

A Sustainability Appraisal incorporating Strategic Environmental Assessment (SA/SEA) of the LDP is an iterative process, continuing throughout the entire Plan-making programme. The Council has employed SES to carry out the LDP SA/SEA on its behalf. Any update to the dPS throughout this work programme will also require an updated appraisal.

Annual Monitors

Work will continue on the Council's annual retail, employment and housing monitors within this work programme.

Building Preservation Notices (BPNs)

Ad hoc requests for BPNs will be processed throughout the work programme, as and when required.

Trees

Members will be aware of the recent press release regarding the Planning Department's launch of the new interactive map viewer to help the public identify trees with preservation orders attached and those located within the Borough's five Conservation Areas.

The map viewer provides information on each of the 80 Tree Preservation Orders (TPOs) in the Borough, including a short description of the value of the trees, the status of the TPO, and access to the associated TPO Schedule and maps. Work will continue throughout this programme to publish associated background information on the Council's website.

The website also provides information on trees, generally, within the Planning system, including requests for TPOs, consent for works and other tree related matters relevant to the Planning Department.

Ad hoc requests for TPOs and Works to Trees will continue to be processed throughout the work programme, as and when required.

Community Plan Strategic Partnership Board

Given the statutory link, the Head of Planning and Local Development Plan Manager are part of the Council's Community Plan Strategic Partnership Board and continue to participate in the community planning process, working collaboratively with our council colleagues and other key partners.

Other work

In addition to the items above, officers are undertaking further research to inform the preparation of the LDP, including 'short terms lets' within the Borough.

Officers will continue to assist our development management colleagues on a range of matters including planning application, LDP and Conservation Area consultation responses.

Consultations received from other councils, central government departments, and any other ad hoc papers will be processed and/or presented as and when required throughout this programme.

Attendance at other councils' Independent Examinations (IEs) will continue in line with the Planning Appeals Commission (PAC) timetable as this is a crucial learning resource on the evolution of the Northern Ireland Plan-making process.

Evidence Base Update

Members are aware that the LDP must be prepared using robust and up to date evidence base. As such, updates may be required to some or all of the above, depending on the timeframe for bringing an updated dPS to Members.

Recommendation

It is recommended that the Planning Committee note the content of this report.

Planning Committee NOTED the report.

6. CORRESPONDENCE

6.1 Dfl – PAN – Glenhead Wind Farm

Copy correspondence, previously circulated, presented by The Head of Planning.

Re: Regional Planning Policy & Casework, Location: Lands to the east and west of Baranailt Road, north and south of Highlands Road, lands to the east of Baranailt Road and south of Glenhead Road, approximately 2.5km southwest of Limavady, Co. Derry/ Londonderry.

6.2 DfC – Confirmation of Listing – East Gate Lodge to Ballylough House, Bushmills

Copy correspondence previously circulated presented by Development Plan Manager.

Re: Eighty First Addition of the List of Buildings of Special Architectural or Historic Interest in the Causeway Coast and Glens Borough Council

6.3 DfC – Confirmation of Listing – Railway Tunnel, Islandarragh Road, Ballycastle

Copy correspondence previously circulated presented by Development Plan Manager.

Re: Seventy Ninth Addition of the List of Buildings of Special Architectural or Historic Interest in the Causeway Coast and Glens Borough Council.

6.4 Dfl – NI Homeless Bulletin – Oct 23 – Mar 24

Copy correspondence previously circulated presented by Development Plan Manager.

Northern Ireland Homelessness Bulletin October 2023 – March 2024 publication released 13 June 2024.

The Bulletin and previous editions can be found on the Department of Communities (DfC) website, at the link below:

- <https://www.communities-ni.gov.uk/topics/housing-statistics>

6.5 Council Response – NI Active Travel Plan – SEA Scoping Report

Copy correspondence previously circulated presented by the Development Plan Manager.

Re: NI Active Travel Delivery Plan - SEA Scoping Consultation

- * **Alderman Coyle joined the meeting at 9.42am.**

Planning Committee NOTED the correspondence Items 6.1-6.5 inclusive.

7. REPORTS

7.1 Advance Notice of Listings – Moyarget Lodge, 98 Moyarget Road, Ballycastle and Carey House, 142 Cushendall Road, Ballyvoy

The Development Plan Manager advised the full report relating to these was not received from DfC in time for the June Committee - therefore these items were removed from the Agenda and discussed at Item 8.6 of the August Agenda.

7.2 BT Consultation on removal of 18 no public payphones

Report, previously circulated, was presented by the Development Plan Manager.

