



**ENVIRONMENTAL SERVICES COMMITTEE MEETING**  
**TUESDAY 13 JANUARY 2026**

**Table of Recommendations**

| <b>No</b> | <b>Item</b>  | <b>Summary of key Recommendations</b> | <b>Estimated Timescale for completion</b> |
|-----------|--|---------------------------------------|---|
| 1.        | Apologies  | <b>None</b>                           | -   |
| 2.        | Declarations of Interest   | <b>Nil</b>                            | -   |
| 3.        | Minutes of previous meeting held Tuesday 9 <sup>th</sup> December 2025 | <b>Confirmed as a correct record</b>  | -   |
| 4.        | Amusement Permit Renewals  | <b>Noted</b>                          |   |
| 5.        | Cinema Licence Renewals  | <b>Noted</b>                          |   |
| 6.        | Approval of Premises as a Venue for Civil Marriage                     | <b>Noted</b>                          |   |
| 7.        | Approval of Premises as a Venue for Civil Partnership                  | <b>Noted</b>                          |   |
| 8.        | Entertainments Licensing Report  | <b>Noted</b>                          | -   |
| 9.        | Licences issued under Delegated Authority                              | <b>Noted</b>                          | <b>N/A</b>                                |
| 10.       | Pavement Café Licence Renewals   | <b>Noted</b>                          |   |
| 11.       | Petroleum Spirit Licence Renewals                                      | <b>Noted</b>                          | -   |

| No  | Item   | Summary of key Recommendations   | Estimated Timescale for completion |
|-----|--|--|------------------------------------|
| 12. | Society Lottery Registrations  | <b>Noted</b>   |                                    |
| 13. | Extended Producer Responsibility (EPR) for Packaging Scheme  | <b><i>To recommend that Officers bring a report to the Environmental Services Committee detailing proposals for the use of Extended Producer Responsibility funding to enhance the delivery of in-house waste collection/disposal services and support community environmental projects.</i></b> |                                    |
| 14. | Feedback on the Introduction of Seasonal Car Parking Charges (1st April 25 to 30 <sup>th</sup> September 2025) | <b>Noted</b>   |                                    |
| 15. | Period 8 ES Management Accounts and Financial Positions 2025/26  | <b>Noted</b>   | -                                  |
| 16. | Matters for Reporting to Partnership Panel   | <b>None</b>  | -                                  |
| 17. | Consultations  | <b>Noted</b>   | -                                  |
| 18. | Correspondence   | <b>None</b>  | -                                  |
| 19. | Notice of Motion proposed by Councillor Huggins, seconded by Alderman McAuley (Abbrev. Oak sapling)            | <b><i>To recommend that Council support the Notice of Motion.</i></b>  |                                    |
|     | <b>In Committee (Items 20 – 23)</b>  |  |                                    |
| 20. | Funding offer from Department of Business & Trade 2025-2026  | <b><i>To recommend to Council the acceptance of this grant offer</i></b>   | -                                  |

| No  | Item  | Summary of key Recommendations   | Estimated Timescale for completion |
|-----|---|--|------------------------------------|
|     |   | <i>and authorises the Head of Health and Built Environment to sign and return the grant acceptance form on behalf of Council.</i>  |                                    |
| 21. | Health & Safety Partnership Officer   | <i>To recommend that Council continue to support this post until the end of the 2027-2028 financial year.</i>  |                                    |
| 22. | Maintenance Dredging at Ballintoy Harbour                                       | <i>To recommend to Council the progression of the dredging project to Stage 3 of the Capital Programme gateway to allow appointment of Ian Lyttle Contracts at a total cost of £140,019.00 plus VAT to deliver this project (£127,290 plus 10% Contingency).</i>     | N/A                                |
| 23. | Portballintrae Harbour Slipway Works  | <i>To recommend to Council the progression of the Portballintrae harbour Slipway project to Stage 3 of the Capital Programme gateway to allow appointment of CivCo Ltd, at a total cost of £124,711.00 plus VAT, plus a 15% contingency to deliver this project.</i> |                                    |
| 24. | Street Trading Licence Renewals   | <b>Noted</b>   |                                    |
| 25. | Any Other Relevant Business (notified in accordance with Standing Order 12 (0)) | <b>None</b>  |                                    |

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF  
THE ENVIRONMENTAL SERVICES COMMITTEE HELD  
IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS  
AND VIA VIDEO CONFERENCE  
ON TUESDAY 13 JANUARY 2026 AT 7.00 PM**

