

**ENVIRONMENTAL SERVICES COMMITTEE MEETING
TUESDAY 1 MAY 2018**

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**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE
ENVIRONMENTAL SERVICES COMMITTEE
IN CIVIC HEADQUARTERS, COLERAINE ON
TUESDAY 1 MAY 2018 AT 7:00 PM**

In the Chair: Councillor McLean

Members Present: Alderman Campbell, King
Councillors Callan, Chivers, Douglas, Fielding,
Holmes, Hunter, Loftus, MA McKillop, K Mulholland,
Watton and Wilson

Officers Present: A McPeake, Director of Environmental Services
G Doyle, Head of Estates
B Edgar, Head of Health and Built Environment
A Mullan, Head of Operations
J Richardson, Head of Capital Works, Energy &
Infrastructure
S Duggan, Committee and Member Services Officer

In Attendance: Press (1 No)

The Chair, reflecting on his last Environmental Services committee meeting as Chair, thanked Committee for their support throughout the year. Committee congratulated the Chair on a successful term.

1. APOLOGIES

Apologies were recorded for Councillor McCaul.

2. DECLARATIONS OF INTEREST

Declarations of Interest were recorded for Alderman Campbell in Estates Saving Proposals 2018/19.

3. MINUTES OF ENVIRONMENTAL SERVICES COMMITTEE MEETING HELD ON 11 APRIL 2018

The Chair advised the Minutes of the Environmental Services Committee meeting held 11 April 2018 were adopted at the 24th April Council meeting.

4. GRANT OF ENTERTAINMENT LICENCES

Report previously circulated.

4.1 Grant of an Occasional Indoor Entertainments Licence

Licence No:	EL003
Premises:	Aghadowey Presbyterian Church Hall, 70 Ardreagh Road, Coleraine BT51 4DN
Application:	Grant of occasional indoor entertainments licence for Aghadowey Presbyterian Church Hall Days and times on which it is applied to provide entertainment: Monday – Saturday 11:30hrs to 01:00hrs
Representations:	None received
PSNI and NIFRS:	No objections

Recommendation

Grant of an Occasional Entertainment Licence subject to compliance with any recommendations of the Councils licensing department

4.2 Grant of Annual Indoor Entertainments Licence

Licence No:	EL057
Premises:	Kilrea Golf Club, 47A Lisnagrot Club, Kilrea, Coleraine, BT51 5SF
Application:	Grant of annual entertainments licence for Kilrea Golf Club Days and times on which it is applied to provide entertainment: Monday - Thursday 19:00hrs - 23:00hrs Friday – Saturday 19:00hrs – 01:00hrs

The application was considered during the November 2017 meeting. As agreed the licence was granted for a provisional period of six months due to concerns raised a local residents in relation to noise from entertainment.

The Environmental Services Department has continued to monitor this premises during the interim period for compliance with the terms and conditions of the licence. No further complaints have been received in relation to this matter. As a result **it is recommended** to Grant an Entertainments Licence for a further six month period.

Proposed by Alderman King
Seconded by Councillor MA McKillop and

AGREED – to recommend that Council grant the recommendations therein from Item 4.1 – Item 4.2 above.

5. APPLICATION FOR RECOGNITION OF A WATER SOURCE AS MINERAL WATER

Report previously circulated.

Natural mineral water may only be sold as such where a District Council grants recognition of the water source as natural mineral water in accordance with the Natural Mineral Water, Spring Water and Bottled Drinking Water Regulations (Northern Ireland) 2015.

In order to have water that is extracted from the ground recognised as natural mineral water for the purpose of Article 1 of Directive 2009/54 an application must be made in writing to the district council within whose district the water is extracted along with information specified within Part 1 Schedule 1 of the above mentioned Regulations.

An application for a borehole water source located at Coolkeeran Road, Armoyle to be recognised as natural mineral water has been received from Anu Irish Mineral Water.

Due to the technical nature of the application and assessment required the services of White Young Green Environment and Planning (Northern Ireland Limited) consultants were availed of to assist with Council's determination. The costs involved in obtaining recognition of a natural mineral water are to be borne by the exploiter of the water so these consultancy costs are fully recoverable from the applicant.

