



**LEISURE & DEVELOPMENT COMMITTEE MEETING
TUESDAY 21 OCTOBER 2025**

No	Item	Summary of key Recommendations	Estimated Timescale for completion
1.	Apologies	None	N/A
2.	Declarations of Interest	Councillor McCully	N/A
3.	Minutes of Leisure and Development Committee meeting held Tuesday 16 th September 2025	Confirmed as a correct record	N/A
4.	Local Economic Partnership Action Plan	To recommend to Council: a. The Local Economic Partnership Strategic Analysis and Action Plan be approved so that delivery of the programmes can commence immediately. b. Authorise the signing of the Memorandum of Understanding between DfE, Invest NI and Causeway Coast and Glens Borough Council.	31 March 2028
5.	Garvagh Memorial	To recommend that the following options for a plaque and plinth is agreed by members for approval. Plaque to be placed on Garvagh	unconfirmed

		Museum Wall. Plinth to be placed beside the War Memorial, on DFI land facing Garvagh Main Street.	
6.	Waterfoot Boardwalk Repairs	To recommend to Council the approval of progression with Option 1 – replacement of the existing boardwalk with a compacted dust path and the commencement of Stage 1 of the Capital Works Process (design, feasibility, and outline design).	Pre-April 26
7.	Destination Management Update	Noted	n/a
8.	Armed Forces Day Monthly Update	Noted	June 2026
9.	PCSP Annual Report	Noted	unconfirmed
	In Committee (Items 10- 12 inclusive)		
10.	SWB Booking System Contract Renewal	To recommend that Council note the contents of the report and approve the appointment of Debit Finance Collections PLC (Legendware), at a cost of £3,994.70 per month (total £191,745.60 for duration of 4 year contract) for the provision of Leisure Management Software and associated products, Appendix 1). To further recommend that Council	

		<i>approve the DAC (Direct Award Contract) to Debit Finance Collections PLC at a cost of £0.45 (circa £2,385 per month dependant of collection rate) for the provision of a Direct Debit Collection Service, Appendix 2.</i>	
11.	Waterfoot Coastal Path Gabion Wall Repairs	<i>To recommend to Council the appointment of CivCo Ltd for the contract value of £109,973.05 (exc. VAT) and that Officers proceed with, and deliver on, Stage 3 of the Capital Works Process.</i>	March 2026
12.	Growth Deal Projects	<i>To recommend that Council note the Guiding Principles (Section 3.4), when considering the options for expediting the Deal signing; and approve the revised Growth Deal budget allocation (Section 3.5) To further recommend that Council approve the three OBCs for Phase 1 projects: Foodovation (Section 4.0), Coleraine Leisure & Wellbeing Centre (Section 5.0) and Dungiven Regeneration (Section 6.0). This approval will allow the projects to be formally submitted to lead Government Departments, with the OBCs therefore subject to minor change during the review process. To further recommend that Council note that an opportunity to revisit</i>	

		<i>budget allocations and overall affordability for the final Deal Document will be brought back for decision in April 2026 to facilitate Deal signing by the end of June 2026.</i>	
13.	Any other relevant business notified in accordance with Standing Order 12. (o)		
13.1	Ballycastle Shared Education Campus	<i>Information</i>	

**MINUTES OF THE PROCEEDINGS OF THE LEISURE AND DEVELOPMENT
COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER AND
VIA MS TEAMS ON
TUESDAY 21 OCTOBER 2025 AT 7.04PM**

In the Chair: Councillor Anderson (C)

Members Present: Alderman Callan (C), McAuley (R), Stewart (C);
Councillors N Archibald (C), Bateson (R), Elder (C), Holmes
(R/C), Kennedy (C), Kyle (C), McCully (C), McGurk (R),
McShane (R), Schenning (C), Watson (R), Wisener (C)

Officers Present: P Mulvenna, Director of Leisure and Development (C)
W McCullough, Head of Sport and Wellbeing (C)
N McGurk, Head of Prosperity and Place (C)
P Thompson, Head of Tourism and Recreation (C)
J Welsh, Head of Community and Culture (C)
P O'Brien, Funding Unit Manager (R)
K McGonigle, Destination Manager (R)
N Harkness, SIB Project Officer (R)
J Beggs, SIB Project Officer (R)
U Harper, Committee & Member Services Officer (C)

In Attendance: A Lennox, ICT Operations Officer (C)
L Boyd, ICT Operations Officer (C)

Press 3. no. (R)

Public 1. no (R)

Key: (R) Attended Remotely
(C) Attended in the Chamber

The Chair advised Committee of its obligations and protocol whilst the meeting was being audio recorded.