**In the Chair:** Alderman S McKillop (C)

**Members Present:** Alderman Coyle (C), Fielding (C), Hunter (R)  
Councillors C Archibald (C), Bateson (R), Callaghan (C),  
Chivers (R), Elder (C), Holmes (R/C), Huggins (C), Kane  
(C), Jonathan McAuley (C), McQuillan (R), Mairs (C)

**Non-Committee**

**Members Present:** Councillor McCully (R)

**Officers Present:** A McPeake, Director of Environmental Services (C)  
S McAfee, Head of Health and Built Environment (R)  
J Richardson, Head of Capital Works, Energy and  
Infrastructure (C)  
J Morton, Senior Harbour Master (C)  
U Harper, Committee and Member Services Officer (C)

**In Attendance:** L Boyd, ICT Officer (C)

Press: (2 no.) (R)

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

The Director of Environmental Services undertook a roll call.

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

**1. APOLOGIES**

There were no apologies.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. MINUTES OF PREVIOUS MEETING HELD TUESDAY 9 DECEMBER 2025**

Copy, previously circulated, was presented as read.

Proposed by Councillor McAuley  
Seconded by Councillor Kane and

**AGREED** – that the Minutes of the Environmental Services committee meeting held Tuesday 9 December 2025 were confirmed as a correct record.

- \* **Councillors C Archibald, Holmes and Mairs joined the meeting in the Chamber at 7.04pm.**

#### **4. AMUSEMENT PERMIT RENEWALS**

Report, previously circulated, presented as read.

##### **The Betting, Gaming, Lotteries and Amusements (NI) Order 1985 Renewal of an Amusement Permit**

The undernoted applications for renewal of an amusement permit have been received and processed during the report period (circulated within the report).

Committee NOTED the report.

#### **5. CINEMA LICENCE RENEWALS**

Report, previously circulated, presented as read.

##### **Local Government (Miscellaneous Provisions) (NI) Order 1985 Cinemas (Northern Ireland) Order 1991**

The undernoted application for a cinema licence has been received, acknowledged and processed during the report period (circulated within the report).

Committee NOTED the report.

#### **6. APPROVAL OF PREMISES AS A VENUE FOR CIVIL MARRIAGE**

Report, previously circulated, presented as read.

##### **Marriage Regulations (NI) 2003 The Marriage (NI) Order 2003**

Approval of premises as a venue for Civil Marriage.

The undernoted applications for renewal as an approved place for Civil Marriage were received, acknowledged and processed during the report period (circulated within the report).

Committee NOTED the report.

## **7. APPROVAL OF PREMISES AS A VENUE FOR CIVIL PARTNERSHIP**

Report, previously circulated, presented as read.

**The Civil Partnership Regulation (NI) 2005**  
**The Civil Partnership Act 2004**

Approval of premises as a venue for Civil Partnership.

The undernoted applications for renewal as an approved place for Civil Partnership were received, acknowledged and processed during the report period (circulated within the report).

Committee NOTED the report.

## **8. ENTERTAINMENTS LICENSING REPORT**

Report, previously circulated, presented as read.

**Local Government (Miscellaneous Provisions) (NI) Order 1985**  
**Entertainment Licences**

The undernoted applications for an entertainments licence have been received, acknowledged and processed during the report period (circulated within the report).

Committee NOTED the report.

## **9. LICENCES ISSUED UNDER DELEGATED AUTHORITY**

Report, previously circulated, presented as read.

The below licences were issued under Delegated Authority during the last report period (circulated within the report).

Delegated authority was used to issue licences for the above applicants due to time constraints and to enable the premises to provide entertainment.

Decisions to grant or vary entertainment licences will continue to be brought before Council with delegated authority used only in exceptional circumstances.

Committee NOTED the report.

## **10. PAVEMENT CAFÉ LICENCE RENEWALS**

Report, previously circulated, presented as read.

### **Licensing Of Pavement Cafes Act (Northern Ireland) 2014**

The undernoted applications for a pavement café licence have been received, acknowledged and processed during the report period (circulated within the report).

Committee NOTED the report.

## **11. PETROLEUM SPIRIT LICENCE RENEWALS**

Report, previously circulated, presented as read.

### **Petroleum (Regulation) Acts 1929 and 1937**

### **Petroleum Spirit Licences**

The undernoted applications for renewal of petroleum spirit licence have been received, acknowledged and processed during the report period (circulated within the report).

Committee NOTED the report.

## **12. SOCIETY LOTTERY REGISTRATIONS**

Report, previously circulated, presented as read.

