

# Public Document Pack

**Democratic Services Section  
Chief Executive's Department  
Belfast City Council  
City Hall  
Belfast  
BT1 5GS**

17th February, 2015

## **MEETING OF SHADOW PLANNING COMMITTEE**

Dear Councillor,

The above-named Committee will meet in the Lavery Room - City Hall on Thursday, 19th February, 2015 at 6.30 pm (after the Planning Training at 4.30 pm), for the transaction of the business noted below.

You are requested to attend.

Yours faithfully

Suzanne Wylie  
**Chief Executive**

### **AGENDA:**

1. Routine Matters
  - (a) Apologies
  - (b) Minutes
  - (c) Declarations of Interest
2. Routine Correspondence (Pages 1 - 18)
3. Readiness for day one (Pages 19 - 32)

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## Routine Correspondence


In accordance with its decision on 22nd January, 2015, the Committee's comments are sought in respect of the undernoted proposed delisting of buildings in Belfast, copies of which are attached:

***“In addition, the Committee agreed to defer, to enable further information to be provided, consideration of the proposals in respect of the following buildings:***

- ***Arthur Chambers, 4 to 14 Arthur Street;***
- ***4 to 8 Church Lane (incorporating Miss Moran tobacconist) ;***
- ***10 Church Lane; and***
- ***Former Methodist Church facade, Donegall Square East.***

***It was noted that the consultation exercise regarding the matter would close at the end of February and, accordingly, the Committee agreed that the issue be reconsidered at its meeting scheduled for 19th of that month, at which it would give its considered response to the proposals.”***

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<b>Address</b> Arthur Chambers 4-14 Arthur Street Belfast County Antrim BT1 4GD	<b>HB Ref No</b> HB26/50/178	
<b>Extent of Listing</b> Not listed		
<b>Date of Construction</b> 1900 - 1919		
<b>Townland</b> Town Parks		
<b>Current Building Use</b> Shop		
<b>Principal Former Use</b> Office		

<b>Conservation Area</b>	Yes	<b>Survey 1</b>	B2	<b>OS Map No</b>	130/13 SE
<b>Industrial Archaeology</b>	No	<b>NIEA Evaluation</b>	Delist	<b>IG Ref</b>	J3399 7420
<b>Vernacular</b>	No	<b>Date of Listing</b>	30/11/1988	<b>IHR No</b>	
<b>Thatched</b>	No	<b>Date of Delisting</b>		<b>SMR No</b>	
<b>Monument</b>	No			<b>HGI Ref</b>	
<b>Area of Townscape Character</b>	No				
<b>Local Landscape Policy Area</b>	No				
<b>Historic Gardens Inventory</b>	No				
<b>Vacant</b>	Partially				
<b>Derelict</b>	No				

**Owner Category**

### Building Information

**Exterior Description and Setting**

A four storey H-shaped commercial building on the east side of Arthur Street, built c.1905.

Pitched, natural slate roof with modern rooflights behind solid parapet. The parapet is stone coped with volutes framing central segmental gable with a panel of brown stucco lettering "ARTHUR CHAMBERS". Rainwater pipes are square metal to front, uPVC to rear. Walls are mainly brick, Flemish bond and raised strings, with pebble dash rendered panels to upper floors; all window openings have exaggerated, tall keystones of red sandstone and moulded stone cills. The third floor windows are round arches, except for central pair which have segmental arched heads; the second floor windows are segmental arches; the first floor windows are segmental arches except for central window which has a round arch.

The windows are timber casements with overlights. The door to 6 Arthur St. is original 4 panelled with a single pane overlight with gold lettering; the door to 10 is a replacement 3 panelled with two overlights. The shop fronts are modern.

The main west elevation is symmetrical around the central gable; 9 windows wide to first and second floors; the windows on the third floor are doubled in the brick panels and are two in the central gabled section, giving 12 windows. The doors are positioned between the shops under the second and sixth windows.

The north elevation is abutted by a four storey building HB26/50/096.

The rear east elevation is obscured at ground level by the extended shops. The upper floors have two extended wings. The window openings are generally flat arched 3 pane 1/1 and 2/1 timber sash windows, with some first and second floor openings with segmental arches.

The south elevation is abutted by a five storey building HB26/50/100.

**Setting:**

4-14 Arthur St. Sits directly on the pavement of the pedestrian street. Abutting to the north is HB26/50/096 and to the south is HB26/50/100 creating a continuous terrace of red brick buildings.

**Schedule:**

Roof:	Natural slate.
Walls:	Brick and render.
Windows:	Timber casements and sashes.
RWG:	Metal and uPVC.

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**Interior Overview**

Interior layout partially changed. Detailing substantially altered.

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**Architects**

Not Known

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**Historical Information**

Nos 4-14 Arthur Street, a four-storey redbrick office building with retail units at ground level, was constructed in c. 1906 following the demolition of a number of two and three-storey properties on the site; the Annual Revisions and a photograph from the turn of the 20th century (Patton, p. 16) record that the east side of Arthur Street consisted of a variety of dwellings, shops and warerooms, all of which were leased by Lt Col Edward May. The Belfast Street Directories note that the previous buildings, along nos 4-14 Arthur Street, included a piano warehouse, a land agency and auctioneers office and the premises of W. B. Todd, a shellfish merchant (Belfast Street Directory – 1901).

It is not known with certainty who designed Arthur Chambers; however the Irish Builder records that in 1902 the commercial architects, Young & Mackenzie, submitted a tender for the erection of a block of shops and offices along Arthur Street (Irish Builder, pp 1452-1472; Dictionary of Irish Architects). Arthur Chambers was first included in the Annual Revisions in 1906, suggesting that the office block was completed by that year. When originally completed, Arthur Chambers consisted of four ground floor retail premises with office space located in the three upper-storeys. In 1906 the ground floor units were occupied by Hugh Renton & Co. (accountants and auctioneers), Scott & Evans Ltd. (piano and musical instrument merchants), A. Bell & Sons Ltd (a laundrette), and J. Alfred McAuley (a land and estate agent). In the same year the upper floors of Alfred Chambers were utilised as office space for solicitors firms, estate agents and a wholesale merchant association to name a few (Belfast Street Directory – 1907). Upon its completion the Annual Revisions set the total rateable value of Arthur Chambers at £755 10s.

Over the following half-century the occupants of Arthur Chambers changed with some frequency, however some of the original tenants continued to operate from the site until well into the mid-20th century (and in the case of J. Alfred McAuley and A. Bell & Sons, as late as the 1970s). By 1918 two of

the ground floor retail units had been occupied by William Dickson's Umbrella and Stick shop, whilst another was used as a dress shop operated by a Ms. Reid; the upper floors continued to be occupied by the same variety of solicitors, estate agents and merchants (Belfast Street Directory -1918). By the cancellation of the Annual Revisions in 1930 the total value of Arthur Chambers had been increased to £862 10s.

Almost thirty years after its completion, in 1935, the value of Arthur Chambers was greatly increased to £1,525 under the First General Revaluation of property in Northern Ireland. There was no further revaluation of the site carried out for over two decades due to the disruption caused by the Second World War. During the war the whiskey and spirit merchants Dunville & Co., who had their headquarters opposite at nos 25-39 Arthur Street (see HB26/50/171), held offices in Arthur Chambers (Belfast Street Directory – 1943). In the aftermath of the conflict Arthur Chambers was included in the second general revaluation (1956-72); by the revaluations end in 1972, two of the ground floor retail units continued to be occupied by the original 1906 tenants, A. Bell & Sons and J. Alfred McAuley, whilst the other units were utilised by a domestic cleaning business and the Ormeau Bakery. By the end of the second revaluation in 1972 the total value of Arthur Chambers stood at £2,424.

