



**LAND AND PROPERTY SUB-COMMITTEE MEETING
WEDNESDAY 3 SEPTEMBER 2025**

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 Previous Meeting held on 4 th June 2025	Confirmed as a correct record	<i>N/A</i>
	'In Committee' (Items 4-10 inclusive)		
4.	Land and Property Transformation		
4.1	Corporate Asset Register – Update	Noted; To recommend to Corporate Policy and Resources Committee that the Land & Property Sub-committee receive six-monthly reports going forward instead of quarterly reports.	
4.2	Transformation Programme – Land and Property Action Plan – Quarterly Update		
5.	Leases and Licences		

5.1	Limavady, Green Lane Museum – Keyholder Agreement	<i>To recommend that the Corporate Policy and Resources Committee agrees to the renewal of the Key Holder Agreement with Roe Valley Ancestral Researchers for the voluntary operation of Green Lane Museum for the remainder of the 2025 season and the 2026 season, including the approval of the two minor amendments outlined above.</i>	
6.	Requests to Use Council Land		
6.1	Request to Use Council Land Charging Schedule – Revisions	<i>To recommend that the Corporate Policy and Resources Committee consider the following revisions to the Land and Property Request to use Council land charging schedule; apply the administrative fee for larger companies with withdrawn last-minute requests to use Council land. Officers can refuse requests from applicants, on a case-by-case basis to determine the risk to Council by expediting request to use applications not within the allocated</i>	

		<i>processing time and apply a fee to individuals using Council land without the appropriate permissions.</i>	
6.2	Request to Use Council Land, Ref/98/23 Kilrea, Laneway, Licence Agreement for the Use of Council Land	<i>To recommended that the Corporate Policy and Resources Committee approve the request from O&E McAtamney Retail Limited (Ref/98/23) to formalise the use of Council land at 6-8 Bridge Street, Kilrea and Council enters into a licence agreement for the use of Council land, subject to receipt of the LPS valuation report.</i>	
6.3	Request to Use Council Land, Ref/113/24 Dungiven Sport Centre, Bowling Club	<i>To recommend that the Corporate Policy and Resources Committee approve the request from Dungiven Bowling Club (Ref/113/24) to enter into a lease agreement for the placement of a portacabin on Council land at Dungiven Sports Centre, subject to the applicant obtaining planning permission, the applicant covering the cost of the LPS valuation</i>	

		and applying the annual rent [REDACTED].	
7.	Requests to Purchase/Dispose of Council Land/Property		
7.1	Third Party Requests to Purchase Council Land – Quarterly Update	Noted	
8.	Leases and Licences		
8.1	Council Leases and Licences – Quarterly Update	Noted	
8.2	Portrush, Lansdowne Shelter – Extension to Lease	<i>To recommend that the Corporate Policy and Resources Committee approve the request to extend the current leased area at Lansdowne Shelter, Portrush to formalise the encroachment on Council land and to include the former public toilets at Lansdowne, Portrush, at the [REDACTED] annum and the rent is back dated to the 1st April 2025 and formalised by an amendment to the current lease.</i>	
8.3	Castlerock, Cottage – Renewal Lease to RNLI, Ministeral Approval Application	<i>To recommend to Corporate Policy and Resources Committee that Council renew the lease for the property known as the Coastguard Garage and Lookout, Castlerock for a for a term of 5 years to the</i>	

		<i>RNLI, at a nominal rent and the Land and Property Section make an application to DfC under section 96 of the local government act for disposal of land at less than best value.</i>	
9.	Legal Issue		
9.1	Council Title and First Registration – Quarterly Update	<i>Noted</i>	
10.	Correspondence	<i>Nil</i>	

**MINUTES OF THE LAND AND PROPERTY SUB-COMMITTEE MEETING HELD
VIA VIDEO CONFERENCE ON WEDNESDAY 3 SEPTEMBER 2025 AT 7.00PM**

Chair: Alderman Knight-McQuillan (R)

