Irvine Neighbourhood Board

DRAFT Minute Meeting 12

2.00pm on 30 June 2026

Volunteer Rooms, Irvine

Board Members Present:		
Danny Anderson	DA	Chair
Michael Cowan	MC	Police Scotland
Steven Easton	SE	Chamber of Commerce
Danny Kerr	DK	Marymass Festival Committee
Russell McCutcheon	RMcC	North Ayrshire Council
David Phillips	DP	Irvine Seniors Forum
Chloe Robertson	CR	North Ayrshire Council
Apologies:		
Nairn Angus-McDonald	NAM	North Ayrshire Council
Mark Boyd	MB	North Ayrshire Council
Barbara Conner	BC	TACT
Alan Gemmell	AG	UK Parliament
Fiona Paton	FP	Rivergate Centre
Chris Pless	CP	Community Council
In Attendance:		
Calum Couston	CC	North Ayrshire Council
Lynne Easton	LE	North Ayrshire Council
Claire Fitzsimmons	CF	North Ayrshire Council

1. Welcome & Apologies	**Action**
• The Chair welcomed attendees and introduced himself as a local resident and the new Chair with the aim of making Irvine a better place to live and work. He invited members who don't know him to refer to his introductory email and look him up on-line. • The Chair proposed a vote of thanks to the preceding Chairperson Bill Nolan, seconded and voted in favour for by the entire Board. • The Chair noted apologies from NAM/MB/BC/AG/FP/EB/CP	
2. Declarations of Interest	
• The Chair declared his interest as an active member of the Freckfest Committee and as a member of the Irvine Burns Club. • DP declared his interest as the Chair and Secretary of the Irvine & District Pipe Band	

• SE advised he has previously declared interests still stand. • DK confirmed he has previously submitted the DoI form	
3. Minute of Previous Meeting	
• No comments were received on the draft minute from Meeting 11 on 26th March 2026 • Minutes were proposed by DK and seconded by DP	**LE**
4. Action Log	
• One item remains outstanding on the Action Log • 20251022-5 Updates to Irvine LPP – this has been formalised with standing agenda slots scheduled at both the INB and LPP. • 20250912-4 SCIO creation progress: • CC confirmed that it is now a UK Government proposal that PiP Neighbourhood Boards should become community led organisations by year 3 of the programme. • CC to share information obtained from OSCR • DP proposed the continuation of this action for further consideration at the next meeting.	**CC** **LE**
5. Chair Appointment and Programme	
• CC recapped the appointment process for the new Chairperson and introduced DA as the successful candidate.	
6. Board membership	
• The Chair confirmed that he was in receipt of Matthew Moran's resignation and expressed disappointment that the Maritime Museum would no longer be represented on the Board. • The Chair will circulate the letter to Board members. • RMcC noted that members do not serve on the Board to benefit their own organisations. • DP noted that the programme is to benefit Irvine and not individual organisations, and that during the public consultation already undertaken the people of Irvine have spoken. • DK queried whether there is a limit to Board Membership and CF confirmed the guidance states "manageable number". • CC advised that the Board can create a formal process to create a formal process for new membership. • The Chair requested NAC draft a proposal for approval on the formal process for becoming a member of the Board.	**Chair**

• The Chair proposed Billy Dickson of Irvine Burns Club as a new member of the Board. This was seconded by DP and the Board voted unanimously favour of this motion. • The Chair proposed Lorna Futter of 'Freckfest' as a new member of the Board. Seconded by DP and the Board voted unanimously in favour of this motion. • The Board requested a short biography from each of the new members be circulated to all.	**Board** **NAC**
7. Monthly meetings	
• To support progress The Chair proposed meetings occur monthly. • Members discussed alternative proposals, with a consensus of those present that meetings every second month might be more appropriate. • Members agreed to circulate the proposal for meetings to take place every second Wednesday of every second month, at 6pm. Members also requested a full year of meetings to be scheduled. • The request will be circulated for approval of the members.	**NAC**
8. Sub-committees /Working Groups	
• The Chair noted the presence of Working Groups/Sub-committees making decisions or filtering applications, however he recognised that there is currently only one Working Group for the Community Fund and the Board still makes the decisions on the applications. • LE spoke on behalf of the Community Fund working group, confirming that an application form and scoring protocol have now been formulated. • LE to distribute these for Board feedback and approval at the next meeting. • Due to a resignation there is now a vacancy on the Working Group and they have asked for a further volunteer to join the group.	**LE** **Board**
9. Terms of Reference & Standing Orders	
• CC confirmed circulation of papers prior to the meeting and apologised for late issue. The key alterations reflect the updated membership requirements and the new name for the programme (Pride in Place). Membership with at least 51% of the Board are	

required to live or work in Irvine. With a majority of members being non-elected. • CC noted there would be an annual review of the documents. into which the new member process and any membership number restrictions can be incorporated. • RMcC noted that this process is important to protect the Boards decisions around membership. • NAC will update the governance documents with Legal and bring forward to the next meeting for approval.	
10. Finance Update	
• NAC circulated the finance table prior to the meeting. • CC noted that it showed Capacity Funding expenditure only but confirmed that the Board is now in receipt of Delivery Funding. • CC requested that the Board confirm what format they wish the finance figures to be published. • CC suggested that it may be prudent to have a Finance subgroup to monitor and propose format. DA suggested Billy Dickson be considered. • NAC as accountable body for the public finance has a dedicated finance team responsible for the PiP funds to work with the Board • The appropriateness of a Treasurer for a SCIO to be explored further. • CC confirmed that even as a SCIO, NAC will be the accountable body for the PiP funds. • DA requested agenda item for next meeting on the format of the finance for publishing.	
11. Monitoring/Reporting Update	
• CC brought item forward for discussion – as projects come forward the Board must begin considering how success of the PiP will be measured, recorded and publicised.	**Board**
12. Locality Partnership Update	
• EB gave apologies to the meeting, but shared a midway report for circulation to members. • The report was too large to share with the Board papers but will be made available on the Teams channel.	**LE**

