



**ENVIRONMENTAL SERVICES COMMITTEE MEETING
TUESDAY 9 JUNE 2026**

Table of Recommendations

No	Item	Summary of key Recommendations	Estimated Timescale for completion
1.	Apologies	Councillor Kane	-
2.	Declarations of Interest	None	-
3.	Minutes of previous meeting held Tuesday 12 th May 2026	Confirmed as a correct record	-
4.	Entertainments Licensing Report	To recommend that Council grant an Occasional (14 days Specified) Entertainments Licence subject to compliance with any recommendations of the Council's Licensing Department and no objections being received from representations, PSNI or NIFRS.	-
5.	Recruitment of Assistant Operations General Manager	To recommend that Council gives permission to recruit an Assistant Operations General Manager in 2026-27.	N/A
6.	Data Sharing Agreement with Ulster University	To recommend that Council agrees to the Data Sharing Agreement with Ulster University and grants approval to the Head of Health and Built	

No	Item	Summary of key Recommendations	Estimated Timescale for completion
		Environment to sign the agreement on behalf of Council.	
7.	Environmental Services Committee – Terms of Reference	To recommend that Council approves the Terms of Reference as set out in this report, subject to the corrections noted.	n/a
8.	Licensing Items Report	Noted	
9.	Licences Issued under Delegated Authority	Noted	n/a
10.	Enforcement Update	Noted	n/a
11.	Environmental Crime Online Reporting Tool	Noted	n/a
12.	Period 12 Draft ES Management Accounts and Financial Position 2025/26	Noted	-
13.	Matters for Reporting to Partnership Panel	None	-
14.	Consultations	None	-
15.	Correspondence	None	
16.	Any Other Relevant Business (Notified in Accordance with Standing Order 12 (0))		
16.1	Compactor Bins (Councillor McAuley)	Information	
	In Committee (Items 17-19 inclusive)		

No	Item	Summary of key Recommendations	Estimated Timescale for completion
17.	Portstewart Cemetery Proposal 2026	<p><i>To recommend that Council approves of the progression of the Portstewart Cemetery extension proposal and authorises officers to proceed with land valuation discussions, site investigations, surveys, concept design development and all associated preparatory work required to bring forward a future planning application and a more detailed costed report for further consideration.</i></p> <p><i>It is further recommended that Council approves the reduction of purchase of 3 Burial Plots to 2 Burial Plots within Portstewart Cemetery until the new cemetery is operational.</i></p> <p><i>It is recommended that Council approves delegated authority to commence the negotiation with the landowner and take a paper through to the Land and Property and Strategic Assets Sub Committee for approval to purchase the land.</i></p>	June 2027
18.	Treatment Plant at Magilligan Ferry Terminal	<p><i>To recommend to Council Option 2 - that Capital Works enter into discussions with NI Water in relation to Option 2 and advance the Stage 2</i></p>	16 weeks

No	Item	Summary of key Recommendations	Estimated Timescale for completion
		Detailed Design and Procurement works to allow a Stage 3 report to be brought back to the ES Committee in due course.	
19.	Street Trading Licence Renewals	Noted.	

UNCONFIRMED

**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 09 JUNE 2026 AT 7.00 PM**

In the Chair: Councillor Holmes (C)

Members Present: Alderman Brown Stewart (C), Coyle (C), Fielding (C),
Hunter (R) S McKillop (R)
Councillors C Archibald (C), Bateson (R), Callaghan (C),
Chivers (R), Elder (C), Huggins (C), Jonathan McAuley
(C), Mairs (C), McQuillan (R)

Officers Present: A McPeake, Director of Environmental Services (C)
N Daveron, Head of Estates (C)
U Harper, Senior Democratic Services Officer (C)

In Attendance: A Lennox, ICT Manager (Interim) (R)

Press: (1 no.) (R)

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

Substitutions: Alderman Brown Stewart substituted for Councillor Kane

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 Kane.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETING HELD TUESDAY 12 MAY 2026

Copy, previously circulated, was presented as read.

Proposed by Councillor Huggins
Seconded by Councillor Elder and

AGREED – that the Minutes of the Environmental Services Committee meeting held Tuesday 12 May 2026 are confirmed as a correct record.

4. ENTERTAINMENTS LICENSING REPORT

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.