Present: Alderman Fielding (R)
Councillors C Archibald (R), McCully (R), McShane (R),
Nicholl (R), Wilson (R), Wisener (R)

Officers Present: M Quinn, Director of Corporate Services (R)
J Mills, Council Solicitor, Land and Property (R)
S Carty, Corporate Assets Officer (R)
S Calvin, Museum Services Development Manager (R)
Jayne McAleese, GIS Digital Analyst Officer (R)
J Drillingcourt, Land and Property Officer (R)
M Faith, Assistant Land and Property Officer (R)
I Owens, Committee & Member Services Officer (R)
Press 1 no. (R)

1. APOLOGIES

There were no apologies recorded.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETING HELD ON WEDNESDAY 4 JUNE 2025

Summary, previously circulated.

AGREED – the Minutes of the Land and Property Sub Committee meeting held Wednesday 4 June 2025 were confirmed as a correct record.

MOTION TO PROCEED ‘IN COMMITTEE’

Proposed by Councillor Wisener
Seconded by Councillor Nicholl and

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

* **Press were disconnected from the meeting at 7:05pm**

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.

4. LAND AND PROPERTY TRANSFORMATION PROGRAMME

4.1 Corporate Asset Register

Confidential report, by virtue of paragraph(s) 3 & 5 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014, previously circulated, was presented by the Director of Corporate Services.

Purpose of Report

The purpose for this report is to update and inform the Land & Property Subcommittee of the status of the Corporate Asset Register.

Recommendation

It is recommended that the Land & Property Subcommittee notes the information in the report.

The Director of Corporate Services said that this was a great mechanism for recording of Council Assets and spoke of the collaborative work undertaken by the Corporate Assets Officer and GIS Digital Analyst.

The Corporate Asset Officer said that this was a complex document with multiple tables and columns currently subject to digitalisation with an aim for launch by the end of October or beginning of November.

The GIS Digital Analyst showed via powerpoint the imagery including contact details, pictures of assets and a video walk through.

Alderman Knight McQuillan said that the outworking of the Corporate Asset Officer's work undertaken was impressive and included a layer of transparency and openness and would add massive value to asset inventory recording. Alderman Knight-McQuillan acknowledged the work still to be completed and commended the hard work undertaken by Officers.

Councillor Nicholl concurred with Alderman Knight-McQuillan and spoke of how useful this information would be for Councillors and communities to access and wished to highly commend the work of the Officers also.

AGREED – To recommend that the Corporate Policy and Resources Committee notes the information.

4.2 Transformation Program – Land and Property Action Plan – Quarterly Update

Confidential report, by virtue of paragraph(s) 3 & 5 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014, previously circulated, was presented by the Director of Corporate Services.

Purpose of Report

The purpose of the report is to present the Quarterly Update on the embedding of the Transformation Action Plan, which was completed on October 2024.

Land and Property Recommendations

The recommendations from the Independent report have been previously detailed in the Transformation Action Plan – Land and Property.

This Action Plan has now been updated to show that all recommendations arising from the Independent report are now complete and will continue to be implemented.

This review report will be brought to the Land and Property Sub-Committee on a quarterly basis, commencing January 2025, to allow the Land and Property Sub-Committee to oversee and monitor the implementation and embedding of the Transformation Programme.

The next quarterly update of the Transformation Programme will be brought to the Land and Property Sub-Committee in June 2025.

Progress report as at September 2025 detailed was previously circulated.

Recommendation

It is recommended that the Quarterly Update on Embedding the Transformation Programme – Land and Property Update is noted.

The Director of Corporate Services highlighted a few points contained within the Progress as at September 2025 section of the report.

In relation to the Land and Property Charging schedule, members were advised that this was presented to the Land and Property Sub-Committee in February 2025 and May 2025. A revised Charging Schedule report is being presented to Subcommittee 3rd September 2025, and this Item should be considered in conjunction with Request to Use Council Land Charging Schedule, later in this meeting.