Arthur Street (and by extension Arthur Chambers) was named after one of the Earls of Donegall (many of whom were given the name) and during the early 19th century the street was known for its fine residences, however during the general commercial redevelopment of Belfast's city centre in the Victorian period, the street took on its current character. Domestic dwellings were replaced by retail shops and office buildings; Patton states that prior to the erection of Arthur Chambers, the eastern side of Arthur Street was a varied mix of 'three-storey buildings of varying heights [the style of which consisted of a] haphazard collection of classical details thrown together in a vernacular manner, the shopfronts jostling for space like a mouth with too many teeth. Arthur Chambers, like the adjoining State Buildings (see HB26/50/100) was constructed in the Edwardian period and is an interesting example of the aesthetic experimentation employed during the period.

Arthur Chambers was listed in 1988; writing in 1993, Patton described the Edwardian structure as a 'four-storey office building in red brick with red sandstone details and panels of pebbledash. Ground floor cornice and entablature complete, with deep-plinched pilasters of dark grey polished granite and free capitals incorporating masks and Ionic horns; exaggeratedly tall keystones to upper level windows, which are set in brickwork and every sixth course set slightly forward; central bay rises to shallow segmental-topped gable with name Arthur Chambers in stone' (Patton, p. 20). The ground floor units of Arthur Chambers continue to be occupied by a number of retail shops; however, field inspection finds that the upper office floors currently lie vacant and in varying states of repair.

## References

### Primary Sources

1. PRONI OS/6/1/61/3 – Third Edition Ordnance Survey Map 1901-02
2. PRONI OS/6/1/61/4 – Fourth Edition Ordnance Survey Map 1931
3. PRONI OS/6/1/61/5 – Fifth Edition Ordnance Survey Map 1938
4. PRONI VAL/12/B/43/C/17-45 – Annual Revisions 1897-1930
5. PRONI VAL/3/B/3/13 – First General Revaluation of Northern Ireland 1935
6. PRONI VAL/4/B/7/38 – Second General Revaluation of Northern Ireland 1956-72
7. Irish Builder, Vol. 44 (23 Oct, 6 Nov 1902)
8. Belfast Street Directories (1901-1943)
9. First Survey Image – HB26/50/178 (1988)

### Secondary Sources

1. Patton, M., 'Central Belfast: An historical gazetteer' Belfast: Ulster Architectural Heritage Society, 1993.
2. Pollock, V; Parkhill, T., 'Britain in old photographs: Belfast' Gloucestershire, Sutton Publishing Ltd, 1997.

Online Resources

1. Dictionary of Irish Architects - <http://www.dia.ie>

**Criteria for Listing**

**Architectural Interest**

Not listed

**Historical Interest**

Not listed

**Evaluation**

A four storey commercial brick and render building built c1905. Although of some interest as a modest example of Edwardian architecture, it is of a late date and has been compromised by alterations resulting in the loss of much historic fabric and detailing. It is not among the best of the type and there are other, better examples listed.

**Replacements and Alterations**

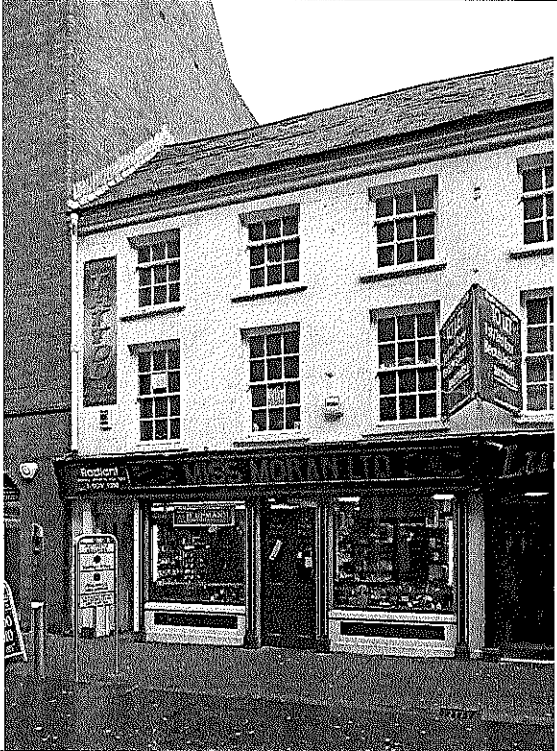
None

**If inappropriate, Why?**

**General Comments**

**Monitoring Notes – since Date of Survey**

**Date of Survey** 11/02/2013

<p><b>Address</b> 4-8 Church Lane Belfast Co Antrim BT1 4QN</p>	<p><b>HB Ref No</b>      HB26/50/042 A</p> 
<p><b>Extent of Listing</b> Building only</p>	
<p><b>Date of Construction</b> 1780 - 1799</p>	
<p><b>Townland</b> Town Parks</p>	
<p><b>Current Building Use</b> Shop</p>	
<p><b>Principal Former Use</b> House</p>	

<b>Conservation Area</b>	Yes	<b>Survey 1</b>	B1	<b>OS Map No</b>	130/13NE
<b>Industrial Archaeology</b>	No	<b>NIEA Evaluation</b>	Delist	<b>IG Ref</b>	J3413 7443
<b>Vernacular</b>	No	<b>Date of Listing</b>	15/04/1988	<b>IHR No</b>	
<b>Thatched</b>	No	<b>Date of Delisting</b>		<b>SMR No</b>	
<b>Monument</b>	No			<b>HGI Ref</b>	
<b>Area of Townscape Character</b>	No				
<b>Local Landscape Policy Area</b>	No				
<b>Historic Gardens Inventory</b>	No				
<b>Vacant</b>	No				
<b>Derelict</b>	No				

**Owner Category**      Private

### Building Information

**Exterior Description and Setting**

A three-storey five-bay rendered terraced building in late Georgian style with shopped ground floor facing Church Lane.

Pitched slate roof with blue clay ridge tiles; no chimneys. Ruled and lined rendered walling. Upper floors

have 6/6 d/h timber sash windows (three windows over nos.4-6 and two above no.8) with projecting cills. Ground floor shopfront incorporates separate door at no.4 (modern flush door behind roller shutter) leading to the first floor over the shop at no.6.

Principal west elevation comprises double-fronted shop with plate glass windows over rendered stall risers with slender fluted pilasters on bases. Door and window of similar design to no.8. Shop sign on canted glass fascia with gold lettering at no.6.

Rear elevation rendered without windows and includes a small lean-to extension bringing the building out to the stone rubble wall of St George's Church (HB26/50/045).

Setting: Although now obscured by rendering, Church Lane contains a number of similar related late Georgian structures which back onto St George's churchyard, indicating the densely-packed nature of the city at that time.

Walls: Rendered  
Windows: Timber  
Roof: natural slate  
RWG: Cast iron.

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#### **Interior Overview**

Interior layout largely unchanged; detailing largely intact.

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#### **Architects**

Not Known

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#### **Historical Information**

Buildings are shown on the site on a map of Belfast dating from 1715 and it is possible that the present shops retain some early fabric. However, the appearance of the buildings is consistent with a Georgian/Victorian urban vernacular of uncertain date. Patton dates the current terrace to c1780 on the grounds that Church Lane had been redeveloped by 1788 with leases requiring frontages of up to fifteen feet in height.

