

**ENVIRONMENTAL SERVICES COMMITTEE MEETING
TUESDAY 12 MAY 2026**

Table of Recommendations

No	Item	Summary of key Recommendations	Estimated Timescale for completion
1.	Apologies	<i>Councillor McQuillan</i>	-
2.	Declarations of Interest	<i>Alderman Fielding</i>	-
3.	Minutes of previous meeting held Tuesday 14 th April 2026	<i>Confirmed as a correct record</i>	-
4.	Construction Products Reform White Paper Consultation	<i>To recommend that Council approves the response for submission by the consultation closing date, subject to subsequent endorsement or amendment by full Council</i>	-
5.	General Safety Requirements for Construction Products Consultation	<i>To recommend that Council approves the response for submission by the consultation closing date, subject to subsequent endorsement or amendment by full Council</i>	-
6.	Festive Light Proposal 2026	<i>To recommend to Council Option 1 – involves the continued use of traditional natural Christmas trees, typically at heights of 9 metres in larger locations</i>	<i>December 2027</i>

No	Item	Summary of key Recommendations	Estimated Timescale for completion
		<p><i>and 7 metres where appropriate. When assessed over a 10-year period, the total cost for this option across the six towns is £271,500;</i></p> <p><i>That Portstewart and Portrush should be included in the switch-on schedule by the Mayor to align with Ballymoney, Ballycastle, Coleraine and Limavady.</i></p> <p><i>To recommend that Council approve of the options for Villages (1,000–4,999 population) as set out in paragraph 4.2 and delegates authority to Council officers to liaise with relevant community group to agree, on a location-by-location basis, the most appropriate option (Option 1 or Option 2), subject to budget availability and any required DfI Roads approvals; Additional support provided via liaison with Officers for the first 3 years of 10 year period.</i></p> <p><i>To recommend:- That Council approve the options for Hamlets (250–999 population) as set out in paragraph 4.3 and delegates authority to</i></p>	

No	Item	Summary of key Recommendations	Estimated Timescale for completion
		<p>Council officers to liaise with relevant community group to agree, on a location-by-location basis, the most appropriate option (Option 1 or Option 2), subject to budget availability and any required Dfl Roads approvals; Additional support provided via liaison with Officers for the first 3 years of 10 year period; That Council approve the introduction of a festive capital fund for Small Hamlets (100–249 population) as set out in paragraph 4.4.</p>	
7.	Environmental Services Business Plans 2026/27	<p>To recommend that Council approve the proposed business plans for the 2026 / 27 period, providing a focus for officers responsible for delivering Environmental Services</p>	n/a
8.	Amusement Permit Report	Noted	
9.	Entertainment Licensing Report	Noted	
10.	Petroleum Spirit Licence Renewals	Noted	-
11.	Society Lottery Registrations	Noted	-
12.	Street Trading Licence Renewals	Noted	-

No	Item	Summary of key Recommendations	Estimated Timescale for completion
13.	Air Quality Progress Report	Noted	-
14.	Animal Welfare Report 2024	Noted	-
15.	Matters for Reporting to Partnership Panel	None	-
16.	Consultations	Noted	-
17.	Notice of Motion Proposed by Councillor Kane, Seconded by Councillor McCully <i>(Abbrev. dogs off lead in Riverside Park and Megaw Park, Ballymoney)</i>	Support Notice of Motion	-
18.	Cemetery Administration – Contract Renewal	<i>It is recommended that the Environmental Services Committee recommends to Council approval of the renewal of the contract for the cemetery administration system, as outlined in this report, subject to confirmation of final contract terms and completion of any required legal processes</i>	1st July 2026
19.	Correspondence		-
19.1	Correspondence from Alan Keys, Department for Infrastructure, dated 23 rd March 2026 Re. Riverside Retail Park	<i>To recommend that Council pay for survey work Cost for surveys, services info, design work, estimates, production of schedule/BoQ, H&S/CDM requirements - £25,806.21 following which the outcome will be</i>	

