

Irvine Neighbourhood Board

Minute Meeting 07

10.00am – 12.00pm

01 August 2025

Cunninghame House, Irvine

Board Members Present:		
Bill Nolan	BN	Irvine Burns Club
Chris Pless	CP	Irvine Community Council
Fiona Paton	FP	Rivergate Centre
David Phillips	DP	Irvine Senior Forum
Danny Kerr	DK	Marymass Festival Committee
Steven Easton	SE	Chamber of Commerce
Cllr Nairn Angus-McDonald	NAM	North Ayrshire Council
Scott Morrison	SM	KA Leisure
Matthew Moran	MM	Scottish Maritime Museum
Russell McCutcheon	RMcC	North Ayrshire Council
Mark Boyd	MB	North Ayrshire Council
Apologies		
Barbara Conner	BC	TACT
Elaine Baxter	EB	North Ayrshire Council
Freya Fitzsimmons	FF	MSYP
Emma Burns	EB	MSYP
Cllr Matthew McLean	MMcL	North Ayrshire Council
Ruth Maguire	RM	MSP
Cllr Chloe Robertson	CR	North Ayrshire Council
Alan Gemmell	AG	MP
Chief Inspector Judith Macgregor	JM	Police Scotland
Claire Fitzsimmons	CF	North Ayrshire Council
In Attendance		
Louise Kirk	LK	North Ayrshire Council
Julian Farrar	JF	Ironside Farrar
Lynn Wilson (minute taker)	LW	North Ayrshire Council
1. Welcome & Apologies		Action
<ul style="list-style-type: none">• BN welcomed members and noted apologies as above.• BN introduced new Board members Russell McCutcheon, Executive Director (Place), North Ayrshire Council and Mark Boyd, Head of Service (Financial Services), North Ayrshire Council both of whom gave a quick background summary and emphasised that they are here to support the Board in their endeavours.		

<ul style="list-style-type: none"> • BN gave a brief overview of the other new Board member, Ruth Maguire, MSP. 	
2. Minute of Previous Meeting	
<ul style="list-style-type: none"> • BN noted that there are signs of progress which are vital for public perception of the Board and referenced the visit from the Minister, Alex Norris MP, who made it clear that partnership working is extremely important to deliver for Irvine. • BN thanked CP for all he has done for the Board in BN's absence and to note that CP had done a great job deputising for him. • MM noted disappointment in the time taken for papers to be issued. • The minute was proposed by NAM and seconded by CP. 	
3. Action Notes from Meeting 06	
<ul style="list-style-type: none"> • LK gave an update on Bridgegate: Protective Services and Building Standards have been contacted to remove or reduce dangers to the structure. Forum has been secured by Police Scotland. CCTV Team monitoring visual area as requested by Police Scotland. The Protective Services Team are taking action where feasible and Regeneration Services are trying to contact landowners. 	
4. Westminster Visit	
<ul style="list-style-type: none"> • CP updated the Board on his visit to Westminster with the other towns involved in the Plan for Neighbourhoods and made the following points: <ul style="list-style-type: none"> ○ All the other Boards are at the same level in terms of development. ○ Emphasis from Westminster is that this is community led and evidenced with community consultation and the need to justify that any funding spent should reflect the community's requirements and needs. ○ UKGov keen on not using large consultancies and have indicated that they will provide central frameworks to resource delivery. ○ It was noted that the Board and Council are committed to Community Wealth Building meaning a national procurement process would not be appropriate. It was further noted that there will be cases where consultants will need to be engaged where the Board or the Council do not have the expertise or capacity. ○ However, the Board will need to comply with Scottish legislation. Northern Ireland and Wales are in a similar position. 	
5. Branding Exercise	
<ul style="list-style-type: none"> • CP distributed an example of a potential logo and strap line. From feedback from the community the suggested name of the new organisation to be 'Our Irvine' as this reflects positive connotations and a sense of ownership for the people of Irvine. • The Board agreed with the wording and graphic for the new logo. 	

