

**COMMEMORATION AND CELEBRATION SUB-COMMITTEE MEETING  
WEDNESDAY 2 APRIL 2025**

<b>No</b>	<b>Item</b>	<i>Summary of Key Recommendations</i>	<i>Estimated Timescale for completion</i>
<b>1.</b>	Apologies	<b>Councillor Storey</b>	<b>N/A</b>
<b>2.</b>	Declarations of Interest	<b>Nil</b>	<b>N/A</b>
<b>3.</b>	Minutes of Meeting held 5 March 2025	<b>Confirmed as a correct record</b>	<b>N/A</b>
<b>4.</b>	Commemoration Programme Update– HM Queen Elizabeth II. Representatives from Northern Regional College will be in attendance	<b>To recommend that the Chair meet on the Anderson Park site with Northern Regional College representatives and develop discussions around design and update Sub Committee</b>	<b>N/A</b>
<b>5.</b>	VE Day 2025 Update	<b>To recommend that work continues by Officers on the draft Programme for VE Day 2025 in order to provide the agreed activities and methods of delivery</b>	<b>N/A</b>
<b>6.</b>	Armed Forces Day 2026 Update	<b>to recommend that Council approve that work continues by Officers to agree activities and to</b>	

		<b><i>research costs and methods of delivery.</i></b>	
<b>7.</b>	Date of Next Meeting - Wednesday 07 May 2025	<b><i>7th May 2025 via MS Teams</i></b>	

**MINUTES OF THE MEETING OF THE  
COMMEMORATION AND CELEBRATION SUB-COMMITTEE  
HELD IN THE COUNCIL CHAMBER AND VIA VIDEO-CONFERENCE ON  
WEDNESDAY 2 APRIL 2025 AT 6.00 PM**

**Chair:** Alderman Knight-McQuillan (C)

**In Attendance:** Alderman Fielding (C)  
Councillor McCully (R), Wisener (C)

**Non Committee Members**  
**In Attendance:** Councillor Kyle (R)

**Officers Present:** M Quinn, Director of Corporate Services (C)  
S McLaughlin, Business Support Officer (C)  
I Owens, Committee and Member Services Officer (C)

**In Attendance:** A Lennox, ICT Officer (C)  
  
S Price, Head of Department, Northern Regional College (C) (Items 1-4)  
R Wilsdon, Curriculum Area Manager Northern Regional College (R) (Items 1-4)  
K Flannigan, Lecturer, Northern Regional College (R) (Items 1-4)  
  
Press 2 no. (R)

The Director of Corporate Services undertook a roll call of Sub-Committee Members present.

**1. APOLOGIES**

An apology was recorded for Councillor Storey.

**2. DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**3. MINUTES OF MEETING HELD 05 MARCH 2025**

Summary, previously circulated.

**AGREED** – that the Minutes of the Commemoration and Celebration Sub Committee meeting held Wednesday 5 March 2025 were confirmed as a correct record.

**4. COMMEMORATION PROGRAMME UPDATE – HM QUEEN ELIZABETH II. REPRESENTATIVES FROM NORTHERN REGIONAL COLLEGE WILL BE IN ATTENDANCE**

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

**Purpose of Report**

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

**Background**

On 5<sup>th</sup> 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 attached at Appendix A, 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.

The Northern Regional College was approached to see if they would be interested in partnering with the Council in this project.

Confirmation was received that the college's HND Graphic Design Course, which is based in Trostan Avenue, Ballymena, are keen to take on this project and representatives from Northern Regional College will be in attendance at the Sub-Committee Meeting to discuss.

The Commemoration Programme has been updated following subsequent Sub-Committee Meetings. Research is currently ongoing to obtain information and costings for various suggestions contained within the Draft Commemoration Programme as per Appendix A and at 3.4 and 3.5 below.

As previously agreed by Elected Members, a procurement exercise is being undertaken for the design and supply of the interior option using the following criteria.

Indoor:

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

Elected Members previously agreed that an option for an outdoor piece of artwork also be explored as a possible alternative to the indoor one. Members are now asked to consider the following criteria so that this can be explored.

