



**COMMEMORATION AND CELEBRATION SUB-COMMITTEE MEETING
WEDNESDAY 4 FEBRUARY 2026**

No	Item	Summary of Key Recommendations	Estimated Timescale for completion
1.	Apologies	<i>Nil</i>	<i>N/A</i>
2.	Declarations of Interest	<i>Nil</i>	<i>N/A</i>
3.	Minutes of Meeting held 7 January 2026	<i>Confirmed as a correct record</i>	<i>N/A</i>
	Change in Order of Business		
4.	Armed Forces Day 2026 Update	<i>Note</i>	<i>20 June 2026</i>
5.	Freedom of the Borough Events	<i>Note</i>	<i>December 2026</i>
	'In Committee' (Item 6)		
6.	Commemoration Programme Update – HM Queen Elizabeth II	<i>Note</i>	<i>December 2026</i>
7.	Date of Next Meeting - Wednesday, 4 th March 2026 at 6pm.	<i>Wednesday 4 March 2026 at 6pm.</i>	

**MINUTES OF THE MEETING OF THE
COMMEMORATION AND CELEBRATION SUB-COMMITTEE
HELD VIA VIDEO-CONFERENCE ON
WEDNESDAY 4 FEBRUARY 2026 AT 6.19PM**

Chair: Alderman Knight-McQuillan

In Attendance: Alderman Fielding, Councillor Wisener

Officers Present: M Quinn, Director of Corporate Services
A Hamilton, Democratic and Central Services Manager
P Kydd, Procurement Officer
I Owens, Committee and Member Services Officer

Press 2 no.

1. APOLOGIES

There were no apologies.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

3. MINUTES OF MEETING HELD 7 JANUARY 2025

Summary, previously circulated.

AGREED – That the Minutes of the Commemoration and Celebration Sub Committee meeting held Wednesday 7 January 2026 were confirmed as a correct record.

CHANGE TO ORDER OF BUSINESS

The Chair advised that Agenda Item 4 - Commemoration Programme Update – HM Queen Elizabeth II would be considered 'in committee' at the end of the meeting due to personal data contained within the report.

4. ARMED FORCES DAY 2026 UPDATE

Report, previously circulated was presented by the Democratic and Central Services Manager.

Purpose of Report

The purpose of this report is to give an update on Armed Forces Day 2026 which will take place in the Borough on 20th June 2026.

Background

At the Council Meeting on 5th December 2023 Council resolved to agree the following Notice of Motion:

"I call upon this council to submit an application to host Armed Forces Day 2026. This significant event is a great opportunity to show our support and give thanks to our military personnel and families both past and present including our veterans and cadets.

This event will attract thousands of visitors to our Beautiful Borough, supporting our local traders and tourism providers."

A report went to Leisure & Development Committee in September 2025. Councillor Huggins requested that a monthly progress report on Armed Forces Day is brought to the Leisure and Development Committee, beginning in October 2025

A report was provided to the Leisure & Development Committee in October 2025 outlining ongoing planning for the 2026 Armed Forces Day.

A report was provided to the Leisure & Development Committee in December 2025 outlining ongoing planning for the 2026 Armed Forces Day.

Update on Planning and Draft Armed Forces Day Programme

Armed Forces Day (AFD) will take place on Saturday 20 June 2026 which is the week before the rest of the UK and officers are working towards the preparation of a programme of activity.

Council Officials from Democratic Services and the Tourism Events Team meet monthly with senior staff from the Ministry of Defence (MOD) representing the Army, Navy and RAF. As plans progress other multi agencies will join the planning process.