The Director of Leisure and Development undertook a roll call.

The Chair expressed condolences on behalf of Council to the Chief Executive on the passing of his mother, to Councillor Huggins on the passing of her mother and to the Archibald family on their recent bereavement. These comments were echoed by Members across the Chamber, with sincere condolences and deepest sympathies expressed to the bereaved.

1. APOLOGIES

No Apologies were received.

- * **Councillor Watson joined the meeting remotely at 7.10pm.**

2. DECLARATIONS OF INTEREST

Councillor McCully declared a pecuniary interest in Item 12 – Growth Deal Projects. Having declared an interest, Councillor McCully left the Chamber during discussion of this Item.

3. MINUTES OF LEISURE AND DEVELOPMENT COMMITTEE MEETING HELD TUESDAY 16 SEPTEMBER 2025

Summary, previously circulated.

Proposed by Councillor Schenning

Seconded by Alderman Stewart and

AGREED – that the Minutes of the Leisure and Development Committee meeting held Tuesday 16 September 2025 are confirmed as a correct record.

- * **Councillor Holmes joined the meeting in the Chamber at 7.14pm.**

4. LOCAL ECONOMIC PARTNERSHIP ACTION PLAN

Report, previously circulated, was presented by the Head of Prosperity and Place.

Purpose of Report

The purpose of this report is to seek Members approval for the Local Economic Partnership Strategic Analysis and Action Plan 2025 – 2028.

Further background information was provided in the report.

Implementation & Delivery

Implementation and delivery by the Local Economic Partnership will commence immediately and will be completed by 31st March 2028, as per DfE guidelines.

Causeway Coast and Glens Borough Council will provide the Secretariat for the management and administration of the scheme.

DfE have issued a Memorandum of Understanding (Annex B, previously circulated) which details the funding commitment to be provided to CCG under this scheme, £4,509,000. The budget has been split into Resource and Capital, with the Resource budget providing staffing budget.

The funding allocation for the programme is £4,509,000:

**Officers are currently working with DfE to develop an annual budget for Year 1, Year 2 and Year 3.*

Recommendations

It is recommended that the Leisure & Development Committee recommends to Council:

- a. The Local Economic Partnership Strategic Analysis and Action Plan be approved so that delivery of the programmes can commence immediately.
- b. Authorise the signing of the Memorandum of Understanding between DfE, Invest NI and Causeway Coast and Glens Borough Council.

Alderman Callan and Councillor Schenning expressed thanks to the Head of Prosperity and Place and his team for their work.

Proposed by Alderman Callan

Seconded by Councillor N Archibald and

AGREED – to recommend to Council:

- a. The Local Economic Partnership Strategic Analysis and Action Plan be approved so that delivery of the programmes can commence immediately.
- b. Authorise the signing of the Memorandum of Understanding between DfE, Invest NI and Causeway Coast and Glens Borough Council.

5. GARVAGH MEMORIAL

Report, previously circulated, was presented by the Head of Community and Culture.

Purpose of Report

The members consider approval of the contents of this report regarding a memorial to the 1974 Garvagh bomb.

Further information was provided in the report under the following headings:

- Background/context
- Plaque to those who served
- Plinth to John Conley
- Planning
- Legal Agreement

Recommendation

It is recommended that the following options for a plaque and plinth are considered by members for approval.

Plaque to be placed on Garvagh Museum Wall.

Plaque wording:

*To all who served and to those who paid the ultimate sacrifice.
24 Platoon E company (Garvagh Detachment), 5th County Londonderry
Battalion,
The Ulster Defence Regiment (Conspicuous Gallantry Cross) 1970 - 1992.
The UDR Badge and Conspicuous Gallantry Cross Badge, placed on either side
of the plaque*

Plinth to be placed beside the War Memorial, on DFI land facing Garvagh Main Street.

Plinth wording:

In Memory of

24273213 Corporal John Conley (43)

Ulster Defence Regiment

Who tragically lost his life on 23rd July 1974

*As a result of a terrorist bomb on Bridge Street, Garvagh,
while courageously aiding others.*

A devoted husband and father of three

Alderman McAuley and Councillor Holmes expressed their gratitude to Officers for their work on the memorial and noted that it is a fitting tribute. Councillor Kyle endorsed the recommendation.

Councillor N Archibald stated that she could not support the recommendation.

Proposed by Alderman McAuley
Seconded by Councillor Holmes

- To recommend that the following options for a plaque and plinth is agreed by members for approval.

Plaque to be placed on Garvagh Museum Wall.