No	Item	Summary of key Recommendations	Estimated Timescale for completion
		considered by Environmental Services Committee; Chief Executive to provide an update to Full Council	
	<i>In Committee (Item 20-21 inclusive)</i>		
20.	Licences Issued under Delegated Authority	Noted	-
21.	Increase in Fees for Car Park Enforcement Contract	Noted	-
22.	Any Other Relevant Business (Notified in Accordance with Standing Order 12 (0))	None	

**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 12 MAY 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 (C), Huggins (C), Kane
(C), Jonathan McAuley (R), Mairs (C)

Officers Present: A McPeake, Director of Environmental Services (C)
N Daveron, Head of Estates (C)
G McIlroy, Strategic Assets Manager (R)
I Owens, Committee and Member Services Officer (C)

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

Press: (3 no.) (R)
Public: (1 no.) (R)

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

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

The Director of Environmental Services undertook a roll call.

1. APOLOGIES

Apologies were recorded for Councillor McQuillan

2. DECLARATIONS OF INTEREST

Alderman Fielding declared an interest in Item 20 – Licences Issued Under Delegated Authority. Having declared an interest Alderman Fielding did not participate in this Item.

3. **MINUTES OF PREVIOUS MEETING HELD TUESDAY 14 APRIL 2026**

Copy, previously circulated, was presented as read.

Proposed by Councillor Huggins
Seconded by Councillor Archibald and

AGREED – that the Minutes of the Environmental Services Committee meeting held Tuesday 14 April 2026 are confirmed as a correct record.

4. **CONSTRUCTION PRODUCTS REFORM WHITE PAPER CONSULTATION**

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

Purpose of Report

The purpose of this report is to provide a Causeway Coast and Glens Borough Council response to the consultation.

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

- Background
- Key issues
- Next steps

Recommendation

It is recommended that Committee approves the response for submission by the consultation closing date, subject to subsequent endorsement or amendment by full Council.

Proposed by Councillor Callaghan
Seconded by Councillor Elder and

AGREED – To recommend that Council approves the response for submission by the consultation closing date, subject to subsequent endorsement or amendment by full Council.

5. **GENERAL SAFETY REQUIREMENTS FOR CONSTRUCTION PRODUCTS CONSULTATION**

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

Purpose of Report

The purpose of this report is to provide a Causeway Coast and Glens Borough Council response to the consultation.

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

- Background
- Key proposals

Recommendation

It is recommended that Committee approves the response for submission by the consultation closing date, subject to subsequent endorsement or amendment by full Council.

Proposed by Councillor Huggins
Seconded by Councillor Kane and

AGREED – To recommend that Council approves the response for submission by the consultation closing date, subject to subsequent endorsement or amendment by full Council.

6. FESTIVE LIGHT PROPOSAL 2026

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

Purpose of Report

The purpose of this report is to harmonise the Council offering with regards to Festive lights in our Towns, Villages and Hamlets. This report asks members to consider the provision of Christmas Trees.

Options

Town Category (+5000 population category)

Three Christmas tree options have been identified and assessed over a 10-year period, based on both capital and revenue expenditure.

Option 1 involves the continued use of traditional natural Christmas trees, typically at heights of 9 metres in larger locations and 7 metres where appropriate. When assessed over a 10-year period, the total cost for this option across the six towns is £271,500.

Option 2 proposes the use of artificial 3D cone trees, while **Option 3** considers metal trees. Both options are particularly suited to locations where a tree height of approximately 7 metres is appropriate and offer

greater durability and consistency year on year. Over a 10-year period,

Option 2 has a total estimated cost of £124,800, while Option 3 results in the lowest overall cost at £74,400, reflecting reduced ongoing maintenance and replacement requirements.

Village Category (1000 – 4999 population category)

Two Christmas tree options have been identified and assessed over a 10-year period, based on both capital and revenue expenditure.

Option 1 for villages proposes the introduction of a standardised metal village tree, supported by six festive lighting motifs per location. This option provides a consistent and durable festive display, reduces reliance on annual tree procurement, and offers improved resilience to weather conditions. Where applicable, this option is subject to DfI approval. When assessed over a 10-year period, the total estimated cost for this option across the villages is £267,820, including both capital and revenue costs.