Planning update for the 2026 Armed Forces Day includes:

- The monthly meeting of the Armed Forces Day (AFD) Working Group took place at the beginning of December in Coleraine Town Centre. The session included a walkthrough of potential venues and nearby assets with MOD and multi-agency partners to assess footprint options and establish the scope required to host AFD successfully next June.
- The MOD lead for Northern Ireland advised that military colleagues have begun evaluating options surrounding Christie Park and believe the site will be unable to accommodate all assets intended for display. As a result, an additional location will be required to host the civic elements alongside the Military Village. Should the event feature visiting static aircraft or similar displays, a larger area of green space and hard standing will be necessary.
- Assessments of venue suitability and capability will now be undertaken. Council Officers, together with MOD and partner agencies, are exploring potential new event spaces, including the Market Yard adjacent to Coleraine Town Centre, playing fields at Coleraine Grammar School, and locations along the River Bann near the Waterside and Christie Park.
- Council's Estates Department has also been advised of essential NI Water drainage works scheduled in Christie Park from February to May 2026. An assessment of ground conditions will therefore need to be completed with contractors in the new year to determine whether the site will be suitable as a display area in mid-June.
- Council's Tourism Events team has had discussions with the RAF lead for Northern Ireland around potential flypasts. The application has been submitted as part of the event planning process. It is likely that confirmation of available assets will not be known until approximately March 2026. The RAF will also have aircraft displaying in Inverness on the same day, therefore requests for flypasts is promising.
- Officers have commenced reviewing the format of the activities and how they can be enhanced and improved based on learnings from previous events. Recent discussions with the MOD have indicated that the RAF is likely to have a greater presence within the Military exhibition zone, alongside other services. Ulster Aviation Society has also expressed an interest in attending and has retired assets that would support an RAF ground activation programme.
- The Navy also requires the local authority to make an application for Royal Navy Aviation attendance. Depending on operational requirements, various helicopters and vessels may be able to attend. The Senior Naval Officer for NI will lend his support to the Tourism Events team's application, seeking various assets.
- The Army have confirmed that the booking request has been received for the Band of the Royal Irish (bugles, pipes and drums). Additional bands will also be requested to attend. The Gun Salute is being explored, and enhancements

have been sought and the format of the Drumhead service with various arena options being assessed as part of the event planning. Representation from all Military Units in NI has been requested.

- Council Officers are preparing to explore the idea of theming the event with the possibility to tie in with the US 250th Anniversary.
- Council's Corporate PR team will commence preparing for a soft launch of the event from mid-March.
- Regarding traffic and transport, park and ride plans will be explored at Rugby Avenue along with the possibility of using Ulster University. Visitors will also be encouraged to travel by rail and clear promotion will be prepared with Translink.
- In preparing a detailed event proposal, Council Officers continue to explore all anticipated costs and revenue streams. The recent conversation with senior MOD staff confirmed that there would be Northern Ireland regional monies available for this event. An application for up to £10,000 is available from the UK Armed Forces Fund for a NI event. Council Officers will prepare this application early next year.
- There were no further updates at the January meeting of the Leisure & Development Committee.
- There was a meeting of the AFD26 Working Group on 15th January 2026. The following areas were discussed: Format, Programme, Parade, the site, the Military Village, Stalls, Parking, Access, Transport, Security and Communication, Launch, VIP list. The Minutes of this meeting are not yet available for Members.
- The next event preparation meeting for AFD26 is on Wednesday, 4th February 2026.

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 - £110K.

The breakdown of the estimated expenditure was previously circulated.

Equality Implications

The Armed Forces Day Programme will be screened in accordance with Council's Policies and Procedures.

Recommendation(s)

It is recommended that Sub-Committee notes the update, with further updates being provided through the Leisure & Development Committee on a monthly basis.

At the request of the Chair the Director of Corporate Services confirmed that Royal British Legion Group 10 would be contacted as soon as possible to initiate discussions around potential involvement.

AGREED – To recommend that Corporate Policy and Resources Committee notes the update, with further updates being provided through the Leisure & Development Committee on a monthly basis.

5. FREEDOM OF THE BOROUGH EVENTS

Report, previously circulated was presented by the Democratic and Central Services Manager.

Purpose of Report

The purpose of this report is to provide an update on the arrangements for conferring Freedom of the Borough awards and to consider arrangements for Freedom of the Borough requests.

Update

At the meeting of the Commemoration & Celebration Sub Committee on 05 November 2025, it was agreed that a Special Council Meeting be arranged for consideration of Hannah Scott's Freedom Of The Borough and the NI Prison Service.