The consultant's final report is attached as appendix 1 (circulated) and reached the following conclusion:

Following a review of the additional documents and supporting information submitted by Anu it has been determined that sufficient information exists for the asset to be recognised as Natural Mineral Water. A review of the Northern Ireland Regulation (2015) requirements against the submitted information has highlighted that the minimum compliance criteria have been met. In some instances, additional information would be beneficial but should not in our opinion hinder the granting of mineral water status to this source. Laboratory analysis has successfully demonstrated acceptable water quality between October 2016 and October 2017

It is recommended that Council grants the water source located at Coolkeeran Road, Armoyle, as outlined in the application from Anu Natural Mineral Water, recognition as natural mineral water in accordance with the Natural Mineral Water, Spring Water and Bottled Drinking Water Regulations

(Northern Ireland) 2015 and publish an announcement of the recognition, including the grounds on which it has been granted, in the Belfast Gazette.

Proposed by Councillor Hunter
Seconded by Councillor K Mulholland and

AGREED – to recommend that Council grants the water source located at Coolkeeran Road, Armoy, as outlined in the application from Anu Natural Mineral Water, recognition as natural mineral water in accordance with the Natural Mineral Water, Spring Water and Bottled Drinking Water Regulations (Northern Ireland) 2015 and publish an announcement of the recognition, including the grounds on which it has been granted, in the Belfast Gazette.

6. ESTATES SAVING PROPOSALS 2018/19

Report previously circulated.

The Director advised of a typing error which should have read **£310**:

Cemetery Charges	2017/18	
	Resident	Non-Resident
Purchase of Plot	150	310

Over the years Council has undertaken to provide both paid and unpaid additional grounds maintenance work on behalf of other agencies. By cutting back on this service there is potential to save £90,000. A small increase in income from increased burial charges would also help achieve the £1.8m savings/income identified at the Rates meeting held 8th February 2018.

Grounds Maintenance. As outlined in previous reports, legacy councils previously undertook to cut agreed areas of grass on behalf of DFI Roads Service. Council were paid c£55,000 for this service. Council has continued to cut this grass even though payment was stopped in 2015. Over the years Council has 'adopted' grass cutting in other areas such as housing development green space. No payment was ever made and Council continue to provide this service. The required £90,000 saving can be achieved by reducing the number of seasonal agency staff employed each summer along with some floral display reductions. Remaining staff would focus only on grass under the responsibility of Council, for example, pitches, parks, council open spaces, coastal paths, cemeteries and old graveyards. Sponsored roundabouts would continue to be maintained as Council receive an income for their presentation. No other grass would be maintained. To achieve the required savings, this would mean that:

1. Grass not under the responsibility of Council would cease to be cut. This includes DFI grass verges (approximately 250,000m2).
- a. Grass 'adopted' over the years by Council would also cease to be cut. This includes, for example, green areas within housing developments which have not been maintained by those responsible for their upkeep (approximately 60,500m2).
2. A number of floral displays are within DFI verges and would not be seen if grass not cut. These areas would be 'returned' to grassland.

The above steps would have significant impact on the visual amenity but the areas in question do not belong to Council therefore it is not Council's responsibility to maintain them.

Cemetery Charges. In 2017/18 cemetery charges amounted to £92,760. Potential to increase charges to gain additional income as follows in 2018/19:

Increase percentage	Additional Income
2%	£1,855
3%	£2,783
4%	£3,710
5%	£4,638
6%	£5,565

The current list of cemetery charges was circulated.

It is recommended that Council immediately cease to maintain grassed areas which are not Council responsibility and agree cemetery charge increase as part of overall strategy to remain within 2018/19 budget.

During debate Councillor K Mulholland queried Standing Orders as there were 2 separate issues that Committee wished to deal with.

The Chair ruled the issue of Grounds Maintenance and the issue of Cemetery Charges be debated separately.