<ul style="list-style-type: none"> • The logo will be refined, with this version being used for events in the near future. The Board wished to thank Jen Pless for her work on this. • CP made the point that there has been no cost for preparing the logo artwork therefore no need to pay for a brand developer. All costs for branding and website should be under £10,000 • NAC will host the web page – LK to check with IT regarding the registration of the URL 'Our Irvine'. 	<p>LK</p>
<p>6. Recruitment Plan for Neighbourhoods Officer</p>	
<ul style="list-style-type: none"> • A general discussion was held around which organisation will be responsible for recruiting the new Officer. It was suggested that NAC could recruit for someone to deliver the physical regeneration while the secretariat could be delivered by the Chamber of Commerce. • LK has undertaken the required internal processes and drafted initial role profile for the Regeneration Officer role which would be a permanent position due to the contract being ten years. • Council to resource but it was noted that having an external secretariat may result in increased costs. • MB noted that historically, NAC has managed many funds from a number of external funders and these are managed via separate cost centres for each fund therefore NAC has a robust process already in place which can be utilised for this purpose. • It was decided that both proposals, from the Council and the Chamber of Commerce, should be distributed to all Board members to allow them to compare both specifications. • LK acknowledged that by offering a permanent position, NAC takes a risk, should the UK Government change aspects of the funding. • BN commented that any Officer recruited by the Council will be responsible to the Board – not just NAC. • MB commented that NAC has an understanding of the fund and associated requirements and the governance and reporting would be much easier to facilitate if the Council recruited the new Officer. • SE made comment about the needs of the Board may change over time and also that the Officer will work full time for the Board and not for NAC. • LK responded that NAC Officers already do this with external funders and that being a Council Officer would help when applying for external funding which may only be open to Council applications. • RMcC confirmed that the new Officer would work solely on Plan for Neighbourhoods, and not any other work. • It was agreed to share the role profiles with the Board as soon as possible. BN requested feedback to the two proposals by Friday 8 August. • SE asked what would happen if the new Officer didn't perform well. LK said the Council would monitor with KPIs as they would report to NAC as a line manager and subsequently to the Board. 	<p>LK/SE</p> <p>LK/SE</p>
<p>7. Sharepoint</p>	

<ul style="list-style-type: none"> The Board asked if NAC could provide access to all documents via Sharepoint. NAC to investigate. <p><i>Post-meeting note: it is noted that the role profile was circulated to a sub-group of members rather than the full group. The role profile was subsequently issued to the full Board prior to the 12 September meeting. All future comms to go to all Board members.</i></p>	<p>LK</p>
<p>8. Budgets</p>	
<ul style="list-style-type: none"> The current status of budget was confirmed as follows: <ul style="list-style-type: none"> £450,000 Budget £104,000 Committed £346,000 Balance BN requested that the Budget is always an Agenda point, going forward. LK updated saying that the Community Grants have been issued. The Grant paperwork has been amended from existing grant paperwork currently used by the Council. 	
<p>9. Events</p>	
<ul style="list-style-type: none"> CP agreed to update the social media accounts to 'Our Irvine' to promote two events which are coming up. LK will alert NAC Coms and Business Team to advertise the events. 	<p>CP LK</p>
<p>10. Presentation from Ironside Farrar</p>	
<ul style="list-style-type: none"> JF presented a draft programme including a timeline to meet the deadline of 28 November. He agreed to share this with the Board. 	<p>JF</p>
<p>11. AOCB</p>	
<ul style="list-style-type: none"> SE proposed any property should be leased by the charity and requested delegated authority to facilitate the development of the new organisation – charity or SCIO. The Board agreed to this. He will contact BC at TACT to help with this process. MM asked about using electronic voting to speed up decision making. 	<p>SE SE</p>
<p>12. Date of next meeting</p>	
<ul style="list-style-type: none"> 0930 Friday 12 September 	