In 1800 one of the principal inns of Belfast, the White Hart stood in Church Lane and the street was known for its shoemakers, the celebrated painter Andrew Nicholl being the son of a Church Lane bootmaker who lived at number six. (Patton) Nicholl painted many views of Belfast and Ulster and a large collection of his work is held by the Ulster Museum. ([www.ulsterhistorycircle.co.uk](http://www.ulsterhistorycircle.co.uk))

Individual houses in Church Lane are not identifiable in the Townland Valuation (1828-40) because the associated town plan is missing. However the buildings are listed in Street Directories from the early nineteenth century and in Griffith's Valuation (1856-64). No occupants are recorded in the 1901 and 1911 censuses, suggesting that by this stage the shopkeepers resided elsewhere.

Numbers four and six Church Lane were initially two separate premises and the first occupant to be listed in street directories in 1806 was Andrew Nicholl, boot and shoemaker and father of the celebrated painter, at number 6. An 1843 directory lists Ann Johnston, bonnet maker at number four, while 'Cumine' saddle and harness manufacturer, occupied number six. By 1852 the terrace was entirely occupied by boot and shoe makers with John Mortimer at number 4 and Thomas Palmer at number 6. Griffith's Valuation (1856-64) lists Samuel Moore, boot maker at number 4 and Thomas Palmer at number 6. The shops were leased from Edward Coey and a rent was paid of £14 a year for number 4 and £12 a year for number 6. The two buildings were divided in an unusual fashion, in that each shop rented a ground floor and number four rented in addition the first floor over numbers 4 and 6 while number 6 rented the second floor over both shops. Number 4 was valued at £11 and number 6 at £10.

In 1877 John Freeman rope and twine manufacturer was at number four and William McLarnon tobacconist at number six. In 1879 the two shops with dwellings over were combined into one and revalued at £26, the premises of William McLarnon tobacconist. The valuation of number 4/6 was

increased to £40 c1900 in common with other buildings in the terrace indicating that remodelling or improvements took place at this time. By 1935 the shop had been taken over by Miss Moran, tobacconist who had formerly held the premises at number 10.

The shopfronts were replaced in traditional style c1985 and in 1993 Patton remarked that the 'splendidly cosy treasure house of an interior to Miss Moran Ltd is largely untouched with display case windows, mirrored shelves of cigar boxes, mahogany counter, old posters advertising archaic tobaccos and a sheeted low ceiling'. The interior of the shop remains largely traditional to the present day.

Number eight Church Lane is noted in early street directories as the premises of boot and shoemakers. In 1819 it was occupied by George Taylor boot and shoemaker, then Alexander Faulkner (shoe shop 1843) and William Mortimer boot and shoe maker (1852). Griffith's Valuation of 1856-64 lists the occupier as James Mortimer, shoe maker who paid a rent of £18. The valuation was £15 but this was increased to £25 c1900 indicating that remodelling or improvements took place at this time. Boot and shoe makers remained at the property until 1901 when it was taken over by R A Brown watch maker and jeweller. In the 1990s the shop was renamed 'Accessories' and presently operates as a sandwich bar.

**Primary Sources**

1. PRONI OS/6/1/61/1 – First Edition OS Map 1832-3
2. PRONI OS/6/1/61/3 – Third Edition OS Map 1858
3. PRONI OS/6/1/61/4 – Fourth Edition OS Map 1901-2
4. PRONI OS/6/1/61/6 – Sixth Edition OS Map 1931
5. PRONI VAL/2/B/7/4A Griffith's Valuation (1856-64)
6. PRONI VAL/12/B/43/C/1-31 Annual Revisions (1863-1905)
7. PRONI VAL/12/B/43/D/1-22 Annual Revisions (1862-1930)
8. Street Directories 1839-1995
9. 1901 census online
10. 1911 census online

**Secondary Sources**

1. Patton, M "Central Belfast: An Historical Gazetteer" Belfast: Ulster Architectural Heritage Society, 1993
2. [www.ulsterhistorycircle.co.uk](http://www.ulsterhistorycircle.co.uk)

**Criteria for Listing**

**Architectural Interest**

Not listed

**Historical Interest**

Not listed

**Evaluation**

A three-storey rendered terraced building in late Georgian style. Although some historic fabric survives, the whole has been compromised by restoration and renewal. Of interest is the tobacconist's shop on the ground floor, which has good detailing (all modern replacement c1985) and an association with the site since 1935. This small group (HB26/50/042A&B) is of some interest as the remnant of the Georgian street, the remainder of which has been lost. However, as virtual replicas, they no longer meet the statutory and policy tests as buildings of special architectural or historic interest.

**Replacements and Alterations**

Appropriate

**If inappropriate, Why?**

**General Comments**

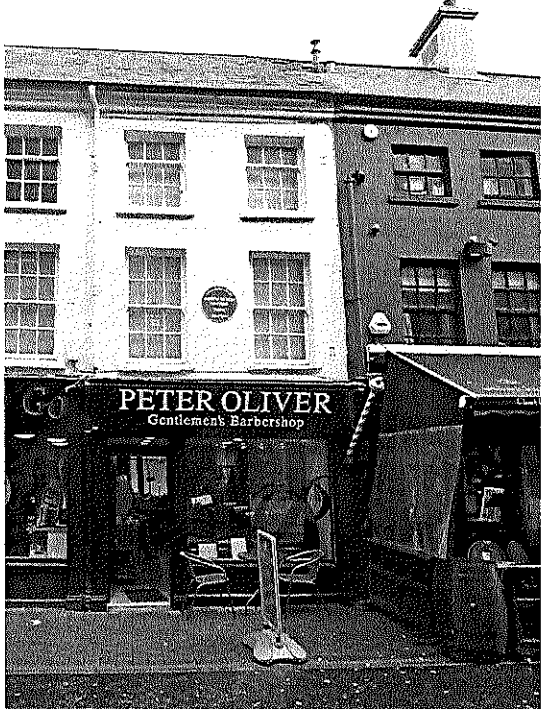
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**Monitoring Notes – since Date of Survey**

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**Date of Survey** 18/11/2012

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<b>Address</b> 10 Church Lane Belfast Co Antrim BT1 4QN	<b>HB Ref No</b> HB26/50/042 B
<b>Extent of Listing</b> Building Only	
<b>Date of Construction</b> 1780 - 1799	
<b>Townland</b> Town Parks	
<b>Current Building Use</b> Shop	
<b>Principal Former Use</b> House	

<b>Conservation Area</b>	Yes	<b>Survey 1</b>	B2	<b>OS Map No</b>	130/13NE
<b>Industrial Archaeology</b>	No	<b>NIEA Evaluation</b>	Delist	<b>IG Ref</b>	J3413 7443
<b>Vernacular</b>	No	<b>Date of Listing</b>	22/11/1989	<b>IHR No</b>	
<b>Thatched</b>	No	<b>Date of Delisting</b>		<b>SMR No</b>	
<b>Monument</b>	No			<b>HGI Ref</b>	
<b>Area of Townscape Character</b>	No				
<b>Local Landscape Policy Area</b>	No				
<b>Historic Gardens Inventory</b>	No				
<b>Vacant</b>	No				
<b>Derelict</b>	No				

**Owner Category** Private

### Building Information

**Exterior Description and Setting**

Three-storey two-bay rendered mid-terraced building in late Georgian style with shopped ground floor facing Church Lane.

Slate roof with blue clay ridge tiles; no chimneys. Ruled and lined rendered walling. Upper floors have

6/6 d/h timber sash windows with projecting cills.

