Causeway Coast & Glens Borough Council

ENVIRONMENTAL SERVICES COMMITTEE MEETING
TUESDAY 13 OCTOBER 2026

Table of Recommendations

No	Item	*Summary of key Recommendations*	*Estimated Timescale for completion*
1.	Apologies	***Councillor Kane***	**-**
2.	Declarations of Interest	***Nil***	**-**
3.	Minutes of previous meeting held Tuesday 8 September 2026	***Confirmed as a correct record***	
4.	Clean Air Strategy for Northern Ireland to 2032 Consultation	***To recommend that Council approves the response for submission by the consultation closing date, subject to subsequent endorsement or amendment by full Council.***	***N/A***
5.	10-Year Building Maintenance Strategy and Investment Programme (Phase 1)	***To recommend that Council considers the three options set out in this report.*** ***- To recommend that Council approve the preferred option, Option 2—the Risk-Based Priority Programme including prioritised Condition C works—as the basis for developing the 10-Year Building Maintenance Strategy and annual investment programmes,***	***Rolling 10-year programme, reviewed annually***

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No	Item	*Summary of key Recommendations*	*Estimated Timescale for completion*
		subject to a total planning ceiling of £33.00 million including professional fees and contingency. ***- To recommend that Council notes that the current strategy represents Phase 1, covering 53 of approximately 116 properties, and that the programme and funding requirement will be updated as the remaining condition surveys are completed.*** ***- To recommend that Council agrees that the annual funding envelope of £3.3 million, stated at current prices, will be adjusted year on year having regard to the Consumer Prices Index (CPI) through the Council's budget-setting process.***	
6.	Licensing Items Report	***Noted***	
7.	Northern Ireland Houses in Multiple Occupation Service Activity Update 2025/26	***Noted***	
8.	Period 5 Draft ES Management Accounts and Financial Positions 2026/27	***Noted***	
9.	Matters for Reporting to Partnership Panel	***Nil***	
10.	Consultations	***Nil***	
11.	Correspondence	***Nil***	

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No	Item	*Summary of key Recommendations*	*Estimated Timescale for completion*
	'In Committee' (Items 12-14 inclusive)		
12.	Car Parking Management Solutions Contract	***To recommend that Council approve the award to Car Parking Services Ltd to deliver the necessary enforcement and management of our car parks at a tender sum of £218,339.66 for an initial contract period of 3 years with the option to extend by two further periods of 12 months. CPI inflationary increase will be added to the contract extension periods (Years 4&5) if approved.***	
13.	Street Trading Licence Renewals	***Noted***	
14.	Licences Issued under Delegated Authority	***Noted***	
15.	Any Other Relevant Business (notified in accordance with Standing Order 12 (0))		
15.1	Easter Weekend in Portrush (abbrev.) (Alderman Brown Stewart)	***Information***	
15.2	Runkerry Bridge (abbrev.) (Alderman Brown Stewart)	***Information***	
15.3	Environmental Enforcement Update (Councillor Wilson)	***Information***	
15.4	Fencing at Strand Road Portstewart (abbrev.) (Alderman Fielding)	***Information***	

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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 13 OCTOBER 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), Jonathan McAuley (C), Mairs (C), McQuillan (R), Wilson (C)

Officers Present: A McPeake, Director of Environmental Services (C)
N Davoran, Head of Estates (C)
H Campbell, Democratic Services Officer (C)
J Keen, Democratic Services Officer (C)

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

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 8 SEPTEMBER 2026

Copy, previously circulated, was presented as read.

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Matters Arising
In response to Councillor Mairs the Director of Environmental Services advised that a workshop with the Private Enforcement Contractors has been arranged in advance of the Environmental Services Committee meeting in November and further details will be issued to Elected Members in due course.

Alderman S McKillop referred to Item 16.1 Portballintrae Coastal Erosion, Seaport Road/Seaport Avenue Infrastructure Hazard and Capital Works and stated that the details of Officer actions have not been included in the Minutes.