In relation to the Internal Audit on Land and Property, which was presented to Audit Committee on 18th June 2025, the Director of Corporate Services advised that a satisfactory level of assurance was provided, with 17 recommendations being fully addressed, 2 recommendations in progress and plans in place to address the remaining recommendation.

Members were also advised that the recruitment and selection process has now concluded for the Strategic Asset Manager, and subject to satisfactory pre-employment checks, a commencement date will be confirmed as soon as possible

With agreement of Elected Members the Director of Corporate Services advised that she proposed to move from quarterly updates to 6 monthly updates going forward.

AGREED – To recommend that the Corporate Policy and Resources Committee notes the information.

To recommend to Corporate Policy and Resources Committee that the Land & Property Sub-committee receive six-monthly reports going forward instead of quarterly reports.

5. LEASES AND LICENCES

5.1 Limavady, Green Lane Museum – Keyholder Agreement

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

Purpose of Report

The purpose of this report is to request that Members of the Land & Property Sub-Committee (L&PSC) agree to renew the Key Holder Agreement with Roe Valley Ancestral Researchers for Green Lane Museum, Limavady, for the remainder of the 2025 season and the 2026 season.

Proposals

Museum Services would propose to renew the Key Holder Agreement with Roe Valley Ancestral Researchers for the remainder of the 2025 season and the 2026 season.

The two additions that we are asking permission to make to the Agreement, in consultation with Council's Legal Service and approval from DAERA, are:

“To allow the Grantor to use the Premises for special events and exhibitions during the Term.”;

“Provide opportunities for people, outside of the Grantees’ organisation, to gain volunteering experience and to work in association with the Grantor’s Museum Services to develop and promote volunteer opportunities.”

Recommendation(s)

It is recommended that the Land & Property Sub-committee agrees to the renewal of the Key Holder Agreement with Roe Valley Ancestral Researchers for the voluntary operation of Green Lane Museum for the remainder of the 2025 season and the 2026 season, including the approval of the two minor amendments outlined above.

At the request of Alderman Knight-McQuillan, the Museum Services Development Manager advised that there were two interested parties with only one scoring satisfactorily.

Proposed by Alderman Fielding
Seconded by Councillor Wisener and

AGREED – To recommend that the Corporate Policy and Resources Committee agrees to the renewal of the Key Holder Agreement with Roe Valley Ancestral Researchers for the voluntary operation of Green Lane Museum for the remainder of the 2025 season and the 2026 season, including the approval of the two minor amendments outlined above.

6. REQUESTS TO USE COUNCIL LAND

6.1 Request to Use Council Land Charging Schedule – Revisions

Confidential report, by virtue of paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014, was presented by the Land and Property Officer.

Purpose of Report

The purpose of this report is to seek approval from the Land and Property Sub-Committee (L&PSC) for revisions required to the Request to Use Council land charging schedule.

Policy Position

The Land and Property Policy section 3.0 refers to the short-term use of Council land and property assets and is seen in the diagram previously circulated.

Proposals were previously circulated.

Recommendation

It is recommended that the Land and Property Sub-Committee consider the following revisions to the Land and Property Request to use Council land charging schedule; apply the administrative fee for larger companies with withdrawn last-minute requests to use Council land. Officers can refuse requests from applicants, on a case-by-case basis to determine the risk to Council by expediting request to use applications not within the allocated processing time and apply a fee to individuals using Council land without the appropriate permissions.

The Land and Property Officer advised that engagement had taken place with Coast and Countryside and other stakeholders in Leisure and Development Directorate and referred to the ever evolving process regarding this process.

At the request of Alderman Knight McQuillan, the Land and Property Officer advised that the one year pilot scheme commenced in December 2025.

At the request of Councillor McCully, the Land and Property Officer advised of protocol for dealing with unauthorised use of Council Land.

The Director of Corporate Services referred to filming by Tourism NI and Tourism Ireland which reaped benefits for Causeway Coast and Glens Borough Council and it was prudent to consider applications and Use of Council Land on a case by case basis.