Recommendation

It is recommended to grant an Occasional (14 days Specified) Entertainments Licence subject to compliance with any recommendations of the Council's Licensing Department and no objections being received from representations, PSNI or NIFRS.

Proposed by Councillor Huggins
Seconded by Councillor C Archibald and

AGREED – To recommend that Council grant an Occasional (14 days Specified) Entertainments Licence subject to compliance with any recommendations of the Council's Licensing Department and no objections being received from representations, PSNI or NIFRS.

5. RECRUITMENT OF ASSISTANT OPERATIONS GENERAL MANAGER

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

Purpose of Report

The purpose of this report is to seek permission from members to recruit an Assistant Operations General Manager. This is a new post.

Further information is provided in the report.

Recommendation

It is recommended that Council gives permission to recruit an Assistant Operations General Manager in 2026-27.

Councillor Huggins proposed the recommendation on the basis that it would have a positive impact on services to ratepayers. In response to her queries, the Director of Environmental Services advised that the post had been anticipated at Rates setting and factored into the budget, and that it is anticipated that it will go to external recruitment in the autumn.

Proposed by Councillor Huggins
Seconded by Alderman Fielding and

AGREED – To recommend that Council gives permission to recruit an Assistant Operations General Manager in 2026-27.

6. DATA SHARING AGREEMENT WITH ULSTER UNIVERSITY

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

Purpose of Report

The purpose of this report is to seek approval for a Data Sharing Agreement between Ulster University and Causeway Coast and Glens Borough Council.

Further background information is provided in the report.

Recommendation

It is recommended that Council agrees to the Data Sharing Agreement with Ulster University and grants approval to the Head of Health and Built Environment to sign the agreement on behalf of Council.

Proposed by Alderman Brown Stewart
Seconded by Alderman Coyle and

AGREED – To recommend that Council agrees to the Data Sharing Agreement with Ulster University and grants approval to the Head of Health and Built Environment to sign the agreement on behalf of Council.

7. ENVIRONMENTAL SERVICES COMMITTEE – TERMS OF REFERENCE

Report, previously circulated, was presented as read.

Purpose of Report

This report reviews the existing Terms of Reference for the Environmental Services Committee.

Further information is provided in the report.

Recommendation

It is recommended that Council approves the Terms of Reference as set out in this report.

Alderman Fielding noted that the date in paragraph 2.5 should read “2026” rather than 2025 and advised that the provisional meeting dates for March, April and May 2027 may need to be revised in light of the upcoming election. Councillor Elder noted that her surname should be corrected in Annex A.

Proposed by Alderman Fielding
Seconded by Councillor Huggins and

AGREED – To recommend that Council approves the Terms of Reference as set out in this report, subject to the corrections noted.

8. LICENSING ITEMS REPORT

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

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) (NI) ORDER 1985

ENTERTAINMENT LICENCES

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

Committee NOTED the report.

9. LICENCES ISSUED UNDER DELEGATED AUTHORITY

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

The licence, previously circulated, was issued under Delegated Authority during the last report period:

The Licensing of Pavement Cafés Act (Northern Ireland) 2014

Committee NOTED the report.

10. ENFORCEMENT UPDATE

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

Purpose of Report

The purpose of this paper is to update Members on the outcomes of recent legal proceedings and enforcement activity.

Further information is provided in the report.

Recommendation

It is recommended that Environmental Services Committee notes the information in the report.

Several Members expressed concern that the external enforcement company appear to be focusing on issuing fines to people dropping cigarette butts, and asked that they focus on dog fouling and litter hotspots. The Director of Environmental Services noted that the percentage spread of fines does indicate a target on cigarette butts and that he has spoken to the external enforcement company and asked them to rectify this immediately. He advised that a progress report will be brought to the September Committee meeting and it is hoped that it should show a change in the offences recorded.

Councillor Bateson queried whether it would be possible to allow people to pay their fine in instalments, as he has been contacted by people for whom the fine has resulted in financial hardship. The Director of Environmental Services stated that his understanding is that there is no mechanism in the legislation to allow that but advised that he will ask Officers to look into it.

Alderman S McKillop stated that Council needs to undertake a PR campaign to advise people that dropping cigarette butts is an offence. The Director of Environmental Services stated that he will ask PR to action that. Alderman Coyle suggested that the message should also be communicated via groups that Council works with.