The Director of Environmental Services stated that work on the short term fixes has commenced and the long term fixes will be implemented in due course. In response to Alderman S McKillop's request to be kept updated the Director of Environmental Services confirmed updates will be provided to her.

Proposed by Alderman Coyle
Seconded by Councillor C Archibald and

AGREED – that the Minutes of the Environmental Services Committee meeting held Tuesday 8 September 2026 are confirmed as a correct record.

4. CLEAN AIR STRATEGY FOR NORTHERN IRELAND TO 2032 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 background information was provided within the report.

The full Clean Air Strategy for Northern Ireland to 2032 consultation can be found at the previously circulated link.

A draft response was previously circulated.

The consultation closes on 27 October 2026.

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.

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In response to questions from Alderman Coyle the Director of Environmental Services advised that the air quality continues to be monitored in Dungiven through the monitoring station. The Director of Environmental Services advised that the statistics show a significant drop in emissions in the air since the bypass was constructed. Director of Environmental Services stated that the statistics could be provided to Alderman Coyle.

Alderman Coyle stated he appreciates that the statistics have lowered and expressed concern regarding the level of emissions at a specific location in Dungiven where there are often occurrences of congestion.

The Chair queried whether the monitoring station could be moved to another location.

The Director of Environmental Services stated a report could be presented to the Environmental Services Committee regarding the monitoring station.

Proposed by Alderman Coyle
Seconded by Councillor McQuillan 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. 10-YEAR BUILDING MAINTENANCE STRATEGY AND INVESTMENT PROGRAMME

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

Purpose of Report
The purpose of this report is to present Members with Phase 1 of the Council's 10-Year Building Maintenance Strategy and Investment Programme.

The report outlines the findings from completed condition surveys for 53 Council properties and presents three options for the future maintenance and investment approach across the Council estate.

The report seeks agreement to adopt Option 2 as the preferred approach for developing the 10-Year Building Maintenance Strategy and annual investment programmes. Appendix 1 provides an indicative Year 1 programme, which remains subject to funding, prioritisation, procurement and annual review.

Further information was provided within the report

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Options

Option 1: Risk-Based Priority Investment Programme

The Phase 1 risk-based programme identifies a 10-year base works requirement of £14,116,805. This comprises ST, H&S and ES works within Years 1 to 10, together with Condition D and E defects coded LC or DE within the same period.

Phase 1 cost category	10-year requirement
Statutory (ST)	£238,100
Health and Safety (H&S)	£901,485
Essential (ES)	£5,406,540
Condition D/E under Lifecycle (LC)	£6,801,880
Condition D/E under Desirable (DE)	£491,930
Total base works requirement	**£14,116,805**

A strategic planning allowance of 12% for professional fees and 10% for contingency has been applied. These are programme-level assumptions and will be replaced by project-specific cost plans as schemes are developed.

Financial component	Amount
Base works requirement	£14,116,805
Professional fees at 12%	£1,694,017
Contingency at 10%	£1,411,681
Total Phase 1 planning requirement	**£17,222,502**

Option 1 includes only the statutory and health and safety allowance of £79,410 for Coleraine Leisure Centre. ES and Condition D/E works for the existing facility remain excluded because a replacement leisure centre is proposed. This is a priority investment requirement and does not represent the full lifecycle cost of the surveyed estate.

Year 1 is modelled at approximately £3.237 million, including 12% professional fees and 10% contingency, within the annual affordability ceiling of £3.3 million. It provides for 100% of the current ST and H&S requirements and 28% of ES works. The remainder of ES works and all LC/DE works relating to Condition D and E defects will be phased from Year 2 onwards, subject to risk assessment, annual review and appropriate interim controls.