6.1 Grounds Maintenance

Motion

Proposed by Councillor Wilson

Seconded by Councillor Hunter

- to recommend that Council invite representative from DFI Roads, the Housing Executive and any other Bodies Council are cutting grass for, to attend a Special Council Meeting to discuss the subject as soon as possible; that the request is expedited; that there is a cessation of works until DFI Roads present to Council.

During considerations, the Director of Environmental Services clarified discussions had taken place with DFI Roads, no payment had been made to Council last year and this year and stated DFI Roads had no objections to Council continuing to carry out the work. The Director clarified responsibility still lay with DFI Roads, the grassed areas referred to were Urban and within the 30mph Speed Limit.

Councillor Loftus referred to a sponsored roundabout in Kilrea and requested the Director of Environmental Services look into the issue of stoned and potted displays as opposed to planting and whether consultation had taken place with the Sponsor.

Councillor Callan queried the possibility of departmental income generation, the Director of Environmental services advised there was potential to generate income in high interest areas. In response to questions, the Head of Estates clarified recommended savings in the reduction of 8 Seasonal Agency Staff over the Summer season.

Amendment

Proposed by Councillor K Mulholland
Seconded by Councillor Chivers

- to recommend that Council continue to maintain grassed areas which are not Council responsibility.

Councillor Chivers requested a Recorded Vote.

The Chair put the Amendment to the committee to vote, 5 members voted For, 7 Members voted Against.

For: Councillors Chivers, Loftus, MA McKillop, K Mulholland, Watton
(5)

Against: Alderman King
(7) Councillors Douglas, Fielding, Hunter, Holmes, McLean, Wilson

The Chair declared the Amendment lost.

The Chair put the Motion to the Committee to vote, 8 Members voted For, 5 Members voted Against.

For: Alderman King
(8) Councillors Callan, Douglas, Fielding, Holmes, Hunter, McLean, Wilson

Against: Councillors Chivers, Loftus, MA McKillop, K Mulholland, Watton
(5)

The Chair declared the Motion carried.

AGREED – to recommend that Council request representatives from DFI Roads, the Housing Executive and any other Bodies Council are cutting grass for, to attend a Special Council Meeting to discuss the subject as soon as possible; that the request is expedited; that there is a cessation of works until DFI Roads present to Council.

6.2 Cemetery Charges

Motion

Proposed by Councillor Holmes

Seconded by Councillor Callan

- to recommend that Council apply a 5% increase percentage (rounded up to the nearest £5), Non-Resident double the Resident charge; Still born, Child under 1 year and Child under 2 years no charge; and streamline the Pricelist for Cemetery charges.

Amendment

Proposed by Councillor Loftus

Seconded by Councillor MA McKillop

- to recommend that Council apply no Cemetery Charge increase; that there are no charges applied to Still born, child under 1 and child under 2 years.

Councillor Chivers requested a Recorded Vote.

The Chair put the Amendment to the committee to vote. 5 Members voted For, 8 Members voted Against.

For: Councillors Chivers, Loftus, MA McKillop, K Mulholland, Watton
(5)

Against: Alderman King,
(8) Councillors Callan, Douglas, Fielding, Holmes, Hunter, McLean, Wilson

The Chair declared the Amendment lost.

The Chair put the Motion to the committee to vote. 8 Members voted For, 5 Members voted Against.

For: Alderman King
(8) Councillors Callan, Douglas, Fielding, Holmes, Hunter, McLean, Wilson

Against: Councillors Chivers, Loftus, MA McKillop, K Mulholland, Watton
(5)

The Chair declared the Motion carried:

AGREED – to recommend that Council apply a 5% increase percentage (rounded up to the nearest £5), Non-Resident double the Resident charge; Still born, Child under 1 year and Child under 2 years no charge; and streamline the Pricelist for Cemetery charges.

* **Alderman Campbell had left the meeting and rejoined at 8PM.**

7. **KNOCK ROAD DEPOT**

Report previously circulated.

Background

Further to previous report items, and at member's request, further work has been undertaken into the proposed development of facilities at Knock Road Depot, Ballymoney.