Outdoor:

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

### **Financial Implications**

Council had agreed an initial budget of £20,000 (2024/25) for delivery of the programme for Notices of Motion (a) and (b). As the Commemoration Plan continues to develop, a budget of £40,000 has been included for 2025/26 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 update as detailed in Appendix A, previously circulated, is noted and that work continues by Officers in order to research costs and methods of delivery for the various activities contained in the agreed Commemoration Programme for HM Queen Elizabeth II.

The Chair advised that Northern Regional College had been invited to provide guidance on creativeness in respect of ideas and suggestions from Elected Members.

The Chair said that her contribution by way of ideas and suggestions was the association with Paddington Bear which resonated with both young and old, would be iconic and be a lasting and impactful tribute.

The Chair invited representatives from Northern Regional College to address the Sub Committee. The Head of Department introduced his colleagues and spoke of their role and the extent of their involvement in this project and suggested that with the agreement of Elected Members the Curriculum Area Manager and Lecturer would undertake face to face project briefs with the Chair.

The Head of Department said that costings would depend on location and type of display as well as type of materials used and spoke of the Northern Regional College's fondness of Anderson Park which was considered by some as an extension of the College.

At the request of The Chair, the Head of Department said a site visit at Anderson Park would be useful. Alderman Fielding suggested the Chair attend a site visit with the Northern Regional College team and update the Sub Committee accordingly.

The Curriculum Area Manager welcomed the opportunity to contribute and spoke of how pleased students at the Ballymena Campus were to be involved in the design work.

The Lecturer said that her students were keen and enthusiastic about the prospect of their involvement and had already begun initial sketches and images including a moodboard.

The Chair agreed that her details be shared with the Curriculum Area Manager and Lecturer from Northern Regional College.

The Chair said she was delighted that students were so keen and welcomed their initial sketches saying that the project now seemed achievable.

The Head of Department pointed to the high standard of art by students at Ballymena Campus saying their work will be on display at the new Campus as an alternative to outsourcing.

Proposed by Alderman Fielding  
Seconded by Councillor McCully and

**AGREED** – to recommend that the Chair meet on the Anderson Park site with Northern Regional College representatives and develop discussions around design and update Sub Committee.

The Chair thanked Northern Regional College representatives for their attendance.

NRC Head of Department, Curriculum Area Manager and Lecturer, left the meeting at 6.30 pm.

## **5. VE DAY 2025 UPDATE**

For information report, previously circulated, was presented by the Director of Corporate Services.

### **Purpose of Report**

The purpose of the report is to provide a Draft Programme for VE Day 2025 for consideration and approval.

### **Background**

On 1<sup>st</sup> October 2024, Council resolved to agree the following Notice of Motion:

*“8th May 2025 will be the 80 year anniversary of VE Day where Nazi Germany officially surrendered, and World War 2 came to an end in Europe. I propose that Causeway Coast and Glens Borough Council organise and host a programme of events fitting to commemorate Victory in Europe Day on Thu 8th May 2025 - a programme that should be a spectacular celebration as well as remembering those who gave their all for all of us.”*

The revised Terms of Reference for the former Coronation Sub-Committee was updated and agreed at its meeting on 22<sup>nd</sup> October 2024, to include commemorating VE Day 2025. It was also agreed to rename the Coronation Sub-Committee to Commemoration and Celebration Sub-Committee.

### **VE Day Action Plan 2025**

Officers are now working towards delivering a programme of activity. The VE Day Action Plan is attached at Appendix A, previously circulated.

### **Financial Implication**

A budget of £40K was agreed for 2025/26 in order to progress with activities associated with the Commemoration and Celebration Sub Committee's work which includes the VE Day Event.

### **Equality Implications**

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

### **Other considerations**

As previously advised, Members should note that the VE Day event coincides with the NW200. The 8<sup>th</sup> May 2025 is race day, road closures will be in place which may impact on planned activities for VE Day.

NW200 Event Director has confirmed that a minute's silence will be observed prior to racing on the evening of Thursday 08 May 2025 with the riders and officials being invited to the front of the grid. He has also mentioned that the possibility of a brass band playing a short piece afterwards.