Purpose of Report

To update Members on British Telecom (BT) consultation on the removal of 18no. public payphones throughout the Borough.

Background

BT wrote to the Council on 21st February 2024 advising that they have identified 18no. public payphones in the Borough (using the criteria in Ofcom's Review of the telephony universal service obligation) that they consider are no longer required and therefore will be removed.

To ensure the local community were fully informed, BT displayed public notices on the 18no. affected payphones. The public consultation was open for 90 days (closing on 21st May 2024). The Council received no representations, on the criteria for removal, within this period.

In addition to the public notice (by BT) the Planning Department wrote to local communities in the vicinity of the two traditional red phone boxes, advising them to contact BT directly should they wish to adopt the boxes.

BT wrote to the Council on Monday 17th June 2024 (see Appendix 1) with its final decision - to remove all of the 18.no payphones (see excel sheet at Appendix 2).

BT advised that its decisions are published at www.bt.com/payphones/service

Recommendation

It is recommended that the Planning Committee note the contents of the report.

Alderman Boyle queried how the community consultation had been undertaken in relation to no. 11, Kilnadore Park, Cushendall. Alderman Boyle advised Danny Donnelly MLA had been approached by a community group to use the phone box for a defibrillator or library.

The Head of Planning clarified the community group was required to write to BT and BT would advise the community group thereafter. The Head of Planning clarified correspondence had been issued to community groups identified within Council. The Development Plan Manager clarified that it was not a matter for Council, but, for community groups, with an eligible interest to respond and offered to talk to Alderman Boyle following the meeting.

Alderman S McKillop cited a previous decision of Planning Committee, *'that the Planning Department intervenes and writes to BT to restore the active traditional red kiosks that are in a bad state of repair and return them to their former eye catching condition. Furthermore, as these are iconic items, that this department liaise with our community department to ensure that they intervene by communicating directly with local community groups to encourage the adoption of the remaining non-active (PC01) kiosks situated in their local area and aid them to identify funding to restore and repurpose same; I believe this cross departmental action would instill a sense of pride in place as well as having a positive visual impact on our landscape'*.

The Head of Planning advised this was not an area where funding was available and the matter may be taken through Leisure and Development

Committee, that Planning had corresponded with community groups following the previous Committee decision.

Following discussion with Alderman S McKillop, the Head of Planning advised there had been a misunderstanding and the previous decision had been misinterpreted by Planning Department. The Head of Planning advised she would now write to BT and clarify the previous motion was in relation to *all* red phone boxes.

Planning Committee NOTED the report.

7.3 NIHE – Commissioning Prospectus

Report, previously circulated, was presented by the Development Plan Manager.

Purpose of Report

To present the Northern Ireland Housing Executive (NIHE) eighth Annual Commissioning Prospectus (2024/25 to 2026/27).

Background

NIHE wrote to the Council on 20th May 2024 (see Appendix 1) highlighting publication of its eighth annual Commissioning Prospectus. The Prospectus helps to meet the Housing Executive's statutory obligations, under the Housing (NI) Order 1981, which places responsibility on it for the assessment of social housing need.

NIHE produces the Prospectus to provide housing associations, developers, and other interested stakeholders with detailed information about the requirements for the provision of new social and affordable housing throughout Northern Ireland.

In particular, the prospectus presents data which will enable housing associations to make informed decisions about where to search for land and property to deliver new social and affordable housing within assessed housing need and strategic targets.

The Prospectus forms an integral part of the Social Housing Development Programme (SHDP) approved by the Minister (Department for Communities), identifying areas where there is a shortage of acquired development sites and where NIHE would welcome suitable scheme proposals.

The prospectus is updated and published annually to reflect the most recent assessment of local market issues and unmet housing needs. It is available to view at: [The Housing Executive - Commissioning prospectus \(nihe.gov.uk\)](https://www.nihe.gov.uk).

Recommendation

It is recommended that the Planning Committee note the content of the report.

Councillor Storey referred to a housing crisis, that the Northern Ireland Executive was powerless, equally the Housing Executive, the report was a paper process that did not deliver homes. Councillor Storey stated the only provision for homes was being made within private development, where social housing could be excluded if under a certain size. Councillor Storey stated Council had asked NIHE Chief Executive, Grainia Long and Councillor Storey's colleague, the Minister for housing, to come to Council to present on how they were going to resolve the issue of housing in Northern Ireland. Councillor Storey stated the system was not delivering for the people they represented. Councillor Storey sought confirmation whether Grainia Long and Mark Alexander were coming to Council to present, that he had a sense the Minister was not going to be in attendance.