Principal west elevation comprises single-fronted shop with plate glass window over rendered stall riser with slender fluted pilasters on bases. Door and window of similar design to nos.6-8 (HB26/50/042A). Modern barber's pole to one side. Ulster Historical Foundation 'Blue Plaque' affixed, commemorating Andrew Nicholl, painter.

Rear elevation rendered without windows and includes a small lean-to extension bringing the building out to the stone rubble wall of St George's Church (HB26/50/045).

Setting: Although now obscured by rendering, Church Lane contains a number of similar related late Georgian structures and nos.4-8 (HB26/50/042A) which back onto St George's churchyard (HB26/50/045), indicating the densely-packed nature of the city at that time.

Walls: Rendered  
Windows: Timber  
Roof: natural slate  
RWG: Cast iron.

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#### Interior Overview

Interior layout completely changed; detailing substantially altered.

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#### Architects

Not Known

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#### Historical Information

Buildings are shown on the site on a map of Belfast dating from 1715 and it is possible that the present shops retain some early fabric. However, the appearance of the buildings is consistent with a Georgian/Victorian urban vernacular of uncertain date. Patton dates the current terrace to c1780 on the grounds that Church Lane had been redeveloped by 1788 with leases requiring frontages of up to fifteen feet in height.

In 1800 one of the principal inns of Belfast, the White Hart stood in Church Lane and the street was known for its shoemakers, the celebrated painter Andrew Nicholl being the son of a Church Lane bootmaker. (Patton) Individual houses in Church Lane are not identifiable in the Townland Valuation (1828-40) because the associated town plan is missing. However the buildings are listed in Street Directories from the early nineteenth century and in Griffith's Valuation (1856-64). No occupants are recorded in the 1901 and 1911 censuses, suggesting that by this stage the shopkeepers resided elsewhere.

A street directory of 1808 lists Martins & Parks, merchants at number ten Church Lane, followed by Anne Browne (1819) and George Brodie, watch glass manufacturer (1843). By the time of Griffith's Valuation (1856-64) the occupier was Robert Brown, boot maker, and the valuation was £14. James Carnduff ran a shoe shop here in 1868. The valuation of number ten was increased to £25 c1900 in common with other buildings in the terrace indicating that remodelling or improvements took place at this time. The shop became a tobacconists from 1901 run first by C Kirk and then by Miss Moran, who later moved to number 4/6. In subsequent years the shop changed hands frequently: W F Platt Raynewear (1935), A Faith gold buyers (1945), W T Pyper chemist (1950), S Gray leather goods and shoe repairs (1965), Thos McCleary & Son, Estate Agents and Valuers (1975), Audio Fare (1980) and Audiometrics (1990).

The shopfronts were replaced in traditional style c1985 and the current premises is now run as a barber shop.

#### Primary Sources

1. PRONI OS/6/1/61/1 – First Edition OS Map 1832-3
2. PRONI OS/6/1/61/3 – Third Edition OS Map 1858

**Second Survey Database  
District Council Consultation Report**

**HB26/50/042 B**

3. PRONI OS/6/1/61/4 – Fourth Edition OS Map 1901-2
4. PRONI OS/6/1/61/6 – Sixth Edition OS Map 1931
5. PRONI VAL/2/B/7/4A Griffith's Valuation (1856-64)
6. PRONI VAL/12/B/43/C/1-31 Annual Revisions (1863-1905)
7. PRONI VAL/12/B/43/D/1-22 Annual Revisions (1862-1930)
8. Street Directories 1808-1995
9. 1901 census online
10. 1911 census online

**Secondary Sources**

1. Patton, M "Central Belfast: An Historical Gazetteer" Belfast: Ulster Architectural Heritage Society, 1993
2. [www.ulsterhistorycircle.co.uk](http://www.ulsterhistorycircle.co.uk)

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**Criteria for Listing**

**Architectural Interest**

- A. Style
- B. Proportion
- J. Setting
- K. Group value

**Historical Interest**

- X. Local Interest

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**Evaluation**

A three-storey rendered mid-terraced building dating from c.1780. Although some historic fabric survives, representing a late Georgian urban vernacular, the whole has been compromised by restoration and renewal. This small group (HB26/50/042A&B) is of some interest as the remnant of the Georgian street, the remainder of which has been lost. However, as virtual replicas, they no longer meet the statutory and policy tests as buildings of special architectural or historic interest.

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**Replacements and Alterations**

Inappropriate

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**If inappropriate, Why?**

Modern shopfront and interior.

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**General Comments**

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**Monitoring Notes – since Date of Survey**

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**Date of Survey** 18/10/2012

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<b>Address</b> Ulster Bank (Former Methodist Church) 11-16 Donegall Square East Belfast BT1 5UB County Antrim	<b>HB Ref No</b> HB26/50/019	
<b>Extent of Listing</b> Not listed		
<b>Date of Construction</b> 1840 - 1859		
<b>Townland</b> Town Parks		
<b>Current Building Use</b> Bank		
<b>Principal Former Use</b> Church		

<b>Conservation Area</b>	Yes	<b>Survey 1</b>	B+	<b>OS Map No</b>	130-13SE
<b>Industrial Archaeology</b>	No	<b>NIEA Evaluation</b>	Delist	<b>IG Ref</b>	J3394 7403
<b>Vernacular</b>	No	<b>Date of Listing</b>	03/06/1975	<b>IHR No</b>	
<b>Thatched</b>	No	<b>Date of Delisting</b>		<b>SMR No</b>	
<b>Monument</b>	No			<b>HGI Ref</b>	
<b>Area of Townscape Character</b>	No				
<b>Local Landscape Policy Area</b>	No				
<b>Historic Gardens Inventory</b>	No				
<b>Vacant</b>	No				
<b>Derelict</b>	No				

**Owner Category**

### Building Information

**Exterior Description and Setting**

Attached symmetrical pedimented two-storey stucco-fronted Neo-Classical former Methodist Church, built c.1846, to the designs of Isaac Farrell with prostyle hexastyle portico. Largely demolished c.1990 with the pedimented facade incorporated into a modern office development, completed c.1999.

Lead-lined roof to pediment with a single cast-iron hopper and downpipe to the north wing. Painted stuccoed walling. Square and round-headed window openings with replacement powder-coated steel-framed windows. Original double-leaf varnished doors with raised-and-fielded panels and matching rectangular overpanels to the left and right cheeks of the central arch, replacement glass doors to

remainder.

Prostyle hexastyle portico comprises a full-span modillioned pediment, plain tympanum and plain architrave supported by six Giant order Corinthian columns having responding Corinthian pilasters to the facade resting on raised pedestals fronting onto the pavement. Painted stuccoed walling, channel rusticated to the ground floor with a guilloche platband at first floor sill level. Square-headed window openings to the first floor with architrave surrounds and cornice supported on console brackets. Round-headed window openings to both end bays on the ground floor having decorative steel windows with margin lights. Groin-vaulted transverse porch to the three central arches with a double-height glazed entrance porch to the centre and possibly original double-leaf timber panelled doors to the cheeks. Square-headed door opening to the north wing with architrave surround and pediment supported on console brackets having double-leaf timber doors with raised-and-fielded panels. Replacement granite paving within portico and entire facade enclosed by decorative cast-iron railings with matching iron piers and gates.

#### Setting

Located on the east side of Donegall Square overlooking Belfast City Hall (HB26/50/001A) abutted to all sides by modern office developments.

