

Three Towns Neighbourhood Board

Meeting 2

Monday 7th September 2026 16.30-18.30

Saltcoats Town Hall, Saltcoats

Present:				
Joseph Cullis	JC	Chair		
Brenda Knox	BK	Representing IC		
Carol Boyd	CB	Community Link Up		
Callie Rodgers	CR	Youth Community Representative		
Jean Frew	JF	Stevenston Community Council		
Charlie Gilmour	CG	SPLASH& Auchenharvie Swim Club		
Tam McCann	TMcC	Independent		
Glenn Turner	GT	Ripple Effect Saltcoats		
Cllr Davina McTiernan	DMcT	NAC Elected Member		
Cllr John Sweeney	JS	NAC Elected Member		
Cllr Stewart Ferguson	SF	NAC Elected Member		
Apologies:				
Mark Boyd	MB	North Ayrshire Council		
Irene Campbell MP	IC	Member of Parliament		
In Attendance:				
Colin Bradford	CWB	North Ayrshire Council		
Lynne Easton	LE	North Ayrshire Council		
Claire Fitzsimmons	CF	North Ayrshire Council		
Denise Fraser	DF	North Ayrshire Council		
1. Welcome & Previous Minutes			Action	
- JC began proceedings by welcoming members to the second meeting of the Board where there would be greater focus on formal matters. - The Minutes of Meeting 1 were proposed and seconded by the Board.				
2. Board Membership				
- The Chair re-capped the Boards responsibilities within the Programme with emphasis on its role as a decision-making body representing the three communities. - The Chair also reminded members that the Neighbourhood Board is a sub-group of the Locality Partnership, with the members volunteering				

and subsequently selected in line with the UK Government programme requirements. • This will remain the case until such times, that the Board, in line with the Programme's aspirations, potentially evolves into a separate legal entity. • The Town Board chair was appointed in line with UK Government criteria and requirements as set out in the Programme Prospectus. • The Chair reminded that Pen Portraits are required for each member for the website, as per UK Government requirements, including elected members. These are to be provided and published on website. • GDPR consent forms are also required to enable sharing of contact details between members. These are to be provided by all Board members. • All members agreed to their pen portraits being published on-line in line with MHCLG requirements.	Board/CWB Board
3. Roles & Responsibilities	
• The Chair outlined the roles and responsibilities of the Neighbourhood Board, as a subgroup of the Locality Planning Partnership. NAC will provide secretariat function and will act as the accountable body. • NAC as accountable body is responsible for managing the budget, managing procurement and ensuring compliance with procurement and subsidy control legislation. • Draft Terms of Reference (ToR) and Standing Orders (SO) were shared in advance of the meeting. CWB added that these are a baseline document and may change as MHCLG update and revise the Prospectus. • CB queried whether the Chair would be appointing a Vice-Chair and the Chair confirmed this would be addressed in due course. • GT queried whether members could use a substitute attendee on their behalf. CF confirmed this is accommodated in the SO & ToR. An e-mail confirming the details of any alternate board members is required prior to the meeting. Deputising Board Members should be made aware of the SO and ToR in advance.	
4. Finance Update	
• The Chair confirmed that so far, £76,500 of Capacity Funding has been committed to the consultants Smith Scott Mullen (SSM) with other minor costs accrued from venue hire for meetings. • The Consultants are preparing a Regeneration Plan including an outline funding profile for the ten years of the programme. • CWB explained that the Consultants invoice in work stages as they are completed so the full amount has not yet been discharged. • The Chair explained that the Consultants were appointed using an approved framework agreement, Scotland Excel, which has allowed the work to be expedited within the very tight timescales. The Chair & the MP made this decision prior to the appointment of the Board. • Going forward the Board will make all decisions regarding the Programme. • CWB confirmed that the 10-year outline programme and 4-year Investment Plan require to be submitted to MHCLG in order to secure	

the finance. Once agreed the Plans are not “set-in-stone” and can be subject to change. • CWB confirmed that project finance can be “saved up” but not brought forward. • GT queried the definition of Capacity Funding. CF explained that this fund (£500k) is “up-front” funding from MHCLG to facilitate the role of the Board before their Regeneration Plan is in place, including preparing the Regeneration Plan, other feasibility studies, engagement events, communication and marketing. It can also be used for “quick win” projects.	
5. Preparation of Regeneration Plan	
• The Chair confirmed that the survey leaflets have been delivered and the survey is live until 27/09/26. • Liaison is ongoing with other stakeholders – CR gave an update on the video, with associated QR Code, she has made for distribution around the local secondary schools. Furthermore it was confirmed that a Locality Partnership Chit Chat event had taken place where the Programme was introduced.	
6. Website and future communications and marketing	
• The Chair and CWB explained that there are currently two websites associated with the Board:- • One set up by the Consultants by which to receive surveys; and • One, a page, on the North Ayrshire Community Planning Partnership (NACPP) website Three Towns Town Board - Northayrshire Community. • Once the survey process is complete the Consultants will close the website but it is worth considering re-using the domain for the Board going forward. • The NACPP website will continue to be used to publish information in line with the MHCLG requirements. • The Chair suggested that the Board consider the appointment of a professional external communications consultant who could create a new dedicated website. • The Board discussed at length the importance of meaningful engagement and what should be done “in-house” and what should be done professionally. It was agreed that the Chair will explore suitable local companies and feedback at the next Meeting. • The Chair reminded the Board that it was all of their responsibility to engage with the local communities and ensure that the programme is one by the people/for the people. • CG requested further leaflets for distribution by the Members. • A press release in The Herald was suggested by CG. This could be facilitated by NAC Comms team. • It was suggested that Members bring forward ideas for “quick-wins” at the next Meeting. • The Board decided to “piggy-back” onto the meetings arranged by the Consultant as a means of raising their profile.	JC CWB
7. Any Other Business	
• The Chair confirmed that he has consulted with MHCLG regarding the red-line boundary and that their advice is not to change it.	

• Investment can be outwith the defined Three Towns PiPP boundary as long as it is demonstrated that that it directly benefits those communities sitting within. • The Board supported the Chairs suggestion to invite the two MHCLG area support officers to the next Board Meeting on 25/09/26. • The Chair confirmed that while the next three meetings have been booked, he will look at the option of changing the day on which meetings fall for future meetings.	JC
8. Dates of next meetings	
• Friday 25th September 2026 4.30pm-6.30pm. Hayocks Community Centre • Friday 23rd October 2026 4.30pm-6.30pm. Ardrossan Civic Centre. • Friday 20th November 2026 4.30-6.30pm. Saltcoats Town Hall	