### **The Betting, Gaming, Lotteries and Amusements (NI) Order 1985**

### **Registration of a Society**

The undernoted applications for society lottery registrations have been received, acknowledged and processed during the report period.

Committee NOTED the report.

## **13. EXTENDED PRODUCER RESPONSIBILITY (EPR) FOR PACKAGING SCHEME**

Report, previously circulated, presented by the Director of Environmental Services.

### **Purpose of Report**

The purpose of this report is to advise/update members on Extended Producer Responsibility (EPR) under the Producer Responsibility Obligations (Packaging and Packaging Waste) Regulations 2024.

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

- Background
- Steering Group
- Remuneration
- Funding Opportunities

### **Recommendation**

It is recommended that Committee notes the advice/update on Extended Producer Responsibility and considers the possible opportunities for future funding in enhancing the delivery of in-house waste collection/disposal services and supporting community environmental projects.

Members discussed the opportunities presented by the funding. Councillor Holmes suggested that it would be valuable to look at longer-term investments, such as processing green waste locally, identifying future landfill locations, and glass recycling facilities. Councillor Kane suggested that the funding could be used to process soft plastic packaging. The Chair and Alderman Fielding suggested that grant-aid funding could be provided to community groups, to replace the Landfill Communities Grant Fund Awards following the closure of Craigahulliar landfill site.

The Director of Environmental Services stated that a paper would be brought to Committee with proposals for Members' consideration. He noted that the funding is expected to decrease year-on-year as producers reduce the amount of packaging using. He advised that the funding must be used for waste reduction and enhanced recycling and that the criteria for its use will be set out in the report.

Proposed by Alderman Fielding  
Seconded by Councillor Kane and

**AGREED** – to recommend that Officers bring a report to the Environmental Services Committee detailing proposals for the use of Extended Producer Responsibility funding to enhance the delivery of in-house waste collection/disposal services and support community environmental projects.

## **14. FEEDBACK ON THE INTRODUCTION OF SEASONAL CAR PARKING CHARGES (1<sup>ST</sup> APRIL 25 TO 30<sup>TH</sup> SEPTEMBER 2025)**

Report, previously circulated, presented by the Director of Environmental Services.

### **Purpose of Report**

To provide members with the feedback on the recent introduction of seasonal parking charges at seafront car parks in Ballycastle and at West Bay car park in Portrush.

Further background information was included in the report.

### **Recommendation**

It is recommended that the Environmental Services Committee notes the feedback on the first year season on the introduction of seasonal car parking charges at West Bay (Portrush) and at the sea front car parks (Ballycastle).

Councillor Bateson referred to paragraph 2.4 of the report, which states, *“However, members previously made a decision not to introduce a car parking residents permit scheme (except Rathlin which has an Island Status).”* He requested that it be put on record that Elected Members made this decision based on the legal advice provided to them.

- \* **The meeting went into recess from 7.24pm until 7.31pm due to IT issues.**

Members discussed factors that may have impacted on the income generated by the charging and the Director of Environmental Services advised that the projected income will be adjusted for year 2.

Committee NOTED the report.

## **15. PERIOD 8 ES MANAGEMENT ACCOUNTS AND FINANCIAL POSITIONS 2025/26**

Report, previously circulated, presented as read by the Chair.

### **Purpose of Report**

The purpose of this report is to provide Members with information on the current financial position of the Environmental Services Directorate at the end of Period 8.

Further information was circulated within the report under the following headings:

- Background
- Capital Expenditure

### **Recommendation**

Members are requested to note the paper.

In response to a query from Councillor Holmes, the Director of Environmental Services advised that Finance is working to identify all elements of Estates work that should be coded to capital work rather than revenue.

Committee NOTED the report.

### **16. MATTERS FOR REPORTING TO PARTNERSHIP PANEL**

There were no matters for reporting to the Partnership Panel.

### **17. CONSULTATIONS**

Report, previously circulated, presented by the Director of Environmental Services.

The Director of Environmental Services advised that this will be addressed through Environmental Health, with a draft response to be brought to the February meeting of the Environmental Services Committee.

Committee NOTED the report.

### **18. CORRESPONDENCE**

There was no correspondence.