Key Issues

It has been recognised that the current staff facilities at the Depot are no longer fit for their current purpose nor allow for future expansion. Members had expressed reservations about a number of options brought to committee. These reasons included:

- a) Adequate female changing space
- b) Adequate canteen space
- c) Training/meeting space
- d) Adequate showering space
- e) Storage space
- f) 1st Aid room
- g) Allowance for increase in staff numbers

Ballymoney Borough Council obtained planning approval for a two storey building on the existing office site in 2014. Bearing in mind the concerns raised this option was deemed to only partly meet operational and Health, Safety & Welfare requirements. A broader assessment of the site has raised further points for consideration. These include:

- a) Separation of public interface with depot
- b) Public parking
- c) Future of derelict Cemetery Lodge. Incorporating the upgrade/refurbishment the Cemetery Lodge building would provide additional office space and preserve the long term integrity of this building. Although not listed, it has historical interest, sited at the entrance to the cemetery, located adjacent to the depot and could be incorporated into this project to safe guard its future, subject to meeting operational needs.
- d) On-going changes to waste disposal legislation and the impact on staff and vehicle numbers.

The design team met with staff on a number of occasions to ensure that current and future needs were understood along with making best use of the site.

The attached appendix (circulated) summarises the operational requirements and how they will be met by this new proposal. Although not fully meeting current and future needs, the original BBC proposal (Option 1) is also included for comparison. The new Option 2 (a,b,c) refurbishes the existing single storey building, incorporates the Cemetery Lodge, saving this local landmark building and addresses public interface issues. Option 2 not only meets current needs but also safeguards the future of the Cemetery Lodge and has scope to deal with any future changes in staff numbers. Operational staff are content with the Option 2 proposal. Plans of the two proposals are also attached for information.

It is recommended the Environmental Services Committee approve Option 2 as the preferred option and progression of this project to Stage 2 of the Capital Programme Management System by developing detailed designs and Specifications and progression of the procurement process.

Proposed by Councillor K Mulholland
Seconded by Councillor Chivers and

AGREED – to recommend that Council approve Option 2 as the preferred option and progression of this project to Stage 2 of the Capital Programme Management System by developing detailed designs and Specifications and progression of the procurement process.

Committee voted unanimously in favour.

8. 2018/19 BUSINESS PLANS

Report previously circulated.

The purpose of this report is to request that the Committee endorse the 2018/19 Business Plans for the Environmental Services Directorate Service areas.

Purpose of the Business Plan

Each service area Business plan is structured to:

- Give a clear sense of what the service is for and the challenges it faces.
- Show how it is supporting Council's priorities.
- Show how it is contributing to the efficiency drive and transformation of service delivery.
- Show how it is aligning its resources to meet the challenges ahead.
- Help us to hold ourselves to account and ensure we deliver for Council and its residents.
- Bring key information together in one place about the service, which Members, staff and stakeholders can understand.

Structure of the Business Plan

Each business plan consists of the content:

1. The Vision for the service area.
2. Strategic Themes / Functions.
3. Strategic Aims of the Service.
4. Organisational Structure.
5. SWOT / PESTEL Analysis.
6. Service Aims and Objectives - Aligned with Council's Strategic Aims and Objectives.
7. Financial Position.

Service area Mandates

Environmental Services Directorate consists of four service areas. Each service area has a Service Level Mandate, which provides the over-arching purpose of the service:

Service Area	Service Level Mandate
Operations	To maintain the Causeway Coast and Glens Borough as a safe, clean and sustainable place for our residents, visitors and for our commercial and industrial stakeholders.
Health & Built Environment	To protect and improve the health, safety and wellbeing of local residents, visitors and people who work in the Borough by providing high quality services that help create a Borough that is a safe place for all.
Estates	The timely repair and maintenance of Council owned facilities to ensure that they are fit for purpose, safe and

	provide continuing beneficial use to staff, residents and visitors to the Borough.
Capital Works, Energy and Infrastructure	To deliver the Capital Works Programme and ensure a positive contribution to the long term sustainability, value and usability of the Councils facilities.

Based upon the Service Level Mandates, strategic aims and objectives of the services are delivered through the organisational structure. As we enter the 18/19 period, the emphasis of business planning moves from the period of cultural change transformation to improved service delivery.