Plaque wording:

*To all who served and to those who paid the ultimate sacrifice.
24 Platoon E company (Garvagh Detachment), 5th County Londonderry
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A devoted husband and father of three

The Chair put the Proposal by Alderman McAuley, seconded by Councillor Holmes to the Committee to Vote.

10 Members voted For; 4 Members voted Against; 1 Member Abstained.
The Chair declared the Proposal passed.

AGREED – to recommend that the following options for a plaque and plinth is agreed by members for approval.

Plaque to be placed on Garvagh Museum Wall.

Plaque wording:

To all who served and to those who paid the ultimate sacrifice.

24 Platoon E company (Garvagh Detachment), 5th County Londonderry Battalion,

The Ulster Defence Regiment (Conspicuous Gallantry Cross) 1970 - 1992.

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while courageously aiding others.*

A devoted husband and father of three

6. WATERFOOT BOARDWALK REPAIRS

Report, previously circulated, was presented by the Head of Tourism and Recreation.

Purpose of Report

The purpose of this report is to seek Elected Members approval to advance to Stage 1 of the Council's Capital Works Process (scoping project and outline design) for the replacement of Waterfoot boardwalk.

Further background information was included in the report.

Proposals

It is proposed that the existing timber boardwalk be fully removed due to its advanced state of deterioration and associated safety risks. In its place, a compacted dust path is proposed to be installed, providing a durable, low maintenance, and accessible route that aligns with current best practices for sustainable path construction within natural and recreational environments.

Options

Option 1

This option proposes the complete removal of the existing timber boardwalk and its replacement with a compacted dust path, approximately 550 metres in length and 2.5 metres in width. The new path would follow the current alignment of the boardwalk and provide a more durable, low-maintenance, and accessible surface suitable for all user groups.

Estimated Cost - £16,500 (removal) + £33,500 (path) = **£50,000**

Option 2

This option proposes the complete removal of the existing timber boardwalk and its replacement with a new composite/hardwood path. The new path would follow the current alignment of the boardwalk and provide a more durable, low-maintenance, and accessible surface suitable for pedestrians and recreational use.

Estimated Cost - £16,500 (removal) + £137,000 (path) = **£153,500**

Maintenance

Post 5-year annual maintenance Compacted Dust Path

Routine maintenance (inspections, grading, vegetation, small top-ups) is estimated at £2,150 per year.

Recommendation

It is recommended that the Leisure and Development Committee recommends to Council the approval of progression with Option 1 – replacement of the existing boardwalk with a compacted dust path and the commencement of Stage 1 of the Capital Works Process (design, feasibility, and outline design).

Proposed by Councillor McShane
Seconded by Councillor Kennedy and

AGREED – to recommend to Council the approval of progression with Option 1 – replacement of the existing boardwalk with a compacted dust path and the commencement of Stage 1 of the Capital Works Process (design, feasibility, and outline design).

7. DESTINATION MANAGEMENT UPDATE

Report, previously circulated, was presented as read by the Director of Leisure and Development.

Purpose of Report

The purpose of this report is to provide an overview of the Destination Management Team's activities, achievements, and strategic direction, highlighting their impact on the local economy, community, and the long-term development of the Causeway Coast and Glens as a premier tourism destination.

Further information was provided in the report under the following headings:

- Background
- Strategic Vision
- Key Areas of Activity
- Economic and Community Impact
- Future Direction: Destination Management Strategy (2026-2036)

Councillors are invited to participate in a dedicated hybrid workshop on Thursday 18th November from 5pm–7pm.

Conclusion

The Council's Tourism Team continues to deliver high impact, strategically aligned work that benefits the local economy, enhances the visitor experience, and promotes the Causeway Coast and Glens as a world-class tourism destination. Continued support from councillors and ongoing investment are essential to maintain momentum, ensure successful delivery of the ten-year Destination Management Plan, and unlock further opportunities for communities and the tourism industry.

Recommendation

It is recommended that the Leisure and Development Sub-Committee notes the comments of this Report for information.

Committee NOTED the report.

8. ARMED FORCES DAY MONTHLY UPDATE

Report, previously circulated, was presented as read by the Director of Leisure and Development.

Purpose of Report

The purpose of this report is to provide an information update on the preparations for Armed Forces Day 2026.

Background information was included in the report.

Draft Armed Forces Day Programme

Officers are working towards the preparation of a programme of activity.

The initial draft Armed Forces Day Programme as agreed by the Commemoration and Celebration Sub-Committee was previously circulated at Appendix A.

Armed Forces Day will take place on Saturday 20 June 2026 which is the week before the rest of UK. This will allow access to quality assets in advance of them being required in other parts of the UK.