### **19. NOTICE OF MOTION PROPOSED BY COUNCILLOR DAWN HUGGINS, SECONDED BY ALDERMAN JOHN MCAULEY, FROM COUNCIL MEETING HELD TUESDAY 2<sup>ND</sup> DECEMBER 2025**

*'That this Council agrees to provide an oak sapling to all bereaved families when they collect a death certificate. This gesture will serve as a symbol of comfort and renewal at a time of loss, showing compassion and humility from the Council. It will also support our environmental and climate strategy by encouraging tree planting and biodiversity across our Borough'*

Councillor Huggins proposed the motion and stated:

*"This proposal is rooted in personal experience, when my mum passed away unexpectedly and very suddenly in October last year. On collecting her death certificate, I was given an oak sapling by my parents' local Council. At a time of deep grief, it really did give me something positive to focus on: something*

*living, something that grows. We planted the sapling in my garden, and it has become a place of reflection and comfort long after the initial loss. Even where I live, the sapling is thriving, and I am not ashamed to admit that I go there often and say hello to my mother. For many families, collecting a death certificate is one of the most difficult moments they will ever face. Offering an oak sapling at that point is a small but meaningful gesture. It acknowledges loss with compassion and dignity rather than limiting the interaction to paperwork alone.*

*I fully recognise that not every family will be in a position or may wish to take a sapling home. For that reason, I would also like to propose that where a family chooses not to take a sapling, the Council will instead plant it within a suitable Council-managed green space. This ensures that every sapling still serves a purpose, creating shared spaces of remembrance within our Borough. The oak tree itself carries strong symbolism: its strength, endurance, and legacy are qualities that resonate deeply in times of loss. Whether planted privately or in a public green space, each tree would stand as a living tribute to a life remembered. This initiative also aligns closely with Council priorities. It supports our tree planting, biodiversity and climate commitments in a practical and meaningful way, contributing to the long-term greening of Causeway Coast and Glens. This motion brings together care for people and care for our environment. It is modest in scale but powerful in impact, offering comfort to grieving families while leaving a lasting environmental legacy. I commend this motion to members and ask for your support.”*

Councillor Elder seconded the motion, stating:

*“This proposal is both compassionate and practical. The loss of a loved one is one of the most difficult experiences that any family can face, and the simple gesture of offering an oak sapling provides a lasting symbol of comfort, remembrance and renewal at a time of profound grief. It demonstrates humility and humanity from this Council, reminding residents that we are not just an administrative body, but one that cares deeply about the people that we serve.*

*At the same time, this motion aligns strongly with our environmental and climate commitments. Encouraging tree planting across the Borough supports biodiversity, carbon reduction and greener communities, while creating living memorials that will benefit future generations. For these reasons, I am proud to second this motion and urge members to support it.”*

The Chair stated her support for the motion and queried whether the motion would include anybody who was previously bereaved and who may want to come forward for a sapling. Councillor Huggins stated she had no objection, but acknowledged that there had to be a starting point for the scheme.

Councillor Kane, Alderman Coyle, Councillor Holmes, Councillor McAuley and Councillor C Archibald all expressed their support for the motion.

Members discussed the possibility of offering other native trees, if it was felt that they would be more suitable for particular geographical areas. Councillor

Huggins stated that the mechanics of how the scheme will work would need to be considered, but she emphasised that the bereaved family should not be left to decide on which sapling to choose, as it may cause them to feel under pressure at an already difficult time. The Director of Environmental Services stated that he would communicate with Derry City and Strabane Council Officers to see how the scheme is implemented there.

Members welcomed Councillor Huggins' proposal to have Council-managed space for planting the saplings. Councillor Holmes suggested that Officers bring back a paper detailing suitable locations, as people may have a preferred location that would be convenient for them to visit. The Director of Environmental Services assured Members that there are a number of suitable woodland areas in the Borough.

Proposed by Councillor Huggins  
Seconded by Councillor Elder and

**AGREED** – to recommend that Council support the Notice of Motion.

**MOTION TO PROCEED 'IN COMMITTEE'**

Proposed by Councillor Callaghan  
Seconded by Councillor Elder and

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

- \* Press and Public left the meeting at 7.57pm.

***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.***

**20. FUNDING OFFER FROM DEPARTMENT OF BUSINESS & TRADE 2025-2026**

Confidential report, by virtue of paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) was previously circulated and presented by the Director of Environmental Services.

**Purpose of Report**

The purpose of this report is to seek approval to accept an offer of grant monies from the Department of Business and Trade up to the value of £49,500.

**Recommendation**

It is recommended that the Environmental Services Committee recommends to Council the acceptance of this grant offer and authorises the Head of Health and Built Environment to sign and return the grant acceptance form on behalf of Council.

The recommendation was proposed by Alderman Coyle and seconded by Councillor Kane.

Alderman Fielding stated that, given his party's position on the EU and Brexit, they would not be supporting the motion.