Alderman Brown Stewart stated that other areas use stencilled messages on the ground to advise people of the fine for littering, which is a low cost mechanism for getting the message out. The Director of Environmental Services stated that he will look into that option.

Committee NOTED the report.

11. ENVIRONMENTAL CRIME ONLINE REPORTING TOOL

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

Purpose of Report

The purpose of this report is to advise Members of the development of a new online tool on the Council website for the reporting of environmental crime.

Further information is provided in the report.

Recommendation

It is recommended that Environmental Services Committee notes the information in the report.

Councillor McQuillan queried the timeline for implementation and whether there would be a social media campaign and signage in Council buildings to make people aware of it. The Director of Environmental Services advised that is hoped to launch it over the summer and advertise it as much as possible. He asked Councillors to publicise it on their social media.

In response to a query from Councillor Huggins regarding the tracking of reports, the Director of Environmental Services advised that incidents will be inputted to the internal system and tracked, and the complainant will be emailed when the issue has been resolved.

Committee NOTED the report.

12. PERIOD 12 DRAFT ES MANAGEMENT ACCOUNTS AND FINANCIAL POSITION 2025/26

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

Purpose of Report

The purpose of this report to provide Members with information on the draft financial position of Environmental Services Directorate at the end of Period 12.

Further background information was previously circulated in relation to variances against budgets, In-year savings and Capital expenditure.

Recommendation

Members are requested to note the paper.

The Director of Environmental Services advised that the variance in Estates is due to the external resource brought in to deal with the TABS backlog. He

advised that progress is continuing and that the expense has been budgeted for in the current year. He further advised that the additional staff member has helped with ensuring that completed projects are closed-off on the system.

Committee NOTED the report.

13. MATTERS FOR REPORTING TO PARTNERSHIP PANEL

There were no matters for reporting to the Partnership Panel.

14. CONSULTATIONS

There were no consultations.

15. CORRESPONDENCE

There was no correspondence.

CHANGE TO ORDER OF BUSINESS

The Chair advised that the Item of AORB would be heard next.

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

16.1 Compactor Bins (Councillor McAuley)

Councillor McAuley noted that other areas have “big belly” compactor bins, which are solar powered and alert Council when they need emptied. He noted that these would be good for visitor hotspots.

The Director of Environmental Services agreed that it would be worth researching these and bringing a paper to Committee. He noted that they had been installed in the legacy Moyle Council and had some technical issues, which have hopefully been addressed in later models.

Alderman S McKillop stated some research was done on this previously and that it was unfortunate that they need to be removed from Bushmills. She supported the request to look into their installation.

MOTION TO PROCEED ‘IN COMMITTEE’

Proposed by Councillor Mairs
Seconded by Councillor Huggins and

AGREED – to recommend that Council moves ‘In Committee’.

* **Press and Public left the meeting at 7.30pm**

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.

17. PORTSTEWART CEMETERY PROPOSAL 2026

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 Environmental Services.

Purpose of Report

The purpose of this report is to seek Committee approval to progress proposals for the extension of Portstewart Cemetery in order to provide additional burial capacity and support the long-term provision of burial services in the Borough.

Approval is requested to advance the proposed land acquisition, associated site investigations, concept design work and the preparation of a future planning application for the preferred extension area.

Further information is provided in the report.

Recommendation

It is recommended that the Environmental Services Committee recommends to Council approval of the progression of the Portstewart Cemetery extension proposal and authorises officers to proceed with land valuation discussions, site investigations, surveys, concept design development and all associated preparatory work required to bring forward a future planning application and a more detailed costed report for further consideration.

It is further recommended that the Environmental Services Committee recommends to Council approval of the reduction of purchase of 3 Burial Plots to 2 Burial Plots within Portstewart Cemetery until the new cemetery is operational.

It is recommended that the Environmental Services Committee recommends to Council approval of delegated authority to commence the negotiation with the landowner and take a paper through to the Land and Property and Strategic Assets Sub Committee for approval to purchase the land.

In response to a query from Alderman Fielding, the Director of Environmental Services advised that the reduction of purchase of 3 Burial Plots to 2 Burial Plots within Portstewart Cemetery will only be in place until the new cemetery is operational, at which point it will revert to 3 Burial Plots. Alderman Fielding stated that he was content to propose the recommendation on that basis.