The Director of Corporate Services attended the Ards and North Down Airshow in June and has subsequently met with the lead in Ards and North Down following a post event evaluation.

Ongoing planning for the 2026 Armed Forces Days includes:

- Assessments of locations and venues based on the 2018 AFD held in Coleraine. Options are being explored for potential new event spaces including the Market Yard adjacent Coleraine Town Centre.
- Democratic Services have scheduled a meeting at the start of November for Council Officials to meet with senior staff from the Ministry of Defence (MOD).
- Discussions around potential flypast requests will take place with RAF staff as part of the event planning process. If it is feasible, an application request will be submitted.
- Officers have commenced reviewing the format of the activities and how they can be enhanced and improved based on learnings from previous events. These discussions will continue with the MOD, Council Officials and the wider community will be kept informed as plans evolve.
- In preparing a detailed event proposal, Council Officers continue to explore all anticipated costs and revenue streams.

Financial Implications

A budget of £40,000 has been allocated for 2025/26 to cover activities planned by the Commemoration and Celebration Sub-Committee. It is anticipated that the majority of

the spend associated with Armed Forces Day 2026 will be incurred in the 2026/27 financial year and should be factored into the estimates for that year. Estimated budget at this stage is £100K.

Recommendation

It is recommended that Elected Members note the contents of this report for Information.

Councillor McGurk expressed concern about the cost of the event and requested a report to the Committee with specific information on costs and detail of the programme of events. The Head of Tourism and Recreation advised that the event is being led by the Corporate Policy and Resources Directorate and that the costs were estimated by the tourism and events team based on previous similar events. Councillor McGurk stated that the detail of costs is needed before the Rates setting process.

Councillor Kyle and Councillor Holmes noted that the postponement of the Air Show represented a saving to Council and was done with the intention that the budget be reallocated to Armed Forces Day.

The Director of Leisure and Development advised that a report detailing proposed costs would be brought to the Corporate Policy and Resources Committee.

Committee NOTED the report.

9. PCSP ANNUAL REPORT

Report, previously circulated, was presented as read by the Director of Leisure and Development.

Purpose of Report

The purpose of this report is to present the PCSP Annual Report 2024-25 for information.

Background

Under the Justice Act (Northern Ireland) 2011, a Joint Committee was established to oversee the work of Policing and Community Safety Partnerships. It consists of representatives of the Department of Justice and Northern Ireland Policing Board. The committee provides strategic direction to PCSPs.

As per legislative requirement, all PCSPs must submit an Annual Report to the Joint Committee not later than 3 months after the end of the financial year i.e. by 01 July each year and submit the report to Council for information.

The report covers both the work of the Policing Committee and the wider PCSP and must contain specific information as to how the PCSP has carried out its functions on engagement and enhancing community safety.

The report contains general information on the exercise of functions, both in terms of policing and community safety.

Recommendation

It is recommended that the PCSP Annual Report 2024-25 is noted for information.

Committee NOTED the report.

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Alderman Callan

Seconded by Councillor N Archibald and

AGREED – to recommend that Council move *'In Committee'*.

*** Public and Press were disconnected from the meeting at 7.42pm**

The information contained in the following item is restricted in accordance with Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

10. SWB BOOKING SYSTEM CONTRACT RENEWAL

Confidential report, by virtue of paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 was previously circulated and presented by the Head of Sport and Wellbeing.

Purpose of Report

The purpose of this report is to provide Members with an update on the Leisure Management Software used within Sport & Wellbeing and to seek Member approval to appoint Debit Finance Collections PLC as Software provider for the next four years at a cost of £3994.70 per month.

The report will also seek Member approval for a direct award contract to Debit Finance Collections PLC for the integrated direct debit collection service associated with Facility Membership fees at a price of £0.45 per direct debit.

Further information was provided in the report under the following headings:

- Background
- Service Transformation
- Procurement
- Next steps

Recommendation

Members are asked to note the contents of the report and approve the appointment of Debit Finance Collections PLC (Legendware), at a cost of £3,994.70 per month (total £191,745.60 for duration of 4 year contract) for the provision of Leisure Management Software and associated products, Appendix 1 (previously circulated).

Members are asked to approve the DAC (Direct Award Contract) to Debit Finance Collections PLC at a cost of £0.45 (circa £2,385 per month dependant of collection rate) for the provision of a Direct Debit Collection Service, Appendix 2 (previously circulated).

Proposed by Councillor N Archibald
Seconded by Councillor McCully and

AGREED – to recommend that Council note the contents of the report and approve the appointment of Debit Finance Collections PLC (Legendware), at a cost of £3,994.70 per month (total £191,745.60 for duration of 4 year contract) for the provision of Leisure Management Software and associated products, Appendix 1).

