

## Irvine Town Board

### Meeting 02

Thursday 29th August 5.00pm-6.30pm

Irvine Townhouse, Irvine

<b>Present:</b>			
Bill Nolan	BN	Irvine Burns Club	
Steven Easton	SE	Chamber of Commerce	
Alan Gemmell	AG	MP – Central Ayrshire	
Freya Fitzsimmons	FF	MSYP – Cunninghame South	
Matthew McLean	MM	North Ayrshire Council	
Chris Pless	CP	Irvine Community Council	
Elaine Baxter	EB	North Ayrshire Council	
Fiona Paton	FP	Rivergate Shopping Centre	
Scott Morrison	SM	KA Leisure	
David Phillips	DP	Irvine Senior Forum	
David Mann	DM	Scottish Maritime Museum	
Emma Burns	EBu	MSYP Cunninghame South	
Barbara Conner	BC	TACT	
<b>Apologies:</b>			
Chloe Robertson	CR	Councillor – North Ayrshire Council	
Nairn MacDonald	NM	Councillor – North Ayrshire Council	
Paul Timmons	PT	Scottish Fire & Rescue	
Fraser Normansell	FN	Police Scotland	
Danny Kerr	DK	Marymass Festival Committee	
<b>In Attendance:</b>			
Claire Fitzsimmons	CF	North Ayrshire Council	
Louise Kirk	LK	North Ayrshire Council	
Calum Couston	CC	North Ayrshire Council	
Julian Farrar	JF	Ironside Farrar	
<b>1. Welcome &amp; Apologies</b>			<b>Action</b>
<ul style="list-style-type: none"> <li>• BN welcomed the Town Board and to members MM, EBU and AG who were unable to attend meeting 01.</li> <li>• Apologies noted from CR, NM, PT, FN, DK.</li> </ul>			
<b>2. Minute of Previous Meeting</b>			
<ul style="list-style-type: none"> <li>• The minutes from meeting 01 were presented as a fair and accurate reflection of the meeting - with DP proposing and CP seconding.</li> </ul>			<b>Publish approve minute online - NAC</b>
<b>3. Action Notes</b>			
<ul style="list-style-type: none"> <li>• Actions from the previous meeting were reviewed. Two outstanding items with regards to GDPR and Pen Portraits were acknowledged, with NAC to contact members who are yet to complete the paperwork.</li> </ul>			<b>NAC to inform members who are yet</b>

	<b>to complete GDPR, Pen Portrait and Declaration of Interest Forms.</b>
<b>4. Declarations of Interest</b>	
<ul style="list-style-type: none"> <li>• BN noted the declaration of interest forms which require completion by members and returned to the NAC team.</li> </ul>	<b>Declaration of interest forms to be returned to NAC.</b>
<b>5. Boundary Map</b>	
<ul style="list-style-type: none"> <li>• After discussion, the board agreed the entire Irvine Locality will form the boundary for the programme.</li> </ul>	<b>File note to UK Government confirming the boundary map – NAC.</b>
<b>6. Engagement Update &amp; Next Steps</b>	
<ul style="list-style-type: none"> <li>• BN advised that the engagement exercise was ongoing with opinion boxes and public engagement undertaken at Marymass and Wellwood in recent weeks. The boxes have been moved across Irvine to ensure a wide-ranging reach.</li> <li>• FP offered their social media channels and a pop-up in the Rivergate for engagement.</li> <li>• EBU &amp; FF outlined a QR code could be circulated within schools to maximise youth engagement. There is also an opportunity to use the 'pupil bulletin' in schools.</li> <li>• SM offered use of the Portal.</li> <li>• DM offered the Maritime Museum.</li> <li>• EB to raise with LPP, Parent Councils, Youth groups etc to extend reach through the Locality Planning Partnership (LPP) membership.</li> <li>• JF outlined the engagement activity to date, with 75% of responses focusing on the high street &amp; regeneration themes.</li> <li>• JF to share draft vision statements with the Town Board for review and input. Members of the Board indicated that they would prefer to simplify the message with the use of plain language.</li> <li>• AG to write to Minister requesting an update on timescales.</li> </ul>	<p><b>Tailored QR code for youth engagement.</b></p> <p><b>JF to share draft vision statements for comment.</b></p> <p><b>CF to advise AG on Ministerial request.</b></p>
<b>7. AOCB</b>	
<ul style="list-style-type: none"> <li>• SE noted that learning must be taken from the historic work done by Irvine Bay Corporation. Were any debriefing reports been produced? NAC to explore if these have been produced.</li> <li>• SE also asked if it would be worth bringing in a branding specialist to develop the Town Board as a brand? It was noted that this is perhaps a later ask once the initial plan has been developed.</li> <li>• LK indicated that the pre-election period ends in mid-September. This has been restricting NAC comms support</li> </ul>	<p><b>NAC to find out if Irvine Bay reports are available.</b></p> <p><b>NAC to contact Comms department for support in</b></p>

<p>however once over the Council are help promote the consultation.</p> <ul style="list-style-type: none"> <li>AG requested a standard response for queries received from constituents regarding 'how the Town Board had been assembled'.</li> </ul>	<p><b>pushing the engagement.</b></p> <p><b>NAC to provide standard response for AG.</b></p>
<p><b>8. Date of next meeting</b></p>	
<ul style="list-style-type: none"> <li>Week beginning 23<sup>rd</sup> September. SM offered the boardroom at The Circuit, Quarry Road as a venue.</li> <li>BN &amp; JF both indicated that we need to move to project identification in advance of the next board meeting.</li> </ul>	