Councillor Watton agreed that housing was a major issue within the Borough, it was the worst he had seen it in 10 years as a Councillor and something had to be done.

In response to Councillor Storey, The Head of Planning advised she was not aware of the Minister coming to Council.

Councillor McMullan stated it was slim that the Minister would come to Council, that Planning Committee should ask for a meeting at The Assembly and send the Chair and Vice Chair to The Minister.

Proposed by Councillor McMullan
Seconded by Councillor Storey and

RESOLVED – that Planning Committee ask for a meeting with The Minister (for Communities), and the Chair and Vice Chair of Planning Committee attend.

Alderman S Mckillop referred to the demand for housing on the North Coast due to second homes, there were implications for residents who needed to know what the impact was, there would be a need for additional houses going forward.

7.4 Finance Report – Period 1-12 2023/24

Report, previously circulated, was presented by the Head of Planning.

Purpose

This Report is to provide Members with an update on the financial position of the Planning Department for the 2023/24 business year.

Details

Planning is showing a variance of over £114k adverse position at end of Period 12 based on draft Management Accounts.

The adverse position at the end of Period 12 is due to adjustment of deferred income that had not been adjusted since the implementation of the new regional Planning Portal. This resulted in a deficit of income of under £59k over this business year. In additions the impact of the backpay on salaries and wages resulted in an overall deficit of under £128k.

This adverse position was reduced through savings in other expenditure areas including legal services, procurement of services including those relating to the local development plan and other professional costs.

Going forward the deferred income can be adjusted on a monthly basis to carefully monitor.

Recommendation

It is recommended that the Planning Committee considers the content of this report for the Period 1-12 of 2023/24 financial year.

Planning Committee NOTED the report.

8. Confidential Items:

8.1 Update on Legal Issues

The Head of Planning advised there were no legal issues.

9. Any Other Relevant Business in Accordance with Standing Order 12 (O))

9.1 Scheme of Delegation (Councillor Nicholl)

Concern has been raised around deferral of planning applications to committee and the limiting of elected members choice to defer applications for democratic review. Wish to raise the concern and ask around a review of the Planning Committee's scheme of delegation to ensure members have the ability to refer applications effectively.

Councillor Nicholl invited Councillor McGurk to present.

Councillor McGurk raised concern surrounding the process of deferred applications to Planning Committee that Elected Members were not frustrated by a process they were not aware of. Councillor McGurk advised of an application that had been reviewed and had concluded there was not enough

information supplied, she advised there had been no opportunity for an Elected Member to improve on the information given.

The Head of Planning outlined in February 2024 an Information Note, agreed by Planning Committee, had been circulated setting out the referral process and level of detail required, with clear planning reasons. The Head of Planning clarified the Planning Committee Chair and Head of Planning agree on the deferred applications on a monthly basis at the pre Planning Committee meeting. The Head of Planning advised the Scheme of Delegation could be reviewed at a workshop, agreed by Planning Committee and subsequently, Department for Infrastructure.

Councillor McGurk felt a workshop was not required.

Proposed by Councillor McGurk

Seconded by Councillor C Archibald

- that the Scheme of Delegation is amended to allow Elected Members additional time to submit additional information, in the event the Chair has deemed Planning reasons are not sufficient; The Head of Planning to look into an associated turnaround timeframe.

Councillor Storey stated that if reasons were given for a deferral on a template, it should be returned giving the reasons why the reasons were unacceptable. Councillor Storey referred to an overturned case officers report at a group meeting where discussion had not been seen, he considered that all information had to be supplied in order to make an informed decision. The Head of Planning stated the comments of the discussions are recorded in the Case Officers report.

Alderman McKillop stated she would like other Elected Members to feed in comments to follow due process. Councillor McGurk advised in order to alleviate concerns, the matter could also be referred to Corporate Policy and Resources Committee.

The Head of Planning invited Elected Members to submit amendments by 30 September 2024, a draft report would be brought to the October Planning Committee.

The Chair put the motion to the Committee to vote.

13 Members voted for, 0 Members voted Against, 0 Members Abstained.

The Chair declared the motion carried.

RESOLVED - that the Scheme of Delegation is amended to allow Elected Members additional time to submit additional information, in the event the Chair has deemed Planning reasons are not sufficient;

The Head of Planning to look into an associated turnaround timeframe.

This being all the business the Chair thanked everyone for being in attendance and the meeting concluded at 10.25am.

Chair