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Option 2: Risk-Based Priority Programme Including Condition C (Preferred Option)

This option includes the full scope of Option 1—all ST, H&S and ES works within Years 1 to 10, together with Condition D and E defects classified as LC or DE—and extends the programme to include prioritised Condition C works.

The preferred option has a total planning ceiling of £33.00 million, comprising a maximum base works allowance of approximately £27.05 million, professional fees of approximately £3.25 million and contingency of approximately £2.70 million. This ceiling includes the full Option 1 programme and prioritised Condition C works selected on a risk basis.

Condition C works would be selected and phased on a risk basis within the available balance after the Option 1 requirements are provided for. Priority would be given to works that prevent further deterioration, reduce future failure risk, support service continuity or can be efficiently combined with higher-priority projects.

The Condition C programme would remain subject to validation of individual scopes and costs, estate intentions, affordability and annual Council approval. The £33.00 million figure is a programme ceiling rather than a commitment to deliver every Condition C item identified in the surveys.

Option 3: Full Survey-Identified Programme

This option would include all Statutory (ST), Health and Safety (H&S), Essential (ES), Lifecycle (LC) and Desirable (DE) works identified within the completed condition survey reports and scheduled during Years 1 to 5, together with professional fees and contingency. Although identified within the first five years of the surveys, delivery could be rephased across a ten-year investment programme, subject to risk assessment, affordability and annual approval.

This would provide the most comprehensive response to the surveyed estate.

The indicative Phase 1 base works requirement is £38,209,210. Applying 12% for professional fees and 10% for contingency gives a total indicative planning requirement of **£46,615,236**, rounded to £46.62 million. The figure excludes Coleraine Leisure Centre, 25 Bayview Road and other confirmed disposal properties and remains subject to validation.

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Options and Financial Summary

Assessment	Option 1: Risk-Based Priority	Option 2: Priority plus Condition C (Preferred)	Option 3: All Survey Works
Scope	ST, H&S, ES and Condition D/E items under LC or DE	Option 1 plus prioritised Condition C works within the programme ceiling	All ST, H&S, ES, LC and DE works identified
Base works requirement	£14,116,805	Up to £27,049,180	£38,209,210
Professional fees at 12%	£1,694,017	Up to £3,245,902	£4,585,105
Contingency at 10%	£1,411,681	Up to £2,704,918	£3,820,921
Total planning requirement	**£17,222,502**	**Up to £33,000,000**	**£46,615,236**

Further information was provided within the report.

Recommendations

- It is recommended that the Environmental Services Committee considers the three options set out in this report.

- It is recommended that the Environmental Services Committee recommends to Council approval of the preferred option, Option 2—the Risk-Based Priority Programme including prioritised Condition C works—as the basis for developing the 10-Year Building Maintenance Strategy and annual investment programmes, subject to a total planning ceiling of £33 million including professional fees and contingency.

- It is recommended that Council notes that the current strategy represents Phase 1, covering 53 of approximately 116 properties, and that the programme and funding requirement will be updated as the remaining condition surveys are completed.

- It is recommended that Council agrees that the annual funding envelope of £3.3 million, stated at current prices, will be adjusted year on year having regard to the Consumer Prices Index (CPI) through the Council's budget-setting process.

Councillor Wilson welcomed the report and having a 10 year strategy in place and queried the timeframe for completing a full overview of Council's assets and queried the possibility of employing additional employees.

In response to Councillor Wilson, the Director of Environmental Services provided an update on the anticipated timescale for completion of a full overview of Council's assets. The Director of Environmental Services advised that the

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potential for additional staffing should be considered, alongside the long-term workload requirements of the Estates Department.

The Head of Estates advised that external contractors would be required to provide specialist expertise, as it would not be possible to complete all works in-house.

Alderman S McKillop raised concerns regarding health and safety issues at Bushmills Community Centre and requested that a condition report be included in the next tranche of reports to be completed. Alderman McKillop also queried whether the contingency provision for listed buildings would be sufficient.