13. Bridgegate Enhancement – Brief	
• CC confirmed that Ironside Farrar have been appointed to carry out the initial options work for the Bridgegate Enhancement project, up to the value of £24,150, as agreed by the Board in March. • The PiP public consultation determined that the Bridgegate area is a regeneration priority for the people of Irvine. The study will allow the Board to explore options and undertake further consultation, with detailed works, once agreed by the Board, progressing after October. • The initial study is scheduled to complete by mid-October 2026. With the Board selecting their preferred option to progress. • The funding will be drawn from the Capacity Funding which the Board earmarked to support early stage project works. The detailed works on the preferred option(s) will be drawn from the Delivery funding allocation, once agreed by the Board. • DP noted that local companies didn't get to bid for the study, NAC Procurement processes had to apply, with a focus on Community Wealth Building. • DA suggested that it is NAC responsibility to resolve the ownership issues around the site. • RMcC confirmed that the Council has no ownership over any part of the site other than Bridgegate House.	**Board** **Board**
14. Community Funding Proposal	
• LE to distribute papers for discussion and approval at next meeting.	**LE**
15. Project Proposal	
a) Irvine Community Events Proposed by DP, seconded by DK The Board voted in favour of the proposal of up to £31,000, subject to the necessary financial information being provided. b) Irvine Clean-up Crew Proposed by DP, seconded by MC The Board voted in favour of the proposal for up to £1,900 subject to the necessary financial information being provided. c) Wellbeing & Information Hub The Board requested a detailed submission is brought forward. d) Fullarton enhanced open space play	**NAC to prepare grant paperwork for two approved projects.**

The Board requested a formal proposal is submitted for review.	
13. AOCB	
• DP proposed an idea for a "handyman" service. CC confirmed a similar proposal is in development through another Board member and this could be a joint effort, with a proposal brought to the Board for review.	**DP**
• The Board requested a presentation from the Community Payback Team to consider if there are opportunities to work together.	**NAC**
• The Chair proposed a new events venue. He suggested this be one of the proposals considered in the options study. Proposed by The Chair, seconded by MC, the Board voted in favour of this motion.	**Board**
• The Chair proposed an upgrade to the HAC sound system.The Board requested more detailed information to allow further consideration.	**Chair**
• The Chair requested information from NAC regarding the funding of the Making Waves festival.	**NAC**
• DP proposed a Pipe Band Championships event, the Board requested a full proposal is brought to a future meeting for consideration.	**DP**
• The Chair to arrange meeting with NAC regarding the Maritime Mile project	**Chair**
• The Chair proposed a strategy be discussed with NAC regarding how to attract "desirable" businesses to the town centre.	**Chair**
• SE suggested that it is the Board's job to create the environment in which businesses can flourish.	
• The Board queried whether NAC own any shop units in the town. NAC to explore and provide update to the Board.	**NAC**
• DK provided a written proposal to be distributed after the meeting, on behalf of the Marymass Committee and Irvine Carters Society for the funding of a horsedrawn fire engine and New Orleans marching band for the Marymass festival. • DP seconded and the Board voted in favour of this proposal in principle, subject to the financial details being provided. Up to £7,000 or funding towards the project.	**LE/DK**

• The Chair to bring forward proposal at next meeting for improvements to services at the Scottish Maritime Museum. • The Chair to bring forward harbourside project proposals following meeting with NAC regarding Maritime Mile. • The Chair to request that the Irvine Clean-up Crew include a tidy up at Irvine Harbour slip and the Heckling Shed Burns Vennel and include costs for same in their proposal. • It was agreed that a Project Proposal Template should be created and used for future project requests. The Chair suggested that whoever brings forward a proposal should become the "Project Champion". • SE reminded the Board that financial leverage should be sought wherever possible to increase overall value. • CC noted projects should also link back to the approved Regeneration Plan. • The Chair indicated that the Regeneration Plan is out of date and requires updating to include a chapter for Culture & the Arts. • CR reminded the Board that under consultation the public did not identify this as a regeneration priority which is why it is not contained in the original Plan.	**NAC** **NAC**
16. Date of future meetings	
• Wednesday 12th August 2026 @ 6.00pm • Venue tbc • The Meeting was closed at 4.00 pm	
17. Key decisions/actions	
1. Formation of a SCIO to be progressed, with NAC to share OSCR event information with the Board. 2. Chair to formally invite two new members, as agreed by the Board, with a short Bio of each member to be circulated to the membership. 3. NAC to draft a process for new membership, for approval at the next Meeting. 4. Further update to SOs & ToR regarding membership to be confirmed through NAC Legal. 5. Agree updated meeting schedule with full Board. 6. Distribute work to date of Community Fund Working Group. 7. Agree format of published finances, proposal to be brought to next meeting. 8. Chair to meet with Consultant on Bridgegate Square options. 9. Three community project proposals were approved in principle subject to financial information being provided. 10. NAC to provide update on ownership of units within the town centre. 11. A request for an additional Board member to join the Community funding working group.	