To further recommend that Council approve the DAC (Direct Award Contract) to Debit Finance Collections PLC at a cost of £0.45 (circa £2,385 per month dependant of collection rate) for the provision of a Direct Debit Collection Service, Appendix 2.

11. WATERFOOD COASTAL PATH GABION WALL REPAIRS

Confidential report by virtue of paragraphs 1 - 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 was previously circulated and presented by the Head of Tourism and Recreation.

Purpose of Report

The purpose of the Report is to seek Elected Members approval to progress to Stage 3 of the Capital Works Process in relation to required infrastructure works at Waterfoot Bay.

Further information was provided in the report under the following headings:

- Background
- Procurement Processes

Recommendation

It is recommended that the Leisure and Development Sub Committee recommends the appointment of CivCo Ltd for the contract value of £109,973.05 (exc. VAT) and that Officers proceed with, and deliver on, Stage 3 of the Capital Works Process.

Proposed by Councillor Kennedy
Seconded by Councillor McShane and

AGREED – to recommend to Council the appointment of CivCo Ltd for the contract value of £109,973.05 (exc. VAT) and that Officers proceed with, and deliver on, Stage 3 of the Capital Works Process.

* **Councillor McCully left the Chamber at 7.46pm.**

12. GROWTH DEAL PROJECTS

Confidential report by virtue of paragraph 5 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 was previously circulated and presented by the Head of Prosperity and Place.

Purpose of Report

The purpose of this report is to request Members approval for a revised Growth Deal budget allocation; and the Outline Business Cases for Phase 1 projects. This approval will allow the projects to be formally submitted to lead Government Departments with the Outline Business Cases therefore subject to change during the review process.

Further information was provided in the report under the following headings:

- Growth Deal Approvals
- Growth Deal Budget Reallocation
- Foodovation & Skills Centre OBC
- Coleraine Leisure & Wellbeing Centre OBC
- Dungiven Regeneration Programme OBC

Recommendation

Members are asked to note the Guiding Principles (Section 3.4), when considering the options for expediting the Deal signing; and approve the revised Growth Deal budget allocation (Section 3.5)

Members are also asked to approve the three OBCs for Phase 1 projects: Foodovation (Section 4.0), Coleraine Leisure & Wellbeing Centre (Section 5.0) and Dungiven Regeneration (Section 6.0). This approval will allow the projects to be formally submitted to lead Government Departments, with the OBCs therefore subject to minor change during the review process.

Members are asked to note that an opportunity to revisit budget allocations and overall affordability for the final Deal Document will be brought back for decision in April 2026 to facilitate Deal signing by the end of June 2026.

Members commended the Officers on their work.

Proposed by Alderman Callan

Seconded by Councillor Schenning and

AGREED – to recommend that Council note the Guiding Principles (Section 3.4), when considering the options for expediting the Deal signing; and approve the revised Growth Deal budget allocation (Section 3.5)

To further recommend that Council approve the three OBCs for Phase 1 projects: Foodovation (Section 4.0), Coleraine Leisure & Wellbeing Centre (Section 5.0) and Dungiven Regeneration (Section 6.0). This approval will allow the projects to be formally submitted to lead Government Departments, with the OBCs therefore subject to minor change during the review process.

To further recommend that Council note that an opportunity to revisit budget allocations and overall affordability for the final Deal Document will be brought back for decision in April 2026 to facilitate Deal signing by the end of June 2026.

* **Councillor McCully returned to the Chamber at 8.02pm.**

13. ANY OTHER RELEVANT BUSINESS NOTIFIED IN ACCORDANCE WITH STANDING ORDER 12. (O)

The Director of Leisure and Development advised Members that no Items of AORB had been brought, but that an item of correspondence had been received today that the Chief Executive had asked to be brought to Members' attention.

13.1 Ballycastle Shared Education Campus

The Director of Leisure and Development provided a verbal report, confidential by virtue of paragraph 5 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

The Director of Leisure and Development advised Members that Council had today received correspondence from the Permanent Secretary of the Department of Education in respect of Ballycastle Shared Education Campus. Following a discussion, it was agreed to hold a separate meeting to discuss the matter and that information would be circulated to Members in advance of this.

MOTION TO PROCEED 'IN PUBLIC'

Proposed by Councillor Kyle

Seconded by Alderman Callan and

AGREED – to recommend that Council move '*In Public*'.

There being no further business, the Chair thanked everyone for their attendance and the meeting concluded at 8.22pm.

Chair