The Land and Property Officer advised that Use of Council Land Policy was currently under review.

The Land and Property Officer advised that she would remedy protocol in relation to prescribed use by Tourism Ireland and Tourism NI accessing Council Land with permission free of charge when there was a clear benefit to Council and the Director of Corporate Services advised this would align with governance as agreed when the Director of Environmental Services was the Chief Officer responsible for Land and Property.

Councillor Nicholl suggested that given the ongoing review it would be prudent for Officers to explore protocol and policies for Use of Council Land managed by the other eleven Councils in respect of Tourism Ireland and Tourism Northern Ireland.

Alderman Knight-McQuillan concurred with Councillor Nicholl and the Land and Property Officer agreed to undertake the scope.

Proposed by Councillor Archibald
Seconded by Councillor McCully and

AGREED – to recommend that the Corporate Policy and Resources Committee consider the following revisions to the Land and Property Request to use Council land charging schedule; apply the administrative fee for larger companies with withdrawn last-minute requests to use Council land. Officers can refuse requests from applicants, on a case-by-case basis to determine the risk to Council by expediting request to use applications not within the allocated processing time and apply a fee to individuals using Council land without the appropriate permissions.

6.2 Request to Use Council Land, Ref/98/23 Kilrea, Laneway, Licence Agreement for the Use of Council Land

Confidential report, by virtue of paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014, previously circulated was presented by the Land and Property Officer who advised that the Director of Corporate Services and the Council Solicitor, Land and Property would answer Elected Members questions.

Purpose of Report

The purpose of this report is for the Land & Property Sub - Committee to consider the request from O&E McAtamney Retail Limited (Ref/98/23) to formalise the use of Council land at 6-8 Bridge Street, Kilrea by entering into a licence agreement.

Options

Refuse the request from O&E McAtamney Retail Limited (Ref/98/23) to formalise the use of Council land at 6-8 Bridge Street, Kilrea.

Approve the request from O&E McAtamney Retail Limited (Ref/98/23) to formalise the use of Council land at 6-8 Bridge Street, Kilrea and Council enters into a licence agreement for the use of Council land, subject to receipt of the LPS valuation report.

Recommendation

It is recommended that the Land & Property Subcommittee Committee Approve the request from O&E McAtamney Retail Limited (Ref/98/23) to formalise the use of Council land at 6-8 Bridge Street, Kilrea and Council enters into a licence agreement for the use of Council land, subject to receipt of the LPS valuation report.

Alderman Knight-McQuillan spoke of the improvements to the Laneway which was now looked more sightly.

Some Elected Members said that they had received correspondence earlier today which the Director of Corporate Services said she was aware of and updated Elected Members on historic issues in relation to this asset which were being dealt with by the Senior Management Team.

At the request of Councillor McCully the Council Solicitor, Land and Property advised of the current status regarding Right of Way.

Proposed by Councillor McCully
Seconded by Councillor Wisener and

AGREED – To recommend that the Corporate Policy and Resources Committee Approve the request from O&E McAtamney Retail Limited (Ref/98/23) to formalise the use of Council land at 6-8 Bridge Street, Kilrea and Council enters into a licence agreement for the use of Council land, subject to receipt of the LPS valuation report.

* **Councillor Wilson left the meeting at 7.50 pm**

6.3 Request to Use Council Land, Ref/113/24 Dungiven Sport Centre, Bowling Club

Confidential report, by virtue by virtue of paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014, previously circulated was presented by the Land and Property Officer.

Purpose of Report

The purpose of this report is for the Land & Property Sub - Committee to consider the request from Dungiven Outdoor Bowling Club (Ref/113/24) to lease Council land at Dungiven Sports Centre to place a portacabin to facilitate members of Dungiven Outdoor Bowling Club after the Sports Centre closes.

Options

Refuse the request from Dungiven Bowling Club (Ref/113/24) to enter into a lease agreement for the placement of a portacabin on Council land at Dungiven Sports Centre.