Option 2 provides an alternative approach through the allocation of a festive capital fund to villages, allowing local flexibility in the delivery of Christmas displays. This option does not involve the installation of permanent tree infrastructure and instead supports community-led or locally procured decorations. The total estimated cost of this option over a 10-year period is £264,000, offering a comparable overall level of investment while reducing direct Council involvement in installation and maintenance.

Hamlets Category (250 – 999 population category)

Two Christmas tree options have been identified and assessed over a 10-year period, based on both capital and revenue expenditure for 21 locations identified within this band along with a small number of additional hamlets where no permanent tree provision currently exists.

Option 1 proposes the installation of metal Christmas trees across all hamlets within this category. This option provides a standardised, durable and reusable festive feature, reducing reliance on annual procurement and improving resilience to adverse weather conditions. Over a 10-year period, the total estimated cost of this option is £241,200, comprising £81,600 in capital expenditure and £159,600 in revenue costs, based on Council installation, maintenance and storage.

For locations with no current Christmas tree provision and a suitable tree location cannot be agreed, motifs to the value of the metal Christmas tree will be considered subject to DFI Roads approval.

Option 2 provides an alternative approach through an extension of the festive capital fund, rather than the installation of fixed tree infrastructure. This option supports local flexibility in the delivery of festive displays and removes the requirement for Council-led installation and ongoing maintenance. When assessed over a 10-year period, the total estimated cost of this option is £210,000, offering a lower overall cost and a simplified delivery model across the hamlet locations.

Smaller Hamlets Category (100 – 249 population category)

The proposals apply to 16 locations of smaller settlements across the Council area. Two additional locations have been included, Windyhall and Glebeside, due to legacy arrangements having been put in place.

The proposed option for these hamlets is the introduction of a festive Capital fund, enabling communities to deliver locally appropriate Christmas displays without the need for fixed tree infrastructure. This approach supports a range of festive elements, such as lighting or decorations, and avoids the operational requirements associated with installation, maintenance and storage of Council-owned assets. The festive fund offers flexibility while ensuring an equitable level of support across all locations.

Recommendations

It is recommended that the Environmental Services Committee considers festive lighting provision, the potential to use artificial rather than natural trees, provision of trees to rural communities and recommends to Council their preferred options.

It is recommended that the Environmental Services Committee recommends to Council approval of the preferred option for Christmas tree provision within the Town category (5,000+ population), as set out in paragraph 4.1, including the phased replacement of natural trees with artificial or metal alternatives where appropriate.

It is recommended that the Environmental Services Committee recommends to Council approval of the options for Villages (1,000–4,999 population) as set out in paragraph 4.2 and delegates authority to Council officers to liaise with relevant community group to agree, on a location-by-location basis, the most appropriate option (Option 1 or Option 2), subject to budget availability and any required DfI Roads approvals.

It is recommended that the Environmental Services Committee recommends to Council approval of the options for Hamlets (250–999 population) as set out in paragraph 4.3 and delegates authority to Council officers to liaise with relevant community group to agree, on a location-by-location basis, the most

appropriate option (Option 1 or Option 2), subject to budget availability and any required DfI Roads approvals;

It is recommended that the Environmental Services Committee recommends to Council approval of the introduction of a festive capital fund for Small Hamlets (100–249 population) as set out.

Alderman Fielding said that he understood the rationale for the metal trees given the climate and unfavourable weather conditions but felt that the public would prefer a traditional tree even though it may be more costly and said that he had received favourable comments from local residents regarding the 2025 tree.

Alderman Fielding also said that Portstewart and Portrush should be included in the switch-on schedule by the Mayor as was the case for legacy Coleraine Borough Council to align with Ballymoney, Ballycastle, Coleraine and Limavady. Councillor Callaghan concurred with Alderman Fielding's remarks.

In response to Councillor Holmes the Director of Environmental Services said that the 4 main towns ie Ballymoney, Ballycastle, Coleraine and Limavady received a greater size of tree and the Head of Estates advised that the height of the trees in Portstewart and Portrush were linked to the wind conditions so requirement to limit to a particular height.

Councillor Kane said he understood the issues with obtaining the traditional trees and spoke of the weather especially in coastal town and said that there was a desire to see the trees more fully dressed. Councillor McAuley said that some felt there was a preference to revert back to the coloured lights on trees.