Alderman Coyle stated that Council needs to look at the longer plan and that cremation may be part of the solution. The Chair noted that Council needs to consider projected death rates in its planning.

Proposed by Alderman Fielding
Seconded by Alderman Coyle and

AGREED – To recommend that Council approves of the progression of the Portstewart Cemetery extension proposal and authorises officers to proceed with land valuation discussions, site investigations, surveys, concept design development and all associated preparatory work required to bring forward a future planning application and a more detailed costed report for further consideration.

It is further recommended that Council approves the reduction of purchase of 3 Burial Plots to 2 Burial Plots within Portstewart Cemetery until the new cemetery is operational.

It is recommended that Council approves delegated authority to commence the negotiation with the landowner and take a paper through to the Land and Property and Strategic Assets Sub Committee for approval to purchase the land.

18. TREATMENT PLANT AT MAGILLIGAN FERRY TERMINAL

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 Environmental Services.

Purpose of Report

To request Members permission to initiate Stage 2 Detailed Design & Procurement of the Capital Procurement Gateway in relation the appropriate design solution for a new sewage treatment plant or direct NI Water sewage connection at Magilligan Ferry Terminal.

Further information is provided in the report.

Proposal

A number of potential options were considered within the Stage 1 Feasibility & Outline Design process and these are detailed below along with high level estimated costs.

- Option 1 - Supply and installation of 2 No. new bespoke treatment plants (1 for the ferry terminal only and 1 for the remaining neighbouring properties) discharging into the existing sea outfall. £190k for Ferry Terminal and £260k for the remaining neighbouring properties. Total £450k
- Option 2 Supply and installation of 1 No. new bespoke treatment plant, to NI Water standards, for the Ferry Terminal and neighbouring properties discharging into the exiting sea outfall. £400k
- Option 3 Supply and installation of 1 No. new bespoke pumping station for the Ferry Terminal and neighbouring properties with the discharge pumped to the existing treatment plant beside Magilligan Prison (1.7km approximately). £800k
- Option 4 Supply and installation of 1 No. new bespoke pumping station for the Ferry Terminal and neighbouring properties with discharge pumped to the NI Water treatment plant opposite Magilligan Prison (3.0km approximately). £1.2m

Please note that we also looked at a potential Option 5 which was the supply and installation of 1 No. New treatment plant, to NI Water standards, for the Ferry Terminal and neighbouring properties with the discharge pumped directly to the outfall from the NI Water treatment plant however NI Water advised that the answer to this proposal would be no. This Option was therefore not considered any further.

Recommendation

It is recommended that the ES Committee recommends to Council that Capital Works enter into discussions with NI Water in relation to Option 2 and advance the Stage 2 Detailed Design and Procurement works to allow a Stage 3 report to be brought back to the ES Committee in due course.

The estimated design team fees in relation to the completion of Stage 2 Detailed Design and Procurement, based on the estimated cost for Option 2 of £400k, is noted in the report.

Councillor Callaghan proposed Option 2.

Alderman Coyle expressed concerns regarding outfall. The Director of Environmental Services advised that the wastewater would go through treatment and discharged at a correct concentration and the location will be tested regularly by NIEA for compliance.

In response to a query from Councillor Chivers regarding the toilets at the ferry terminal, the Director of Environmental Services stated that the responsibility for the toilets sits with the ferry company and that he will check with them regarding opening times.

Proposed by Councillor Callaghan
Seconded by Councillor Mairs and

AGREED – To recommend to Council Option 2 - that Capital Works enter into discussions with NI Water in relation to Option 2 and advance the Stage 2 Detailed Design and Procurement works to allow a Stage 3 report to be brought back to the ES Committee in due course.

19. STREET TRADING LICENCE RENEWALS

Confidential for information 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 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.

TEMPORARY STREET TRADING LICENCE

In the May report for a Temporary Street Trading Licence issued under Delegated Authority, there was an error in the location. The error has been noted.

Committee NOTED the report.

MOTION TO PROCEED ‘IN PUBLIC’

Proposed by Councillor McAuley
Seconded by Councillor Callaghan and

AGREED – to recommend that Council move ‘*In Public*’.

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 7.49pm.

Chair

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