## Proposal

Proposed by Alderman Coyle  
Seconded by Councillor Kane

- To recommend to Council the acceptance of this grant offer and authorises the Head of Health and Built Environment to sign and return the grant acceptance form on behalf of Council.

The Chair put the proposal to the Committee to vote.

9 Members voted For; 6 Members voted Against; 0 Members Abstained.

The Chair declared the proposal carried.

**AGREED** – to recommend to Council the acceptance of this grant offer and authorises the Head of Health and Built Environment to sign and return the grant acceptance form on behalf of Council.

## 21. HEALTH & SAFETY PARTNERSHIP OFFICER

Confidential report, by virtue of paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) was previously circulated and presented by the Director of Environmental Services.

## Purpose of Report

The purpose of this report is to seek Council's continued support of the shared Health and Safety Partnership Officer resource.

## Recommendation

It is recommended that Council continue to support this post until the end of the 2027-2028 financial year.

Proposed by Councillor Mairs  
Seconded by Councillor Holmes and

**AGREED** – to recommend that Council continue to support this post until the end of the 2027-2028 financial year.

## 22. MAINTENANCE DREDGING AT BALLINTOY HARBOUR

Confidential report, by virtue of paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) was previously circulated and presented by the Director of Environmental Services.

## Purpose of Report

To request Members' consideration and permission to progress to Stage 3 of the Capital Programme Gateway (Appointment of a Contractor and Delivery of the Works).

## Recommendation

It is recommended that Members consider the dredging tender and recommend to Council, either the progression of the dredging project to Stage 3 of the Capital Programme gateway to allow appointment of Ian Lyttle Contracts at a total cost of £140,019.00 plus VAT to deliver this project (£127,290 plus 10% Contingency) or recommend the harbour is not dredged.

Councillor Holmes noted that Ballintoy Harbour is one of our top tourist attractions and must be maintained. He queried the process for getting dredging undertaken and asked the Director of Environmental Services to look at the possibility of a scheduled programme of dredging.

Proposed by Councillor Holmes  
Seconded by Alderman Fielding

**AGREED** – to recommend to Council the progression of the dredging project to Stage 3 of the Capital Programme gateway to allow appointment of Ian Lyttle Contracts at a total cost of £140,019.00 plus VAT to deliver this project (£127,290 plus 10% Contingency).

## 23. PORTBALLINTRAH HARBOUR SLIPWAY WORKS

Confidential report, by virtue of paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) was previously circulated and presented by the Director of Environmental Services.

## Purpose of Report

To request Members consideration and permission to progress to Stage 3 of the Capital Programme Gateway (Appointment of a Contractor and Delivery of the Works) to deliver the works to repair Portballintrae slipway and adjoining

existing apron. (Scope of works identified within appendices B, C & D – previously circulated)

**Recommendation**

It is recommended that Members consider the tender report to deliver the repairs to the Portballintrae harbour Slipway and recommend to Council, the progression of the project to Stage 3 of the Capital Programme gateway to allow appointment of CivCo Ltd, at a total cost of £124,711.00 plus VAT, plus a 15% contingency to deliver this project.

Members discussed the process for scheduling the repairs and asked the Director of Environmental Services to look into the possibility of having an agreement with the relevant bodies to have the required licences fast-tracked to enable works to be undertaken more promptly.

Proposed by Alderman Fielding  
Seconded by Alderman S McKillop and

**AGREED** – to recommend to Council the progression of the Portballintrae harbour Slipway project to Stage 3 of the Capital Programme gateway to allow appointment of CivCo Ltd, at a total cost of £124,711.00 plus VAT, plus a 15% contingency to deliver this project.

**24. STREET TRADING LICENCE RENEWALS**

Confidential report, by virtue of paragraph 2 of Part 1 of Schedule 6 of the Local Government Act (NI) was previously circulated and presented as read by the Director of Environmental Services.

**Street Trading (NI) Act 2001**

The undernoted applications for a street trading licence have been received, acknowledged and processed during the report period (circulated within the report).

Committee NOTED the report.

**25. ANY OTHER RELEVANT BUSINESS (NOTIFIED IN ACCORDANCE WITH STANDING ORDER 12 (0))**

There were no Items of AORB.

**MOTION TO PROCEED ‘IN PUBLIC’**

Proposed by Councillor Kane

Seconded by Councillor Callaghan and

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

This being all the business, the Chair thanked Elected Members for their attendance. The meeting closed at 8.19pm.

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Chair

UNCONFIRMED