Alderman McKillop said she had been approached about the tree in Bushmills and welcomed a form of engagement with communities involved and referred to Bushmills as being an area of conservation.

In response to Councillor Bateson regarding the village category the Director of Environmental Services advised that the current motifs in Kilrea would be retained this festive period. Councillor Bateson referred to the hardship experienced during the closure of the Kilrea Bridge and felt that the community would welcome a traditional tree.

In response to Councillor Huggins the Director of Environmental Services confirmed the options as outlined in the Officer recommendation and confirmed that the option which included a contributions for capital

contribution ie tree decorations lights and installation a grant could also be applied for with the exception of Town aspect of the recommendations. Councillor Huggins said there was a need for fairness across the borough in terms of festive allocations.

The Director of Environmental Services also confirmed that communities could move from the grant aid option to purchase of a metal tree, however if a metal tree was purchased in the first instance due to the capital expenditure there would be no option to explore a further option and confirmed that this detail would be shared in the consultation process.

Councillor Kane spoke of the importance of consulting with communities and said there was a reliance on the capacity, confidence and skills of communities to provide the structure.

Councillor Huggins said that even the smallest of hamlets would be able to avail of a festive fund pot of £500 to enable festive celebrations.

The Director of Environmental Services said quite a significant number of communities have availed of festive fund already so have the capacity within the organisation to make an application and run an event. If they did not have the capacity to erect a tree they can accept the council proposal of a metal tree. The Director said Officers would engage with Communities subject to ratification of the decision and welcomed the involvement of Elected Members which he said would be helpful.

Councillor Holmes pointed to how successful the switch-ons were in Kilrea and Garvagh which were run by communities having previously been Council organised.

Councillor Holmes asked that, for three years of the 10 year period, expertise be provided to those requiring guidance, to encourage those who take on the responsibility for arranging festivities themselves.

Councillor Bateson proposed that the current arrangement be maintained for the villages of Kilrea, Bushmills, Cloughmills, Cushendall, Castlerock, Dunloy and Rasharkin and that Option 1 and 2 be offered to the villages of Dungiven, Ballykelly, Greysteel and Garvagh. This was seconded by Councillor Archibald. The Director of Environmental Services said that this proposal could be considered a backward step given the difficulties encountering sourcing trees which are acceptable for use and felt the metal tree ensured consistency across the Borough. Councillor Bateson withdrew his proposal with the agreement of his proposer.

Proposed by Alderman Fielding
Seconded by Councillor Holmes and

AGREED – To recommend to Council Option 1 – involves the continued use of traditional natural Christmas trees, typically at heights of 9 metres in larger locations and 7 metres where appropriate. When assessed over a 10-year period, the total cost for this option across the six towns is £271,500; That Portstewart and Portrush should be included in the switch-on schedule by the Mayor to align with Ballymoney, Ballycastle, Coleraine and Limavady.

Proposed by Councillor Holmes
Seconded by Councillor Huggins and

AGREED – To recommend that Council approve of the options for Villages (1,000–4,999 population) as set out in paragraph 4.2 and delegates authority to Council officers to liaise with relevant community group to agree, on a location-by-location basis, the most appropriate option (Option 1 or Option 2), subject to budget availability and any required DfI Roads approvals; Additional support provided via liaison with Officers for the first 3 years of 10 year period.

Proposed by Councillor Huggins
Seconded by Councillor Callaghan and

AGREED – To recommend:-
That Council approve the options for Hamlets (250–999 population) as set out in paragraph 4.3 and delegates authority to Council officers to liaise with relevant community group to agree, on a location-by-location basis, the most appropriate option (Option 1 or Option 2), subject to budget availability and any required DfI Roads approvals;
Additional support provided via liaison with Officers for the first 3 years of 10 year period;
That Council approve the introduction of a festive capital fund for Small Hamlets (100–249 population) as set out in paragraph 4.4.

7. ENVIRONMENTAL SERVICES BUSINESS PLANS

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

Purpose of Report

The purpose of this report is to present to Members the 2026/2027 Environmental Services (ES) Business Plans for consideration and approval.