Approve the request from Dungiven Bowling Club (Ref/113/24) to enter into a lease agreement for the placement of a portacabin on Council land at Dungiven Sports Centre, subject to the applicant obtaining planning permission, the

applicant covering the cost of the LPS valuation and applying the annual rent [REDACTED].

Recommendation

It is recommended that the Land and Property Sub-committee approve the request from Dungiven Bowling Club (Ref/113/24) to enter into a lease agreement for the placement of a portacabin on Council land at Dungiven Sports Centre, subject to the applicant obtaining planning permission, the applicant covering the cost of the LPS valuation and applying the annual rent [REDACTED].

At the request of Alderman Knight-McQuillan, the Land and Property Officer advised that the type of structure was stipulated in the draft lease in conjunction with the Leisure and Development Directorate which included responsibility for insurance and repairs and provided details on current keyholding situation.

Proposed by Councillor Archibald
Seconded by Councillor Nicholl and

AGREED – To recommend that the Corporate Policy and Resources Committee approve the request from Dungiven Bowling Club (Ref/113/24) to enter into a lease agreement for the placement of a portacabin on Council land at Dungiven Sports Centre, subject to the applicant obtaining planning permission, the applicant covering the cost of the LPS valuation and applying the annual rent of [REDACTED].

Discussion took place regarding the status of the Planning application as Members believed this had received planning permission the previous week.

The Director of Corporate Services confirmed the planning application had been approved at the Planning Committee meeting held 27th August.

7. REQUESTS TO PURCHASE/DISPOSE OF COUNCIL LAND/PROPERTY

Third Party Requests to Purchase Council Land – Quarterly Update

Confidential report, by virtue of paragraphs 1 - 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014, previously circulated was presented by the Land and Property Officer.

Purpose of Report

The purpose of this report is to update the Land and Property Sub-Committee (L&P SC) regarding the current third-party requests to purchase Council Land received by the Land & Property section.

Recommendation

It is recommended that the Land and Property Sub-Committee notes the information.

Alderman Fielding questioned the timeline of some of the historic requests going as far back as four years.

The Land and Property Officer spoke of a lack of resources at that time and the time involved in preparing leases irrespective of the complexity and referred to the recent appointment of a Strategic Asset Manager.

AGREED - To recommend that the Corporate Policy and Resources Committee notes the information.

8. LEASES AND LICENCES**8.1 Council Leases and Licences – Quarterly Update**

Confidential report, by virtue of paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014, previously circulated was presented by the Land and Property Officer.

Purpose of Report

The purpose of this report is to provide a quarterly update to the Sub-Committee regarding the progress of the renewal of Council's commercial and nominal leases and licences.

Recommendation

It is recommended that the Sub-Committee notes the quarterly update presented on the renewal and review of Council's leases and licences and note the information contained within this report.

The Land and Property Officer advised of the update and referred Elected Members to the master spreadsheet, previously circulated.

AGREED - To recommend that the Corporate Policy and Resources Committee notes the information.

8.2 Portrush, Lansdowne Shelter – Extension to Lease

Confidential report, by virtue of paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014, previously circulated was presented by the Land and Property Officer.

Purpose of Report

The purpose of this report is for the Land & Property Sub – Committee (L&PSC) to consider the request from Lisderg Holdings Ltd. who currently lease Council premises known as Lansdowne Shelter, Shanty Restaurant, Portrush, to extend the curtilage of the commercial lease to remedy the encroachment on Council land and to include the dis-used public toilets adjacent to Lansdowne Shelter.

Recommendation

It is recommended that the Land & Property Sub - Committee Approve the request to extend the current leased area at Lansdowne Shelter, Portrush to formalise the encroachment on Council land and to include the former public toilets at Lansdowne, Portrush, at the revised rent of [REDACTED] per annum and the rent is back dated to the 1st April 2025 and formalised by an amendment to the current lease.