Roof;                   Lead-covered pediment  
Walling:               Stucco  
Windows: steel  
RWG:                  Cast-iron

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#### Interior Overview

N/A

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#### Architects

Farrell, Francis

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#### Historical Information

Donegall Square Methodist Church was built to the designs of Isaac Farrell in 1846-50, replacing an earlier Methodist meeting house c1806.

The new 'Wesleyan Methodist Chapel' is first listed in Griffith's Valuation (1859-60) at a value of £200. Fronting Donegall Square East and captioned 'Methodist Chapel' on a map of Belfast (1864), this building replaced a smaller 'Methodist Chapel', which was previously located on site but was set back from the street-line of Donegall Square East (map c1818).

Built in 1806, this original meeting house was valued at £44 in the Townland Valuation (1830s) and comprised a simple square-plan building, capable of seating 800 people (Walker). This meeting house was in itself a replacement for the very first Methodist church, founded in nearby Fountain Street in 1787 (Patton).

As the congregation of Donegall Square grew, a larger church, to be built on the same site, was deemed necessary. Alderman William McConnell, who had aided construction of the church by means of a grant of £1,500, laid the foundation stone on 2nd July 1846 and the church opened in June 1847 (Walker). Designs were prepared by the Dublin architect, Isaac Farrell, who completed a number of Methodist churches in Dublin and Coleraine, in this "...very solid classical form." (Walker). A rare and valuable 18th century Snetzler organ was bought from Armagh Cathedral in 1849 but on 2nd September of that year, the church interior was destroyed by fire. The building was completely rebuilt, except for the portico façade, by the original contractor James Carlisle, in 1850 (Patton; DIA).

The square plan church, sited behind the grand frontage, was capable of seating 1,500 while the basement below was used for Sunday school, accommodating a maximum of 1,000 children (Patton). The church was six bays in length, with two aisles separating the box pews. A large gallery embraced

three sides of the interior while the pulpit and wall-mounted organ pipes dominated the fourth wall (Walker). Originally low wings connected the main portico to the buildings on either side, one of which still remains. Renovation work and the addition of a new organ, was undertaken by Hogg & Sons in 1910 and overseen by architect James St John Phillips (DIA).

The church was closed in the early 1990s and was completely demolished with the exception of the façade (Walker; Patton). Significant redevelopment occurred during the first decade of the 21st century; the steps to the main entrance were removed and the façade now acts as a frontage piece to a large modern office development to the rear, which houses the headquarters of the Ulster Bank (HB File).

The building represents the last example of a classically designed church, to be constructed in Belfast and the solid and restrained classical frontage piece acts as "...an essential component of the (Donegall) square's streetscape." (Patton).

#### References:

##### Primary Sources

1. PRONI OS/6/1/61/2- Second Edition OS Map (1832-33)
2. PRONI OS/6/1/61/3- Third Edition OS Map (1858)
3. PRONI OS/6/1/61/4- Fourth Edition OS Map (1901-2)
4. PRONI OS/6/1/61/6- Sixth Edition OS Map (1931)
5. PRONI T1541/1 – Map of Belfast Reduced from the 60' Survey and updated (1864)
6. PRONI T1541/5- Map of Belfast (1818)
  
7. PRONI VAL/1/B/720- Townland Valuations (1830s)
8. PRONI VAL/2/B/7/1A- Griffith's Valuation (1859-60)
9. PRONI VAL/12/B/43/A1- Annual Revisions (1862-82)
10. PRONI VAL/12/B/43/C35- Annual Revisions (1906-15)
11. PRONI VAL/3/B/3/14- First General Revaluation (1935)
  
12. The Ulster Street Directories (1841-1995)
13. HB File (HB26/50/019)

##### Secondary Sources

1. Walker, Simon "Historic Ulster Churches" QUB, Belfast (2000)
2. Curl, James, Stevens "Classical Churches in Ulster" UAHS, Belfast (1980)
3. Larmour, P "Belfast, An Illustrated Architectural Guide" 1987
4. Brett, C.E.B " The Buildings of Belfast 1700-1914" 1985 ed
5. Patton, Marcus "Central Belfast- An Historical Gazetteer" UAHS, Belfast (1993)
6. www.dia.ie - Dictionary of Irish Architects online

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#### Criteria for Listing

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**Architectural Interest**

Not listed

**Historical Interest**

Not listed

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**Evaluation**

Attached symmetrical pedimented two-storey stucco-fronted Neo-Classical former Methodist Church built c1846 with prostyle hexastyle portico. Largely demolished c.1990 with the pedimented facade incorporated into a modern office development, completed c.1999. An impressive temple front is all that remains of this former church, which stands as a decorative element on the square. While the history of the site is of note, the present structure is no longer a building of special architectural or historic interest.

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**Replacements and Alterations**

Inappropriate

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**If inappropriate, Why?**

Demolition of a listed building in a Conservation Area.

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**General Comments**

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**Monitoring Notes – since Date of Survey**

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**Date of Survey** 18/08/2012

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## Belfast City Council (Shadow)

<b>Report to:</b>	<b>Shadow Planning Committee</b>
<b>Subject:</b>	Readiness for day 1 - Planning
<b>Date:</b>	19 <sup>th</sup> February 2015
<b>Reporting</b>	John McGrillen, Director of Development, Ext. 3509
<b>Contact officer:</b>	Eve Bremner, Programme Manager, Ext. 3275

<b>1.0</b>	<b>Relevant background information</b>
<b>1.1</b>	On 1 <sup>st</sup> April 2015 a range of planning functions will transfer from DOE to the Council. The Council and its Members, will assume responsibility for making decisions on the majority of planning applications and will also agree a local development plan outlining its ambitions for how land is used and developed - effectively replacing BMAP.
<b>1.2</b>	To support the transfer of planning, a programme team of DOE and Belfast City Council is co-ordinating delivery of a detailed project plan. The SRO for this 'project' is John McGrillen and a project board (the 'Planning Panel') has been established to ensure input from across relevant Council departments.
<b>1.3</b>	Following discussion at the Audit Panel in January, the programme team were asked to provide a report on the level of readiness to deliver planning from 1 <sup>st</sup> April.

<b>2.0</b>	<b>Key issues</b>
<b>2.1</b>	The transfer of planning is largely seen in two phases - transition and transformation. Given the complexity of the transfer the priority to date has been on transition and ensuring the Council can discharge its statutory duties and deliver <b><u>business critical planning functions</u></b> from 1 <sup>st</sup> April, 2015.
<b>2.2</b>	Readiness therefore will be judged by our ability to: <ul style="list-style-type: none"> <li>• Receive and process new, or live, applications for planning permission, TPO requests and enforcement case; <i>and</i></li> <li>• Support the work of the new Planning Committee.</li> </ul>
<b>2.3</b>	<b>Appendix 1</b> outlines a series of key deliverables that must be in place in order for this to happen and provides an assessment of readiness (indicated by a RAG status). This has been informed by a series of workshops with TMT and officers where end-to-end processes were scrutinised in detail and emerging gaps/issues incorporated into the project plan.

<b>2.4</b>	The assessment at this time indicates that the majority of tasks are either completed or on target for completion and as such it is judged that the Council is well placed to deliver planning from 1 <sup>st</sup> April, 2015.
<b>2.5</b>	Nevertheless, it is also recognised that the Council is dependent on a number of third parties in respect of key areas.  These include:  a) The re-configuration of the NI Planning Portal by DOE;  b) Agreement of a regional MOU with NI Direct and integration with their telephony system;  c) Drafting and agreement of regional SLAs for shared services by DOE  d) Transfer of, or access to, DOE archive and digital data;  e) Drafting and agreement of regional SLAs with statutory
<b>2.6</b>	The programme team will, therefore, continue to liaise with these parties and escalate issues as they are known. A second readiness workshop will also be held with operational officers from across the Council and DOE using scenario based assessment. The findings from which will be fed back to the Planning Panel and TMT.