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

- Introduction
- The Purpose of the Plans
- Financial Position
- Environmental Services Risk Register – Update May 2025

Recommendation

The ES Committee is asked to consider and approve the proposed business plans for the 2026 / 27 period, providing a focus for officers responsible for delivering Environmental Services.

At the request of Councillor Elder the Director of Environmental Services provided clarity on the status of vacant posts explaining that it was difficult to fill some of the technical positions and explained that some posts were temporary due to the grant funded financing for fixed periods. The Director of Environmental Services advised that many of the seasonal temporary positions are filled by students and pointed to a lower age profile of staff recruited for permanent posts which is welcomed. He advised that to ensure continuation of quality service provision, some technical staff work enhanced hours to manage the workload and is hoped to keep staffing levels as well maintained as possible.

At the request of Councillor Elder the Director of Environmental Services confirmed that over next year a 10 year plan for asset maintenance based on conditions surveys undertaken in last 3 years would be set up. This will involve a considerable investment and it is envisaged going forward to take a more proactive than reactive approach to building maintenance.

In response to the Chair, the Director of Environmental Services said that there were apprentice positions for horticulture posts and potentially mechanic positions as well as paid placements for university graduates.

Proposed by Councillor Elder
Seconded by Councillor Huggins and

AGREED – To recommend that Council approve the proposed business plans for the 2026 / 27 period, providing a focus for officers responsible for delivering Environmental Services.

8. AMUSEMENT PERMIT REPORT

Report, previously circulated, was presented as read.

THE BETTING, GAMING, LOTTERIES AND AMUSEMENTS (NI) ORDER 1985

RENEWAL OF AN AMUSEMENT PERMIT

The applications, previously circulated, for renewal of an amusement permit have been received and processed during the report period.

Committee NOTED the report.

9. ENTERTAINMENT LICENSING REPORT

For information report, previously circulated, was presented as read.

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) (NI) ORDER 1985

ENTERTAINMENT LICENCES

The applications, previously circulated, for an entertainments licence have been received, acknowledged and processed during the report period.

Committee NOTED the report.

10. PETROLEUM SPIRIT LICENCE RENEWALS

For information report, previously circulated, was presented as read.

PETROLEUM (REGULATION) ACTS 1929 AND 1937

PETROLEUM SPIRIT LICENCES

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

Committee NOTED the report.

11. SOCIETY LOTTERY REGISTRATIONS

For information report, previously circulated, was presented as read.

THE BETTING, GAMING, LOTTERIES AND AMUSEMENTS (NI) ORDER 1985

REGISTRATION OF A SOCIETY

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

Committee NOTED the report.

12. STREET TRADING LICENCE RENEWALS

For information report, previously circulated, was presented as read.

STREET TRADING (NI) ACT 2001

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

Committee NOTED the report.

13. AIR QUALITY PROGRESS REPORT

For information report, previously circulated, was presented as read.

Purpose of Report

The purpose of this report is to advise members of the 2025 Air Quality Progress Report for the Borough.

Further background information was provided in the report.

Details of conclusions and proposed actions were previously circulated.

Recommendation

It is recommended that Council notes the report.

Committee NOTED the report.

14. ANIMAL WELFARE REPORT 2024

For information report, previously circulated, was presented as read.

Purpose of Report

The purpose of this report is to advise members of the recently published Animal Welfare Report 2024.

Further background information was provided in the report.

Recommendation

It is recommended that Council notes the report.

Committee NOTED the report.

15. MATTERS FOR REPORTING TO PARTNERSHIP PANEL

There were no matters for reporting to the Partnership Panel.

16. CONSULTATIONS

The Director of Environmental Services referred Elected Members to the consultations, all of which he said would be actioned.

- Office for Product Safety and Standards and Department for Business and Trade on Product Regulation: The UK's new product safety framework – submission by 23rd June 2026
- Office for Product Safety and Standards and Department for Business and Trade on Product Regulation: Market Surveillance and Enforcement Framework – submission by 23rd June 2026
- Office for Product Safety and Standards and Department for Business and Trade on The Fire Safety of Domestic Upholstered Furniture – submission by 23rd June 2026
- DAERA Waste Policy Team on Consultation on the draft From Waste to Worth: Northern Ireland Waste Prevention Programme – submission by 10th July 2026
- DAERA Animal Welfare and Dog Control Policy Branch on Public Consultation on Proposed Animal Welfare Policy Reforms in Northern Ireland – submission by 30th June 2026

Committee NOTED the Consultations listed.