The business plans for each service are attached at Annexes A – D (circulated).

It is recommended that the Environmental Services Committee endorse the 2018/19 Business Plans.

The Director of Environmental Services responded to questions from Councillor Holmes.

Proposed by Councillor K Mulholland
Seconded by Councillor Holmes and

AGREED – to recommend that the Environmental Services Committee endorse the 2018/19 Business Plans.

9. **AMUSEMENT PERMIT RENEWALS - The Betting, Gaming, Lotteries and Amusements (NI) Order 1985 Renewal of an Amusement Permit**

Report previously circulated.

The undernoted applications for renewal of an amusement permit have been received and processed during the report period.

Licence No:	Name of Premises
AP005	Station Arcade
AP010	The Jet Centre
AP011	Potters Snooker Club
AP012	E Barrys' Amusements (Portrush) Ltd

10. **APPROVAL OF PREMISES AS A LOCATION FOR CIVIL MARRIAGE - THE MARRIAGE (NI) ORDER 2003**

Information report previously circulated.

Approval of premises as a location for Civil Marriage.

The undernoted application for renewal as an approved place for Civil Marriage was received, acknowledged and processed during the report period.

Unique Reference Number	Premises Name	Approval Type
MA018	The Hedges Hotel 139A Ballinlea Road Stranocum Ballymoney BT53 8PX	Civil Marriage

11. APPROVAL OF PREMISES AS A LOCATION FOR CIVIL PARTNERSHIP THE CIVIL PARTNERSHIP ACT 2004

Approval of premises as a location for Civil Partnership.

The undernoted application for renewal as an approved place for Civil Partnership was received, acknowledged and processed during the report period.

Unique Reference Number	Premises Name	Approval Type
CP018	The Hedges Hotel 139A Ballinlea Road Stranocum Ballymoney BT53 8PX	Civil Partnership

12. CINEMA LICENCE RENEWAL - Cinemas (Northern Ireland) Order 1991

Information report previously circulated.

The undernoted application for a cinema licence has been received, acknowledged and processed during the report period.

Unique Reference Number:	Name of Premises
CL003	Bushmills Inn Hotel

13. ENTERTAINMENT LICENCE RENEWALS - Local Government (Miscellaneous Provisions) (NI) Order 1985 Entertainment Licences

Information report previously circulated.

The undernoted applications for an entertainment licence have been received, acknowledged and processed during the report period.

Unique Reference Number:	Name of Premises
EL105	St Patricks Church Hall Portrush
EL167	Bushmills Orange Hall
EL316	Foyle View Bar
EL197	Rooks Nest
EL346	Limavady Rangers Supporters Social Club
EL345	Drummond Cricket Club
EL270	First Presbyterian Church Hall
EL219	Ballymoney High School
EL023	Coleraine Football Club Members Club
EL093	Royal Portrush Golf Club
EL204	Smugglers Inn
EL060	Atlantic Bar – Londonderry Hotel
EL317	The Crown Bar & Lounge
EL218	Ballybrakes Community Indoor Bowling Club
EL109	The Bridge Bar
EL075	Port Hotel

14. LIQUOR LICENCES - LICENSING (NORTHERN IRELAND) ORDER 1996 LIQUOR LICENCE

Information report previously circulated.

The undernoted applications for grant, renewal, transfer or grant of an occasional Intoxicating Liquor Licence have been received and acknowledged to Court Service during the report period.

<u>Name and Address of Premises</u>	<u>Date and Time</u>	<u>Type of Liquor Licence</u>
Marine Hotel 1-3 North Street Ballycastle		Consent to Alteration to Licensed Premises
23 Gortnahey Road Dungiven		Transfer of a Liquor Licence
Lands Round Portrush Road (NW200 Marquee)	Mon 14/5 11.30 – 01.00 Tues 15/5 11.30 – 01.00 Wed 16/5 11.30 – 01.00 Thurs 17/5 11.30 – 01.00 Fri 18/5 11.30 – 01.00 Sat 19/5 11.30 – 01.00	Occasional Licence