Councillor McCully asked for the rationale for the delay in bringing the report back for decision, the Land and Property Officer advised that it was some time since this matter was discussed and there was information required from stakeholders which had just become available.

The Land and Property Solicitor gave an update from a legal perspective. Alderman Fielding said that this historically this did not sit well with him and Councillor McCully said having considered the information he could not support the proposal.

Proposed by Councillor Nicholl
Seconded by Councillor Archibald

-to recommend that the Corporate Policy and Resources Committee approve the request to extend the current leased area at Lansdowne Shelter, Portrush to formalise the encroachment on Council land and to include the former public toilets at Lansdowne, Portrush, at the revised rent of [REDACTED] per annum and the rent is back dated to the 1st April 2025 and formalised by an amendment to the current lease.

The Chair put the proposal to Members to vote.
2 members voted For; 1 member voted Against; 3 members Abstained.
The Chair declared the Motion carried.

AGREED - to recommend that the Corporate Policy and Resources Committee approve the request to extend the current leased area at Lansdowne Shelter, Portrush to formalise the encroachment on Council land and to include the former

public toilets at Lansdowne, Portrush, at the revised rent of [REDACTED] per annum and the rent is back dated to the 1st April 2025 and formalised by an amendment to the current lease.

* **Councillor Nicholl left the meeting at 8.23 pm**

8.3 Castlerock, Cottage – Renewal Lease to RNLI, Ministerial Approval Application

Confidential report by virtue of paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014, presented by the Land and Property Officer.

Purpose of Report

The purpose of this report is to provide further information to elected members regarding the renewal lease to the Royal National Lifeboat Institute (RNLI) for the use of Castlerock Cottage and seek ministerial approval from the Department for Communities (DfC) under section 96 of the Local Government Act for disposal of land at less than best value, if required.

Recommendation

It is recommended that Council considers the options outlined in this report at paragraph 4.1 and 4.2 and make a recommendation to Council to

Renew the lease for the property known as the Coastguard Garage and Lookout, Castlerock for a for a term of 5 years to the RNLI, at a nominal rent and the Land and Property Section make an application to DfC under section 96 of the local government act for disposal of land at less than best value.

Or

Renew the lease for the property known as the Coastguard Garage and Lookout, Castlerock for a for a term of 5 years to the RNLI, at the commercial rental figure of [REDACTED] per annum.

The Land and Property Officer advised of a correction in respect of paragraph 2.8 of report which should read [REDACTED] and not [REDACTED] and at the request of Alderman Knight-McQuillan provided an update of timeline dating back to 2016.

The Land and Property Solicitor gave an overview of RNLI function on Council beaches and the Charity status held by RNLI. The Land and Property Solicitor also referred to the outworkings of the Extraordinary Audit and Section 96 Ministerial approvals impacting on this and other leases.

Proposed by Councillor McCully
Seconded by councillor Wisener and

AGREED - to recommend that Council Renew the lease for the property known as the Coastguard Garage and Lookout, Castlerock for a for a term of 5 years to the RNLI, at a nominal rent and the Land and Property Section make an application to DfC under section 96 of the local government act for disposal of land at less than best value.

9. LEGAL ISSUES

9.1 Council Title and First Registration – Quarterly Update

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

Purpose of Report

To provide the Land and Property Sub-Committee with Council Title and First Registration update following the initial report presented to Committee on 5th May 2021, quarterly updates thereafter, and the up-to-date position as of 20th August 2025. Summary attached at Appendix 1 for reference, previously circulated.

Recommendation

It is recommended that Council note the Quarterly Progress Report as at 20th August 2025 and associated Appendix A, previously circulated.

AGREED - To recommend that the Corporate Policy and Resources Committee notes the information.

10. CORRESPONDENCE

There were no items of Correspondence.

MOTION TO PROCEED ‘IN PUBLIC’

Proposed by Councillor McCully
Seconded by Alderman Fielding and

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

There being no further business, the Chair thanked everyone for their attendance and the meeting closed at 8:40 pm

Chair