17. NOTICE OF MOTION PROPOSED BY COUNCILLOR KANE, SECONDED BY COUNCILLOR MCCULLY

That this Council:-

Acknowledges the important role dogs play as companion animals, and notes

the concerns raised by residents regarding dogs being allowed off-lead in Riverside Park and Megaw Park, Ballymoney, particularly for:

- people with disabilities, reduced mobility, and visual impairment;*
- those with allergies to dogs, and*
- adults and children with a fear of dogs;*

Recognises the importance of safe, designated spaces where dogs can exercise off-lead, and the need to balance the needs of all park users; Notes that while signage is currently in place within these parks stating that dogs should be kept on leads, these instructions are not supported by enforceable Dog Control Orders.

Resolves to:

Initiate the process of introducing Dog Control Orders requiring dogs to be kept on leads in Riverside Park and Megaw Park, except within the designated dog-run areas;

Undertake a scoping exercise to assess options for upgrading dog-run facilities in both, ensuring they are safe and secure, appropriately designed for different breed sizes, and provide stimulating environments for dogs to exercise and play.

Engage with local residents, including those directly affected by off-lead dogs and with dog owners, to ensure the approach taken is fair, balanced, and reflective of community needs.

The Chair invited Councillor Kane to address the Committee.

Councillor Kane referred to the shared community spaces which he wished to see thriving and referred to lobbying from those who are impaired, are fearful of or allergic to dogs and the impact of dogs not being controlled by their owners. Councillor Kane also said that the facilities for dogs were far from perfect.

Alderman Fielding referred to other dog runs in the borough including Christie Park and said parity was required. The Director of Environmental Services agreed to bring back a paper delivering costings on dog runs.

The Director of Environmental Services explained the requirements for a Dog Control Order to be established which required a level of evidence and monitoring regarding complaints and referred to statistics currently available in this regard. At the request of Councillor McAuley the Director of Environmental Services advised of the number of complaints required to take this direction of travel.

Alderman Coyle pointed to the difficulties enforcing a Dog Control Order and referred to signage.

In summary Councillor Kane referred to specific examples which would evidence a need for a Dog Control Order, referred to the aspects to be considered when designing a dog run and the current restrictions around enforcement around dogs not on a lead.

Proposed by Councillor Kane
Seconded by Councillor McCully and

AGREED – To support the Notice of Motion.

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Councillor Callaghan
Seconded by Councillor McAuley and

AGREED – to recommend that Council moves 'In Committee'.

* ***Press and Public left the meeting at 8.40pm***

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.

18. CEMETERY ADMINISTRATION – CONTRACT RENEWAL

Confidential report, by virtue of paragraph(s) 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014, previously circulated, was presented by the Director of Environmental Services.

Purpose of Report

The purpose of this report is to seek approval to renew the existing contract for the cemetery administration system, which supports the management of burial records, cemetery mapping, bookings and associated customer services across Council-operated cemeteries

Background information and details of the proposal were previously circulated.

Options

Option 1 – Do Nothing

Allow the current contract to expire.

This option would result in the loss of access to the cemetery administration system, requiring reversion to paper-based processes or urgent

procurement of an alternative system, with associated operational risk, potential service disruption and additional costs.

Option 2 – Renew Existing Contract (Preferred Option)

Renew the existing contract at an annual cost of **£31,095** for the cemetery administration system to ensure continued delivery of cemetery services using the established digital platform. This option provides continuity, value for money, and minimises risk to service delivery

Recommendations

It is recommended that the Environmental Services Committee recommends to Council approval of the renewal of the contract for the cemetery administration system, as outlined in this report, subject to confirmation of final contract terms and completion of any required legal processes.

Proposed by Councillor Huggins
Seconded by Councillor Kane and

AGREED – To recommend Council approval of the renewal of the contract for the cemetery administration system, as outlined in this report, subject to confirmation of final contract terms and completion of any required legal processes.