<u>Name and Address of Premises</u>	<u>Date and Time</u>	<u>Type of Liquor Licence</u>
Lands Around Portrush Road (NW200 Marquee)	Mon 14/5 11.30 – 01.00 Tues 15/5 11.30 – 01.00 Wed 16/5 11.30 – 01.00 Thurs 17/5 11.30 – 01.00 Fri 18/5 11.30 – 01.00 Sat 19/5 11.30 – 01.00	Children's Certificate
52 Newmills Road Coleraine	Sat 12/5 7.30pm-1am	Occasional Licence
Function Room, The Royal British Legion, 6 Beresford Road, Coleraine BT52 1HE	Saturday 21 st April 2018 between the hours of 8.00pm and 11.59pm	Occasional Licence
Function Room, The Royal British Legion, 6 Beresford Road, Coleraine BT52 1HE	Saturday 28 th April 2018 between the hours of 8.00pm and 11.59pm	Occasional Licence
Function Room, The Royal British Legion, 6 Beresford Road, Coleraine BT52 1HE	Friday 11 th May 2018 between the hours of 7.00pm and 1.00 am	Occasional Licence

15. SOCIETY LOTTERY REGISTRATIONS - The Betting, Gaming, Lotteries and Amusements (NI) Order 1985 Registration of a Society

Information report previously circulated.

The undernoted application for society lottery registration has been received, acknowledged and processed during the report period.

Registration No:	Name of Society
SL015	Causeway Older Active Strategic Team (COAST)

16. ANIMAL WELFARE STATISTICAL REPORT 2017-18

Information report previously circulated.

Further to Committee report item 18411 item 8 the following information is provided at Table 1 (circulated) in respect of the Animal Welfare Service as delivered by Mid & East Antrim Borough Council on Council's behalf.

A Group Summary report covering the Northern Region (Antrim & Newtownabbey, Mid & East Antrim and Causeway Coast & Glens Borough Councils) has also been provided at Table 2 (circulated).

There are currently eight pending cases under consideration for formal action within Council's jurisdiction. The outcomes will be reported when available.

**17. NOTICE OF MOTION PROPOSED BY COUNCILLOR HOLMES,
SECONDED BY COUNCILLOR BAIRD, COUNCILLOR A MULHOLLAND
AND COUNCILLOR KNIGHT MCQUILLAN**

Councillor Holmes spoke in support of the Notice of Motion, submitted on behalf of the 1718 Emigration Working Group.

Proposed by Councillor Holmes
Seconded by Councillor Callan and

AGREED - to recommend that Council notes that townland names form a rich part of our history but usage is diminishing and many people are often unaware of the townland in which they reside;
Council proposes that Officers bring back a paper with full costings to add townland names to all road and street signs across the Borough. To reduce cost, it is proposed that signs are updated as repair or replacement is required with an objective that all signs should be updated by 2040. Council continue to adhere to its existing policy on bilingual signs.

* **A Mullan and J Richardson left the meeting at 8.30PM.**

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Councillor Chivers
Seconded by Councillor Hunter and

AGREED - to recommend that the Committee proceed to conduct the following business 'In Committee'.

18. FUTURE COUNCIL CEMETERY PROVISION

Confidential report previously circulated.

It is recommended that Tier 2 studies be undertaken on the primary sites identified at Portrush, Portstewart, Coleraine, Ballymoney and Ballycastle. Should any of these be unsuitable then the Tier 2 study to be extended to secondary sites. Report to be brought back to Council with recommendations based on findings for additional cemetery provision.

Proposed by Councillor Holmes
Seconded by Councillor Loftus and

AGREED - to recommend that Tier 2 studies be undertaken on the primary sites identified at Portrush, Portstewart, Coleraine, Ballymoney and

Ballycastle. Should any of these be unsuitable then the Tier 2 study to be extended to secondary sites. Report to be brought back to Council with recommendations based on findings for additional cemetery provision;
- should another site be identified in Portrush proceed with it at the same time.

MOTION TO PROCEED 'IN PUBLIC'

Proposed by Alderman Campbell
Seconded by Councillor Holmes and

AGREED – that the Committee proceed to conduct the following business 'In Public'.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 8.55PM.

Chair