In response, the Director of Environmental Services confirmed that Bushmills Community Centre would be included in the next tranche of condition reports, with completion anticipated within the next six months. Regarding the contingency provision for listed buildings, the Director of Environmental Services advised that the estimated allowance of 10–12% represented an average, as some buildings would require more professional consultancy services than others.

In response to Alderman Brown Stewart, the Director of Environmental Services confirmed that a meeting could be arranged with the Head of Estates to discuss matters relating to Portrush Town Hall.

In response to Councillor Elder, the Director of Environmental Services confirmed that the Year 1 programme of works was set out in the report and that works would be prioritised according to health and safety requirements.

Councillor Elder commented that the proposed programme was ambitious. In response, the Head of Estates emphasised that health and safety requirements and statutory obligations must be met.

In response to the Chair, the Director of Environmental Services confirmed that the Chief Finance Officer had made provision for emergency repairs outside the scope of the 10-year plan.

Proposed by Councillor Bateson
Seconded by Alderman S McKillop and

AGREED – To recommend that Council considers the three options set out in this report.

- To recommend that Council approve the preferred option, Option 2—the Risk-Based Priority Programme including prioritised Condition C works—

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as the basis for developing the 10-Year Building Maintenance Strategy and annual investment programmes, subject to a total planning ceiling of £33 million including professional fees and contingency.

- To recommend that Council notes that the current strategy represents Phase 1, covering 53 of approximately 116 properties, and that the programme and funding requirement will be updated as the remaining condition surveys are completed.

- To recommend that Council agrees that the annual funding envelope of £3.3 million, stated at current prices, will be adjusted year on year having regard to the Consumer Prices Index (CPI) through the Council's budget-setting process.

*** The Head of Estates left the meeting at 7:36pm**

6. LICENSING ITEMS REPORT

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

Applications for renewal were received and processed during the last report period in respect of:

- **LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) (NI) ORDER 1985**
  ENTERTAINMENT LICENCES

- **PETROLEUM (REGULATION) ACTS 1929 AND 1937**

- **PETROLEUM SPIRIT LICENCES**

Recommendation
It is recommended that Council notes the report.

Committee NOTED the report.

7. NORTHERN IRELAND HOUSES IN MULTIPLE OCCUPATION SERVICE ACTIVITY UPDATE 2025/26

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

Purpose of Report

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The purpose of this report is to provide members with an update on the activity of the Northern Ireland Houses in Multiple Occupation (NIHMO) service during the financial year 2025/26.

Further information was contained within the report under the following headings:

- Background
- HMO Licensing
- HMO Inspections
- HMO Enforcement

Recommendation
It is recommended that the report be noted.

Committee NOTED the report.

8. PERIOD 5 DRAFT ES MANAGEMENT ACCOUNTS AND FINANCIAL POSITIONS 2026/27

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

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 5.

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.

Committee NOTED the report.

9. MATTERS FOR REPORTING TO PARTNERSHIP PANEL

There were no matters for reporting to the Partnership Panel.

10. CONSULTATIONS

There were no consultations.

11. CORRESPONDENCE

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There was no correspondence.

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Alderman Coyle
Seconded by Councillor Callaghan and

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

* ***The meeting moved 'In Committee' at 7:38pm***

12. CAR PARKING MANAGEMENT SOLUTIONS CONTRACT

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

Purpose of report
To seek approval to appoint Car Park Services Ltd as Council's provider of Car Parking Management Services (Including enforcement patrols, cash collection, maintenance of machines, back office administration, issuing and processing PCN through to court proceedings).

Further information was provided within the report.

Recommendation
It is recommended that the Environmental Services members recommend to Council to approve the award to Car Parking Services Ltd to deliver the necessary enforcement and management of our car parks at a tender sum of £218,339.66 for an initial contract period of 3 years with the option to extend by two further periods of 12 months. CPI inflationary increase will be added to the contract extension periods (Years 4&5) if approved.