### **RAF Flypast**

Council is still awaiting a decision regarding its application to the RAF seeking a flypast along the A2 Coast Road and onto Coleraine ideally as close to 6pm as possible to prevent race delays.

The NW200 has requested that the Mayor/Deputy Mayor be present on the grid and they can be escorted out of the racing zone prior to the first evening's race to allow them to get to Coleraine for the VE Day Event.



### **Consultation Meeting**

A further meeting is scheduled to take place on Thursday 10 April 2025 with various Stakeholder representatives in attendance.

The Draft Programme is attached at Appendix B, previously circulated, and will continue to be updated as and when activities have been agreed.

### **Recommendation**

**It is recommended** that work continues by Officers on the draft Programme for VE Day 2025 in order to provide the agreed activities and methods of delivery.

**AGREED** – to recommend that work continues by Officers on the draft Programme for VE Day 2025 in order to provide the agreed activities and methods of delivery.

The Director of Corporate Services advised that the next item should be considered In Committee.

### **MOTION TO PROCEED ‘IN COMMITTEE’**

Proposed by Alderman Fielding  
Seconded by Councillor McCully and

**AGREED** – that Commemoration and Celebration Sub Committee move ‘*In Committee*’.

\* **Press were disconnected from the meeting at 6.30 pm**

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

## **6. 2026 ARMED FORCES DAY UPDATE**

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

### **Purpose of Report**

The purpose of the report is to provide an update on the preparations for Armed Forces Day 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."*

### **Draft Armed Forces Day Programme**

Officers are now working towards preparing a programme of activity. The initial Draft Armed Forces Day Programme is at Appendix A, previously circulated.

At this point, it is thought that Armed Forces Day 2026 will take place on Saturday 20 June 2026 which is the week before the rest of UK. This will allow us to maximise assets that might be used in other parts of the UK were it to be held on the same day.

This Programme will be updated as and when activities have been agreed, similar to the previous event in 2018.

### **Financial Implications**

A budget should be agreed in order to progress with activities associated with Armed Forces Day 2026.

Although a budget of £40,000 was set aside for 2025/26 to cover activities planned for by this 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.

### **Equality Implications**

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

### **Recommendation**

**It is recommended** that work continues by Officers to agree activities and to research costs and methods of delivery.

The Director of Corporate Services said that the Tourism and Recreation team had met with Officers from Newry, Mourne and Down District Council for discussion and there was much to be considered with Armed Forces Day

plans continuing. The Director of Corporate Services said that it was the desire of Officers to let Elected Members have the opportunity to consider all options in advance.

At the request of Alderman Fielding, the Director of Corporate Services advised the Air Show is currently scheduled for September. Alderman Fielding said he could see no reason for not combining the events.

The Chair said it sounded like a sensible option with both events complimenting each other

The Director of Corporate Services referred to initial discussions which would require consideration at the June Leisure and Development Committee meeting in terms of combining both events.

The Chair recalled that in the previous mandate the Air Show was scheduled in June. Alderman Fielding suggested the weather could be more favourable at this time of the year.

The Director of Corporate Services advised that work was continuing in the background in regard to Armed Forces Day.

Councillor McCully said he was content at this stage and would await further communication.

**AGREED** – to recommend that Council approve that work continues by Officers to agree activities and to research costs and methods of delivery.

**MOTION TO PROCEED ‘IN PUBLIC’**

Proposed by Alderman Fielding  
Seconded by Councillor McCully and

**AGREED** – that Sub Committee move ‘*In Public*’.

Members of the Press, were readmitted to the meeting at 6.30 pm.

**7. DATE OF NEXT MEETING - WEDNESDAY 7 MAY 2025**

The date of the next meeting will be Wednesday 7 May 2025 at 6pm. At the request of the Chair Elected Members agreed that the next meeting be held via

MS Teams. The Chair reminded the Sub Committee that this meeting was the evening before VE Day events.

There being no further business, the Chair thanked everyone for their attendance and the meeting closed at 6.30 pm.

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Chair