<b>3.0</b>	<b>Resource Implications</b>
<b>3.1</b>	There are no cost implications associated with this report.

<b>4.0</b>	<b>Equality and Good Relations Considerations</b>
<b>4.1</b>	There are no equality or good relations implications identified at present.

<b>5.0</b>	<b>Call In</b>
<b>5.1</b>	N/A

<b>6.0</b>	<b>Recommendations</b>
<b>6.1</b>	Members are asked to note the report.

<b>7.0</b>	<b>Decision Tracking</b>
<b>7.1</b>	Members should note that the Director of Development will ensure that any decisions in relation to the programme of work will be brought before the appropriate committee.

<b>8.0</b>	<b>Abbreviations</b>
	DOE – Department of Environment

<b>9.0</b>	<b>Documents Attached</b>
	Appendix 1 - Readiness Assurance report

**READINESS DAY 1 - PLANNING  
ASSURANCE REPORT  
10<sup>th</sup> FEBRUARY 2015**

**1. Introduction**

On 1<sup>st</sup> April 2015 a range of planning functions will transfer from DOE to the council. The council, and its members, will assume responsibility for making decisions on the majority of planning applications and will also agree a local development plan outlining its ambitions for how land is used and developed - effectively replacing BMAP.

To support the transfer of planning, a programme team of DOE and BCC officers is coordinating delivery of a detailed project plan. The SRO for this 'project' is John McGrillen and a project board (the 'Planning Panel') has been established to ensure input from across relevant council departments.

**2. Monitoring Progress**

To date, progress against the project plan has been monitored and scrutinised in a number of ways including:

- i. **Progress and status updates** - updates on progress against the detailed project plan and the project issues log have been provided on an ongoing basis (in a range of formats) to Committee, Planning Panel, Infrastructure Group and TMT.
- ii. **AGRS** - AGRS currently conduct a monthly review and feedback to the SRO, Audit Panel and Assurance Board.
- iii. **Operational readiness workshops** - a detailed workshop was held in January to review end-to-end business processes and identify any 'gaps' or emerging issues. A further workshop will be held in March to ensure these have been resolved.
- iv. **Health check** - a 'health check' of the project took place in January and findings were fed back to TMT.
- v. **TMT assurance workshop** - a workshop has been held with TMT to scrutinise the detailed project plan and run through business critical processes (end-to-end). This workshop focussed on seeking assurance that key interface points with corporate services had been resolved and that sufficient controls were in place.

Following discussion at the Audit Panel in January the programme team were also asked to provide a report on the level of readiness to deliver planning from 1<sup>st</sup> April. The attached table therefore provides a summary report with an assessment of readiness (indicated by a RAG status).

**3. Definition of 'readiness'**

Before undertaking this assessment, however, it is important that there is an understanding of what constitutes 'readiness'.

The transfer of planning is largely seen in two phases - transition and transformation. Given the complexity of the transfer the priority to date has been on transition and ensuring the Council can discharge its statutory duties and deliver **business critical planning functions** from 1<sup>st</sup> April 2015 i.e. the ability to:

- receive and process new, or live, applications for planning permission, TPO requests and enforcement case; *and*
- support the work of the new Planning Committee.

**This will require the following to be in place:**

1. New business processes where guidance or legislation has brought about changes; or indeed as a result of interface with Council systems.
2. New corporate governance arrangements and those required specifically for the Planning committee e.g. Scheme of Delegation & Committee Protocol.
3. A newly established planning committee and confirmed membership
4. Capacity building for elected members and staff.
5. An agreed financial settlement with central government and supporting revenue estimates
6. An agreed complement of staff transferred from DOE to Council.
7. Confirmed organisational design arrangements for the new Planning team within Belfast City Council
8. Planning staff transferred to BCC office space and the required Portal and telephony connectivity
9. The building of public reception area for planning and staffing in place to cover agreed opening hours.
10. Contracts, SLAs or MOUs to ensure ongoing supply of services
11. SLAs/MOUs to ensure access to shared services.
12. SLAs with statutory consultees.
13. The transfer of, or access to, relevant data.
14. Back-office systems required for operational delivery e.g. clockwise, payroll arrangements and document management.
15. Effective internal and external communications.
16. Suitable controls and business continuity arrangements.
17. A performance management framework that informs business improvement as well as the reporting requirements of the DOE.

**Table 1**, therefore, provides a summary of the current state of readiness and is judged against these key deliverables.

#### **4. Conclusions**

The summary below indicates that the majority of tasks are on target and as such it is judged that the Council is well placed to deliver planning from 1<sup>st</sup> April 2015.

Workshops with TMT and officers have though identified a number of areas that the programme team have subsequently incorporated mitigating actions into their project plan and /or issues log. These include ensuring adequate controls measures are in place and the need for detailed work on how the work of the committee is supported.

Finally, it should also be recognised that the Council is dependent on a number of third parties in respect of key areas.

These include:

- a. The re-configuration of the NI Planning Portal by DOE;
- b. Agreement of a regional MOU with NI Direct and integration with their telephony system;
- c. Drafting and agreement of regional SLAs for shared services by DOE;
- d. Transfer of, or access to, DOE archive and digital data;
- e. Drafting and agreement of regional SLAs with statutory.

The project team will though continue to liaise with these parties on an ongoing basis and will undertake to escalate issues as they are known.

## **5. Next steps**

A number of steps are suggested:

- a) The project team will continue to provide regular reports to the Planning Panel (weekly), TMT and committee on progress and issues; and in particular those areas highlighted through the TMT workshop;
- b) AGRS should continue to offer advice and support and provide feedback to the Audit Panel and Assurance Board;
- c) A readiness workshop should be held with operational officers from across BCC and DOE - using scenario based assessment. The findings from which should be fed back to the Planning Panel and TMT.



Table 1 - Assessment of readiness

WORKSTREAM/ ACTIVITY	READINESS STATUS	COMMENT	Lead officers
Code of conduct	Complete	<ul style="list-style-type: none"> <li>Code for members in place from DOE and training has taken place</li> </ul> <p><b>ACTION</b></p> <ul style="list-style-type: none"> <li>Code of conduct for staff to be revised to take account of planners</li> </ul>	John Walsh
Scheme of Delegation	Complete <i>(subject to committee approval)</i>	<ul style="list-style-type: none"> <li>Political consultation took place in December and a subsequent final draft will be brought to Shadow Planning on 19.2.14.</li> </ul>	John Walsh/ Kelly Mills (DOE)
Subordinate legislation	On target for completion	<ul style="list-style-type: none"> <li>Phase 1 at Environment Committee stage</li> <li>Phase 2 Consultations closed - DoE confident it will progress through to Legislation</li> </ul>	Keith Sutherland
Committee TOR	Complete <i>(subject to committee approval)</i>	<ul style="list-style-type: none"> <li>Paper going to SSP&amp;R on 13.2.15, Shadow Plg on 19.2.14 in respect of this.</li> </ul>	John Walsh
Committee Protocol	Complete <i>(subject to committee approval)</i>	<ul style="list-style-type: none"> <li>Draft guidance from DOE circulated to members and local Belfast protocol drafted by Legal Services. Also to be taken to Planning on 19.2.15.</li> <li>Process maps in place and system for generating committee papers from Portal also agreed.</li> <li>Revised case officer report templates provided by DOE w/beg 2.2.15 for comment.</li> </ul> <p><b>ACTION</b></p> <ul style="list-style-type: none"> <li>Comments on DOE draft report templates to be submitted by officers</li> <li>New report format to be used in March capacity building sessions</li> </ul>	Eve Bremner/ Nora Largey
Committee Models	Complete	<ul style="list-style-type: none"> <li>Models agreed by SSP&amp;R</li> </ul> <p><b>ACTION</b></p> <ul style="list-style-type: none"> <li>Membership of planning committee TBC ASAP to allow capacity building to take place.</li> </ul>	Emer Husbands/ Stephen McCrory