19. CORRESPONDENCE

19.1 Correspondence from Alan Keys, Department for Infrastructure, dated 23rd March 2026 Re. Riverside Retail Park

Confidential correspondence by virtue of paragraph(s) 5 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014, previously circulated, was presented by the Director of Environmental Services.

The Director of Environmental Services referred Elected Members to the correspondence and spoke of the current state of the unadopted roads in the Riverside Retail Park and of ongoing discussions which the Chief Executive had been involved in with DfI.

DfI advised that the internal consultant has had a scoping meeting with stakeholders regarding Riverside to discuss the work required to bring road up to adoptable standard and their costs.

The cost for surveys, services info, design work, estimates, production of schedule/BoQ, H&S/CDM requirements - £25,806.21.

Recommendation

It is recommended that the Environmental Services Committee consider the correspondence.

Following questions from Elected Members the Director of Environmental Services said that the Chief Executive was dealing with the matter and the Senior Solicitor (Interim) was not available this evening.

Elected Members raised the matter of unknown costs following the condition survey, expectations which may result, the setting of a precedent, and referred to other demands on finances at this time. Elected Members referred to the current state of disrepair and the lack of responsibility demonstrated by various stakeholders.

Councillor Holmes referred to the rates income generated from Riverside Regional Park.

The Director of Environmental Services read the proposal to Elected Members and the Chair advised that during discussion it had been voiced that Council would only be paying for the scoping exercise at a cost of £25,806.21.

Councillor Huggins requested a recess.

The Chair called a recess at 9.00 pm
The meeting reconvened at 9.10 pm

Councillor Holmes stated that the circumstances for this proposal were exceptional given the level of traffic, state of disrepair and the facts that there are no registered owners and the roads are currently unadopted. The Chair concurred with Councillor Holmes remarks.

Alderman Coyle said he was not in favour of this proposal.

Proposed by Councillor Holmes
Seconded by Alderman Hunter

- To recommend that Council pay for survey work Cost for surveys, services info, design work, estimates, production of schedule/BoQ, H&S/CDM requirements - £25,806.21 following which the outcome will be considered by Environmental Services Committee; Chief Executive to provide an update to Full Council.

The Chair put the Proposal to the Committee to Vote
11 Members voted For; 2 Members voted Against; 0 Members Abstained
The Chair declared the Motion Carried.

AGREED – To recommend that Council pay for survey work Cost for surveys, services info, design work, estimates, production of schedule/BoQ, H&S/CDM requirements - £25,806.21 following which the outcome will be considered by Environmental Services Committee; Chief Executive to provide an update to Full Council.

* **Alderman Fielding left the Chamber at 9.14 pm.**

20. LICENCES ISSUED UNDER DELEGATED AUTHORITY

Confidential report, by virtue of paragraph(s) 2 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014, previously circulated, was presented by the Director of Environmental Services.

The licences, previously circulated, were issued under Delegated Authority during the last report period:

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) (NI) ORDER 1985

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) (NI) ORDER 1985

LICENSING OF PAVEMENT CAFES ACT (NORTHERN IRELAND) 2014

STREET TRADING (NI) ACT 2001

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.

* **Alderman Fielding returned to the Chamber at 9.15 pm**

21. INCREASE IN FEES FOR CAR PARK ENFORCEMENT CONTRACT

Confidential report, by virtue of paragraph(s) 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 previously circulated, was presented by the Director of Environmental Services.

Purpose of Report

To inform members of the request from our car park service provider, Car Park Services Ltd, to increase the charges for services in line with clause 12.2.2 of the current contract. The increase is a CPI increase of 3.2% and an adjustment in the labour element to meet the Living Wage Foundation rate of £13.45 per hour.

Background details were previously circulated.

Recommendation

It is recommended that the Environmental Services Committee note the increases in contract costs which are in line with our current contract.

Committee NOTED the report.

MOTION TO PROCEED 'IN PUBLIC'

Proposed by Councillor Huggins
Seconded by Councillor Kane and

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

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

There were no Items of Any Other Relevant Business

This being all the business, the Chair thanked Elected Members for their attendance. The meeting closed at 9.20 pm.

Chair