In response to questions regarding the change over period to a new contractor the Director of Environmental Services advised that PR will be utilised to communicate any relevant changes. The Director of Environmental Services confirmed that QR codes are not used in Council car parks and relevant signage can be put in place regarding this.

Proposed by Councillor Callaghan
Seconded by Councillor C Archibald and

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AGREED – To recommend that Council approve the award to Car Parking Services Ltd to deliver the necessary enforcement and management of our car parks at a tender sum of £218,339.66 for an initial contract period of 3 years with the option to extend by two further periods of 12 months. CPI inflationary increase will be added to the contract extension periods (Years 4&5) if approved.

13. 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 application, previously circulated, for a street trading licence has been received, acknowledged and processed during the report period

Committee NOTED the report.

14. LICENCES ISSUED UNDER DELEGATED AUTHORITY

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.

Registrations/licences were issued under Delegated Authority during the last report period in respect of the undernoted:

- **LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) (NI) ORDER 1985 ENTERTAINMENT LICENSING**

- **LICENSING OF PAVEMENT CAFES ACT (NORTHERN IRELAND) 2014**

- **STREET TRADING (NI) ACT 2001**

Committee NOTED the report.

MOTION TO PROCEED '*IN PUBLIC*'

Proposed by Councillor Mairs
Seconded by Councillor C Archibald and

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

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* ***The meeting moved 'In Public' at 7:45pm***

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

15.1 Easter Weekend in Portrush (Alderman Brown Stewart)

Can the Director advise whether any meetings have taken place or are planned with Council officers, events team, PCSP, PSNI, and other stakeholders regarding Easter weekend arrangements in Portrush.

Alderman Brown Stewart highlighted the challenges that Easter weekend can present in Portrush, including traffic congestion, anti-social behaviour and the potential impact on local residents and businesses. He emphasised the importance of ensuring that the town is adequately prepared to enable residents, businesses and visitors to enjoy the weekend safely.

Alderman Brown Stewart advised that he had spoken with the District Commander from PSNI, who was supportive of holding discussions at the earliest opportunity. He requested that a meeting with relevant stakeholders be arranged as soon as possible, preferably before Christmas, to allow sufficient time for planning and preparation.

The Director of Environmental Services advised that these discussions would normally take place early in the new year but confirmed that they could be brought forward to facilitate an earlier start to the process.

15.2 Runkerry Bridge (Alderman Brown Stewart)

Can the Director provide Members with a timeline for the reinstatement of the Runkerry Footbridge, including when installation is expected to commence and when the bridge will be reopened to the public?

In response to questions regarding a timeline for Runkerry Footbridge to reopen to the public the Director of Environmental Services advised that it will be reopened by the end of the year.

15.3 Environmental Enforcement Update (Councillor Wilson)

Can officers provide an update on the work of our contracted environmental enforcement officers, including enforcement activity to date and any issues arising that we should be aware of?

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Councillor Wilson stated that the Director of Environmental Services had advised that a report will be presented to the Environmental Services Committee in November and he was content to wait for the report.

15.4 Fencing at Strand Road Portstewart (Alderman Fielding)

What engagement has there been from Council with relevant agencies, individuals, or organisations to assist to resolve the broken fencing at Strand Road Car Park Portstewart.

The Director of Environmental Services confirmed that it has been established that a legacy Council had installed the fencing previously and that action will be taken for Council to get the fencing replaced as soon as possible. The Director of Environmental Services confirmed the steps in this area were always under the responsibility of Council.

Alderman Fielding welcomed the progress being made with repairs to the fencing on Strand Road, Portstewart.

Alderman Brown Stewart also welcomed the progress being made and emphasised the urgency of completing the repairs, highlighting the health and safety risks arising from the lack of fencing.

This being all the business, the Chair thanked Elected Members for their attendance. The meeting closed at 7:52pm

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Chair

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