<b>Complaints &amp; EIRs</b>	<b>On target for completion</b>	<ul style="list-style-type: none"> <li>Existing EIR process in place and Planning will adopt BCC complaints process.</li> </ul> <p><b><u>ACTION</u></b></p> <ul style="list-style-type: none"> <li>Capacity building for staff in new complaints process</li> </ul>	Neil Dunlop
<b>Staff Transfer - HR</b>	<b>On target for completion</b>	<ul style="list-style-type: none"> <li>Names of 44 staff transferring have now been confirmed though may be subject to change through promotion Boards.</li> </ul> <p><b><u>ACTION</u></b></p> <ul style="list-style-type: none"> <li>OD structure to be confirmed.</li> <li>Skills analysis to be completed for transferring staff and layered with OD proposals.</li> <li>Subsequent capacity building to reflect these longer term models.</li> </ul>	Karen Russell/ Helen Devlin
<b>Staff Transfer - Finance payroll &amp; Travel</b>	<b>On target for completion</b>	<ul style="list-style-type: none"> <li>Currently building payroll and clockwise systems based on analysis of Terms and Conditions.</li> </ul> <p><b><u>ACTION</u></b></p> <ul style="list-style-type: none"> <li>Car parking arrangements/spaces TBC</li> </ul>	Trevor Wallace/ Karen Russell/ Cathy Reynolds
<b>Accommodation</b>	<b>On target for completion</b>	<ul style="list-style-type: none"> <li>Office area confirmed and floor plans confirmed in Cecil Ward - 4th floor and ground floor.</li> <li>Work began w/beg 9.2.15.</li> <li>Delivery Services will undertake decant scheduled for 27-30 March</li> <li>Filing to be moved from 21/3/15 into new archive area in Cecil Ward</li> <li>Cecil Ward reception will be open from 1st April (9.30-4.30 each day)</li> </ul>	George Wright/ Gerry McFall
<b>Development Management</b>	<b>On target for completion</b>	<ul style="list-style-type: none"> <li>Detailed end-to-end business process maps are in place and workshop held with key officers to confirm roles and responsibilities (and identify any gaps/risks).</li> <li>Testing of the updated Portal system taking place in February (coordinated by DOE); though as BCC is not the administrator of the system we will have no input to change requests/control.</li> <li>Public reception arrangements in Cecil Ward confirmed and additional credit card payment method being introduced.</li> </ul>	Ian Harper/ Ciara Reville (DOE)

		<p><b><u>ACTION</u></b></p> <ul style="list-style-type: none"> <li>- Audit of detailed process to take place</li> <li>- Controls to be mapped and agreed</li> <li>- Business continuity plan to be finalised.</li> <li>- Belfast user input to DOE Portal testing schedule to be arranged by C.McIlwaine</li> <li>- Proposal papers on Community Consultation guidelines to be tabled</li> </ul>	
<b>Advertising</b>	<b>Complete</b>	<ul style="list-style-type: none"> <li>• End-to-end process mapped and timelines agreed.</li> <li>• Resource included as part of regional settlement, though efficiencies will be have to be found in the longer term.</li> <li>• Advertisements to be posted on BCC website as well as papers from April 15 onwards.</li> </ul> <p><b><u>ACTION</u></b></p> <ul style="list-style-type: none"> <li>- Policy paper on potential efficiencies in advertising costs to be brought to TMT with input from Legal Services on mitigating risk.</li> </ul>	Ian Harper/ Karalyn Smith
<b>Spot Listing/Heritage Powers</b>	<b>On target for completion</b>	<ul style="list-style-type: none"> <li>• End-to-end process mapped and timelines agreed.</li> </ul> <p><b><u>ACTION</u></b></p> <ul style="list-style-type: none"> <li>- Confirm contact within NIEA</li> </ul>	Neil Dunlop
<b>TPOs</b>	<b>On target for completion</b>	<ul style="list-style-type: none"> <li>• End-to-end process mapped and timelines agreed.</li> </ul> <p><b><u>ACTION</u></b></p> <ul style="list-style-type: none"> <li>- Use of existing contract for surveying and arboriculture work to be confirmed</li> <li>- Development of skills base within local office required</li> </ul>	Ian Harper/ Alan McHaffie
<b>JRs/Appeals</b>	<b>On target for completion</b>	<ul style="list-style-type: none"> <li>• DOE has confirmed that JRs launched pre-1<sup>st</sup> April will remain with the Department</li> </ul> <p><b><u>ACTION</u></b></p> <ul style="list-style-type: none"> <li>- A meeting is required with legal and planning staff to explore the support required in respect of Appeals</li> </ul>	John Walsh
<b>Enforcement</b>	<b>Complete (subject to committee approval)</b>	<ul style="list-style-type: none"> <li>• Policy paper on changes introduced by legislation is in draft form and currently being considered by our Legal Services.</li> <li>• Staffing structure includes small resource to support continued level of reactive enforcement.</li> </ul> <p><b><u>ACTION</u></b></p>	Ian Harper/ Kelly Mills (DOE)

		<ul style="list-style-type: none"> <li>– Paper to be tabled at TMT and committee outlining new legislation and integration of planning with our corporate enforcement policy.</li> </ul>	
<b>Local Development Plan</b>	<b>Postponed</b>	<ul style="list-style-type: none"> <li>• Day 1 readiness has been prioritised therefore work on the LDP has been postponed.</li> <li>• Initial work has though taken place with the Community Planning team to identify potential synergies and also to explore good practice in other jurisdictions.</li> </ul>	Keith Sutherland
<b>Regional and Shared/ Specialist Services</b>	<b>On target for completion</b>	<ul style="list-style-type: none"> <li>• Draft SLAs in place but still to be agreed.</li> </ul> <p><b>ACTION</b></p> <ul style="list-style-type: none"> <li>– Confirmation of protocol for charging and access to service to be agreed.</li> <li>– Allocation of income in relation to Property Certificates to be escalated at CX's group.</li> </ul>	Keith Sutherland
<b>Presentation at committee</b>	<b>On target for completion</b>	<ul style="list-style-type: none"> <li>• Detailed Committee Protocol in draft and being brought to Committee on 19.2.15.</li> <li>• Detailed process map in place following TMT session; with clear timeframes and roles and responsibilities articulated</li> <li>• ‘Mock’ committee agenda and papers being prepared to test processes.</li> <li>• Pre-committee drop-in sessions to be scheduled for members to assist decision making on night.</li> <li>• Early Group scheduled to prepare for April Committee and to accommodate disruption of staff decant and Easter break.</li> <li>• Demo of committee room held on 28.1.15 and recommendation paper provided to TMT.</li> <li>• Proposed AV equipment currently on order.</li> <li>• Arrangements for deputations by objectors is included within the committee protocol</li> </ul> <p><b>ACTION</b></p> <ul style="list-style-type: none"> <li>– Interim OD arrangements to be confirmed in order to finalise process flow in respect of committee papers and roles of planning officers in presenting to committee.</li> <li>– Capacity building with confirmed committee members to take place</li> </ul>	Eve Bremner/ Stephen McCrory/ Kelly Mills (DOE)