The meeting was held on Tuesday, 6th January 2026 to consider a Notice of Motion (NoM) proposed by Alderman Boyle, seconded by Councillor Mairs:

“That this Council award the Freedom of the Borough to Hannah Scott, in recognition of her outstanding achievement in winning a Gold Medal in the Women's Quadruple Skulls, as part of the Great Britain and Northern Ireland team, at the Paris 2024 Olympic Games. Hannah is the first woman from Northern Ireland to win an Olympic Gold Medal since 1972. Granting the Borough's highest honour to her would be a fitting recognition of her success, and status as a role model to all young people in this Borough, especially young women and girls.”

To consider a Notice of Motion proposed Alderman Callan seconded by Alderman Fielding:

“That Causeway Coast and Glens Borough Council confers the Freedom of the Borough upon the Northern Ireland Prison Service. Recognising the immense sacrifice of those prison officers who served in Northern Ireland through its most difficult times, and indeed who continue until the present day to serve this community with great bravery; and under the most trying of circumstances, to uphold the rule of law and democracy in our prisons. Furthermore, it remembers and salutes those officers who gave the supreme sacrifice for King and Country.”

NoM 1: That this Council award the Freedom of the Borough to Hannah Scott: The Mayor stated the Notice of Motion was unanimously agreed.

It was **RESOLVED** – That Council Support The Notice of Motion.

NoM 2: That this Council award the Freedom of the Borough to the Northern Ireland Prison Service: The Mayor put the motion to the Council to vote. 20 Members voted For; 11 Members voted Against. The Mayor declared the motion carried.

It was **RESOLVED** – That Council Support The Notice of Motion.

Both recipients have been notified and informally accepted the Award. Discussions are in motion regarding the arrangements for each event. Members will be updated as plans progress.

Criteria for Future Freedom of the Borough Event

An outline of criteria for future Freedom of the Borough Events was verbally presented at the 05 November meeting of the Commemoration & Celebration Sub Committee. This will be available as a report to be considered at the March 2026 meeting.

Financial Implications

It is estimated that each Freedom of the Borough Event costs in the region of £8,000. A budget of £20,000 was set aside for 2025/26 for Civic Functions, which covers Freedom Ceremonies.

A budget of £20,000 is included in the 2026/27 estimates for Civic Functions, which covers Freedom Ceremonies.

Recommendation

It is recommended that Members note the update.

At the request of Alderman Fielding the Director of Corporate Services advised that the proposer and seconder of the motion would be liaised with alongside the recipients namely Northern Ireland Prison Service and Hannah Scott in terms of guest lists.

The Director of Corporate Services advised that plans were at a very early stage pending further confirmations from the recipients.

Proposed by Alderman Fielding
Seconded by Councillor Wisener

AGREED – To recommend that Corporate Policy and Resources Committee note the update.

MOTION TO PROCEED ‘IN COMMITTEE’

Proposed by Alderman Fielding
Seconded by Councillor Wisener and

AGREED – that Land and Property Sub Committee move ‘*In Committee*’.

Press were removed from the meeting at 6.14 pm

6. COMMEMORATION PROGRAMME UPDATE – HM QUEEN ELIZABETH II.

Report, previously circulated, was presented by the Democratic and Central Services Manager.

Purpose of Report

The purpose of the report is to provide an update on the Commemoration Programme for HM Queen Elizabeth II.

Background

On 5th December 2023, Council resolved to agree the following Notice of Motion:

Notice of Motion (A)

“This council acknowledges, with sadness, the recent passing of our late Sovereign Lady, Queen Elizabeth II. Pays tribute to the exemplary dignity, wisdom and diligence with which Her Late Majesty served our nation and the Commonwealth. Further acknowledges the tremendous debt of gratitude owed for the personal sacrifice and unwavering loyal devotion over her glorious 70-year reign.”

This Council commits to honour and enshrine her memory in tangible commemoration across the Borough and invites council officers to present an options paper to the relevant committee for consideration in due course. This council shall also establish a sub-committee to commence preparation for the coronation of His Majesty, King Charles III."

Notice of Motion (B)

"That Causeway Coast and Glens Borough Council recognises the exemplary 70 years of service rendered by the late Her Majesty Queen Elizabeth II, as the United Kingdom's longest reigning Monarch.

