

From: DFC HBC HMC Secretariat
Sent: 17 September 2026 13:50
To: Planning
Cc: DFC HBC HMC Secretariat
Subject: HBC Meeting with Causeway Coast and Glens Borough Council

Good afternoon,

I am writing on behalf of the Historic Buildings Council (HBC), an advisory body to the Department for Communities.

As part of our programme of engagement with local authorities, we are planning to hold the next HBC meeting in Coleraine on 23 October 2026.

We would like to invite the Chief Executive and members of the Planning Committee to join us at 11.30am for a brief presentation on the work of HBC, followed by a question-and-answer session.

We would be grateful for your assistance in identifying a suitable venue. We expect up to 20 HBC members and officials to attend and would require a meeting room from approximately 9.30am to 2.00pm, with facilities for presentations and online participation.

We would welcome any advice on catering options, as we usually provide tea, coffee and light refreshments on arrival, followed by a light lunch.

We would also be pleased to invite any council representatives attending the session to join HBC members and officials for lunch afterwards, providing an informal opportunity for networking and further discussion.

Thank you for your assistance. I look forward to hearing from you.

Kind regards,

Caroline

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