		<ul style="list-style-type: none"> <li>- Digital Services to confirm new display equipment will be available for capacity building sessions in March.</li> <li>- Confirm content of acknowledgement letters to objectors generated by Portal to determine whether additional information should accompany this</li> </ul>	
<b>Post committee process</b>	<b>Complete</b>	<ul style="list-style-type: none"> <li>• End-to-end process mapped and timelines agreed.</li> <li>• Decisions to be published on BCC website within 2 working days of committee and target for decision notices is to be issued within 2 weeks</li> </ul>	Eve Bremner/ Stephen McCrory/ Kelly Mills (DOE)
<b>Data Transfer - off site material</b>	<b>Behind schedule</b>	<ul style="list-style-type: none"> <li>• Significant volumes of files are stored off site through existing DoE contract with iron Mountain.</li> <li>• DOE have indicated that they will be unable to complete the required disaggregation of files for the new Council clusters by 1st April.</li> <li>• BCC contract for off site storage in place.</li> </ul> <p><b><u>ACTION</u></b></p> <ul style="list-style-type: none"> <li>- DOE to provide outline of proposed interim access arrangements until disaggregation can take place.</li> <li>- DOE to confirm if they will meet cost for transfer of files (after 1st April).</li> </ul>	Keith Sutherland
<b>Data Transfer - digital</b>	<b>On target for completion</b>	<ul style="list-style-type: none"> <li>• Confirmed majority of data within Portal or being transferred on shared drive by disk -</li> </ul> <p><b><u>ACTION</u></b></p> <ul style="list-style-type: none"> <li>- TRIM and other data still to be resolved</li> </ul>	Keith Sutherland
<b>GIS</b>	<b>On target for completion</b>	<ul style="list-style-type: none"> <li>• Initial testing completed - longer term functionality to be confirmed</li> </ul>	Keith Sutherland
<b>Telephony</b>	<b>On target for completion</b>	<ul style="list-style-type: none"> <li>• BCC has confirmed it intends to continue to use NI Direct.</li> <li>• There is an integration issue in relation to accessing the Lagan CRM system as this is currently available via Network NI.</li> <li>• However, DFP have advised they will ensure that connectivity is established for April 1st - Digital Service to liaise with NI Direct.</li> </ul> <p>Director of Digital Services (DFP) has confirmed that NI Direct will be made available to those that wish to use it.</p>	Paul Gribben/ Ian Harper

		<ul style="list-style-type: none"> <li>• Draft MOU has been distributed to CXs for comment.</li> </ul> <p><b><u>ACTION</u></b></p> <ul style="list-style-type: none"> <li>– Integration to be confirmed and tested</li> <li>– MOU to be agreed.</li> </ul>	
<b>Portal</b>	<b>Complete</b>	<ul style="list-style-type: none"> <li>• Connectivity to Portal from BCC network established</li> </ul>	Paul Gribben
<b>Procurement/ Contracts</b>	<b>On target for completion</b>	<ul style="list-style-type: none"> <li>• Key contracts identified and are largely accommodated for in existing BCC contracts or through SLAs currently being developed at a regional level.</li> <li>• Dialogue with local planning officers has highlighted some additional contracts and this has caused some concern that there may be others; however it is understood that those they are required for business continuity are in place.</li> <li>• Confirmation of contracts has therefore been requested from DOE but not yet provided</li> </ul> <p><b><u>ACTION</u></b></p> <ul style="list-style-type: none"> <li>– Continue to escalate with DOE</li> </ul>	Valerie Cupples
<b>Performance</b>	<b>On target for completion</b>	<ul style="list-style-type: none"> <li>• Statutory KPIs confirmed Operational PIs to be agreed and also interface with corporate reporting schedule &amp; system</li> </ul> <p><b><u>ACTION</u></b></p> <ul style="list-style-type: none"> <li>– Draft paper to be brought to TMT/Committee.</li> </ul>	Joanne Delaney/ Keith Sutherland
<b>Controls</b>	<b>On target for completion</b>	<ul style="list-style-type: none"> <li>• A series of controls have been identified through process mapping - including user access to Portal and financial controls</li> </ul> <p><b><u>ACTION</u></b></p> <ul style="list-style-type: none"> <li>– A full run through of processes will take place with AGRS and planning staff to review current controls and identify any gaps.</li> </ul>	Ian Harper/ Clifford McIlwaine
<b>Finance - Accounting</b>	<b>On target for completion</b>	<ul style="list-style-type: none"> <li>• Finance &amp; resources are currently exploring whether the current DOE process can be integrated into SAP.</li> <li>• Detailed process mapping of current processes has through taken place and support is being provided by the CX's Business Support team for the new planning function.</li> </ul>	Trevor Wallace

<b>Estimates</b>	<b>Complete</b>	<ul style="list-style-type: none"> <li>• Planning estimates completed and final allocation from DOE communicated.</li> </ul>	Sean McCarthy
<b>Capacity Building Members</b>	<b>On target for completion</b>	<ul style="list-style-type: none"> <li>• Detailed programme of events and training is being provided to members for the Shadow Planning Committee and all other members.</li> </ul> <p><b><u>ACTION</u></b></p> <ul style="list-style-type: none"> <li>– Capacity Building for confirmed Chair and members of Planning Committee to be arranged in advance of 1st committee meeting.</li> </ul>	Lisa Rogan/ Neil Dunlop
<b>Capacity Building - Development Industry</b>	<b>On target for completion</b>	<ul style="list-style-type: none"> <li>• Event taking place on 16.2.15.</li> <li>• Over 100 registered to attend.</li> <li>• Pre-and post event publicity through social media</li> </ul>	Lisa Rogan/ Neil Dunlop
<b>Capacity Building - Officers (BCC)</b>	<b>Behind schedule</b>	<ul style="list-style-type: none"> <li>• Skills audit to commence subject to OD structure</li> </ul>	Lisa Rogan
<b>Capacity Building - Officers (DoE)</b>	<b>Behind schedule</b>	<ul style="list-style-type: none"> <li>• Has been delayed primarily due to late confirmation of names of those transferring.</li> <li>• Confirmation of OD structure is also required and this is similarly limited with our new Director in place.</li> <li>• Inductions and training in key areas (e.g. managing in a political environment) are taking place in February and March.</li> </ul> <p><b><u>ACTION</u></b></p> <ul style="list-style-type: none"> <li>– OD structure to be confirmed.</li> </ul>	Lisa Rogan/ Clifford McIlwaine
<b>Comms &amp; Eng - Public</b>	<b>Ongoing (complete to date)</b>	<ul style="list-style-type: none"> <li>• Website content for BCC agreed and will go live on 1st April.</li> <li>• Home page to be reconfigured to provide high profile 'tab' for planning</li> <li>• Bounce page to Portal on BCC page and vice versa on DOE page.</li> <li>• Regional advertising campaign to begin in March re: TOF</li> <li>• Articles have been included in City Matters since autumn and March edition will confirm contact details and opening hours of new office.</li> </ul> <p>Joint DOE press event on 31st March with Minister and Lord Mayor scheduled to take place.</p>	Natasha Tully/ Eve Bremner

		<b><u>ACTION</u></b> <ul style="list-style-type: none"><li>- Ongoing communications plan for post April to be agreed.</li><li>- Notification letter to applicants of changes to be finalised and to be circulated from March onwards</li></ul>	
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