We are also very proud that the Late Monarch visited our Borough 5 times between 1953 and 2016, in which she included the unveiling of sergeant Robert Quigg VC statue in Bushmills, within my own constituency, which was to be her last visit.

In recognition of her shining example of exemplary selfless service, we the undersigned propose that a substantial permanent memorial be commissioned and located within the Borough and be in situ before or during 2026. We believe that the memorial should depict Queen Elizabeth II during her coronation and that ideally it would be located in a prominent and visible location.

We further propose that officers prepare a report, taking this matter forward, to include options for design, location, consultation with appropriate groups and identification of a suitable budget as part of the estimates process.

This Statue will be a fitting tribute by the people of the Borough to the late Monarch, whose service to our country may never be matched again."

Commemoration Programme

As detailed in the Commemoration Programme previously circulated, Members had previously asked that the idea of a modern style silhouette of the late Queen Elizabeth II with Paddington Bear and her beloved Corgis be explored.

Discussions are on-going with Northern Regional College.

As previously agreed by Elected Members, a procurement exercise was carried out for the design and supply of an interior and exterior option using the following specifications:

Indoor:

- Size: 1000mm x 330mm
- Style: Cameo
- Material: Formed Epoxy Resin
- Location: Coleraine Town Hall
- Inside

Outdoor:

- Size: 3000mm x 1000mm
- Style: Queen Elizabeth's Favourite Flower - Rose
- Material: Corten Steel
- Location: TBC
- Outside.

The procurement department update in relation to the The Indoor Artwork/ Silhouette The Outdoor Artwork was previously circulated.

Procurement have since spoken with the Northern Regional College in late January in relation to the outdoor steel structure in the style of Queen Elizabeth's favourite flower – the Blue Rose. Northern Regional College have expressed a willingness to design and manufacture this artwork with a corten stem, enamel leaves and the flower head. Designs will be received prior to March committee and an outline design will be presented to committee for members' consideration on this date.

Financial Implications

Council has agreed a budget of £40,000 (2025/26) to continue with the delivery of the programme for Notices of Motion (a) and (b) and to cover activities planned for by this Sub-Committee.

Equality Implications

The Commemoration Programme will be screened in accordance with the Council's Policies and Procedures.

Recommendation

It is recommended that the information detailed in Appendix A is noted and that work continues by Officers to research costs and methods of delivery for the various activities contained in the agreed Commemoration Programme for HM Queen Elizabeth II.

The Democratic and Central Services Manager advised that the Procurement Officer would address the subcommittee.

The Procurement Officer advised that he had been speaking to representatives from Northern Regional College on Friday 30th January and provided an update on initial scoping exercise undertaken to seek suitable artists saying he hoped to have concept designs by 20th February.

At the request of the Chair the Procurement Officer advised of the budget allocated to the project associated with the Northern Regional College and said that a response was pending from Ulster University also.

The Chair said she would follow up on agreement to meet with Northern Regional College representatives and advised the Procurement Officer she could be available for meetings in the Ballymena Campus on Friday's. The Procurement Officer agreed to accompany the Chair when meeting with Northern Regional College representatives.

The Chair thanked the Procurement Officer for attending the meeting.

Alderman Fielding welcomed the progress made since the last meeting.

AGREED - To recommend to the Corporate Policy and Resources Committee that the information detailed in Appendix A, previously circulated, is noted and that work continues by Officers to research costs and methods of delivery for the various activities contained in the agreed Commemoration Programme for HM Queen Elizabeth II.

MOTION TO PROCEED 'IN PUBLIC'

Proposed by Councillor Wisener
Seconded by Alderman Fielding and

AGREED – to recommend that Land and Property Sub Committee move '*In Public*'.

7. DATE OF NEXT MEETING – WEDNESDAY 4 MARCH 2026 AT 6PM

The date of the next meeting will be held on Wednesday 4 March 2026 at 6pm.

There being no further business, the Chair thanked everyone for their attendance and the meeting closed at 6:35pm.

Chair

UNCONFIRMED