

## Coleraine Future Town Fund Board Minutes

**Date of Meeting:** Thursday 28<sup>th</sup> August 2025

**Location:** Council Chamber, Cloonavin, Coleraine. **Present and Absentees:** List of Attendees detailed below on pages 4-6.

<b>1.</b>	<b>Welcome / Apologies / Minutes &amp; Matters Arising</b>	<b>Professor Gerry McKenna</b>		
	<b>Actions</b>	<b>Lead</b>	<b>Status</b>	<b>Remarks</b>
<b>#1.</b>	DW to update council templates for business cases approval and add to CFTF SharePoint folder.	DW		
<b>2.</b>	<b>CFTF Subgroups - Update</b>	<b>Deputy Chairs HK (SIB)</b>		
	<b>Actions</b>	<b>Lead</b>	<b>Status</b>	<b>Remarks</b>
<b>#2</b>	Sub group membership list updated and uploaded to CFTF Sharepoint folder	DD		
<b>3.</b>	<b>CFTF Board Governance</b>	<b>Hazel King (SIB)</b>		
	<b>Actions</b>	<b>Lead</b>	<b>Status</b>	<b>Remarks</b>
<b>#3</b>	DW to finalise CFTF Local Assurance Framework and upload to CFTF Sharepoint folder	DW		
<b>4.</b>	<b>Delivery of Engagement Update</b>	<b>TH (SIB)</b>		
	<b>Actions</b>	<b>Lead</b>	<b>Status</b>	<b>Remarks</b>
<b>#4.</b>	DD to send out invites for all upcoming CFTF engagement events	DD		
<b>#5.</b>	DD to print copy of presentation for RW	DD		
<b>#6</b>	GB to work with council press office re CFTF press release	GB		
<b>5.</b>	<b>CFTF Concept Prioritisation Process</b>	<b>TH (SIB) JD (MAGS)</b>		
	<b>Actions</b>	<b>Lead</b>	<b>Status</b>	<b>Remarks</b>
<b>#7</b>	Task & Finish group to be established to progress co design of concept prioritisation and selection process.	HK/TH/JD		Group meeting 24 <sup>th</sup> September 2025 12pm
<b>6.</b>	<b>DONM &amp; AOB</b>	<b>Professor Gerry McKenna</b>		

	Actions	Lead	Status	Remarks
#7.	Next meeting 6.00pm Thursday 25 <sup>th</sup> September 2025 Council Chamber Cloonavin, (Tea/Coffee & Sandwiches served from 5.30pm)			

**Red**  Not yet commenced  
**Yellow**  In Progress  
**Green**  Complete

1.	Welcome / Apologies Matters Arising
	<p>GMK chaired meeting and noted apologies, minutes from meeting on 31<sup>st</sup> July shared and agreed. GMK asked DW to update board on actions from last meeting.</p> <p>DW advised that:</p> <ul style="list-style-type: none"> <li>as CFTF will be aligned to council procedures business cases will be required to align with council governance, he noted that he would update council templates and add to CFTF SharePoint.</li> <li>H had noted queries received regarding the Local Assurance Framework, stating that appendices will be updated rather than the whole document.</li> <li>the governance structure diagram highlighted would have wording updated regarding project delivery.</li> </ul> <p>YB questioned who would be responsible for drawing up business cases.</p> <p>DW replied that if for example the application for funding was for a council asset then the council would be responsible but if it came from a 3<sup>rd</sup> party then they would be responsible, advising that he would check council proforma to make sure it was compatible with PfN and would circulate.</p> <p>PM questioned if the CFTF was fundamentally a grant application process, suggesting a meeting with finance to discuss process going forward and to update board at next meeting.</p> <p>VG noted the importance of communicating the process to the public.</p> <p>GMK noted the importance of highlighting the projects that can't be funded by CFTF, highlighting the entire vision not just the allocation of funds.</p> <p>HK advised the board of a meeting that had taken place with MHC&amp;LG do discuss the need for business cases, noting that if the project is not on the pre approved list of investment interventions provided with the PfN guidance documents, then MHCLG will require a business case, but if the project is on the list then they do not, adding that they will arrange a meeting to discuss the process for CFTF.</p>

	<p>TH proposed establishing an internal task and finish group driven by board and supported by council. It was agreed by the Board to establish a group comprising the Chair, 4 Deputy Chairs, PM, NMcG, DW, RW (DfC), AK (DfI), JD (MAG), TH, HK, with the group to meet before the next Board meeting in Sept. The group would be tasked with progressing the prioritisation and project selection processes required for the CFTF.</p> <p>GMK asked the board if they had any conflicts of interest to disclose, nil response.</p>
<b>2.</b>	<p><b>CFTF Subgroups Update</b></p> <p><b>Deputy Chairs HK (SIB)</b></p> <p>KY gave the board an update on High Street, Regeneration &amp; Heritage subgroup, noting the addition of new members, Graeme Stevenson, Stephen Milar and William McCandless. Discussions were had on a shared space under community ownership and reaching out to residents in the town centre. She noted discussions held on the creation of a mailing list, areas of low footfall and the plans for apartments and sale of council land near Market Yard.</p> <p>JE noted the sale of the land has been flagged through Town Team and could prove an issue to development plans of Market Yard.</p> <p>PM suggested internal discussions on assets disposal register.</p> <p>RW noted the Market Yard has lay unused for 30 years.</p> <p>PM advised that the council was undertaking a site visit to the Market yard next week and are actively trying to open the site.</p> <p>GMK noted the importance of the public being engaged and listened to.</p> <p>HK updated the Board on the other subgroups in the absence of the deputy chairs, noting the increased memberships of the groups and a planned joint subgroup meeting.</p> <p>HK advised of a River Users event planned for 24<sup>th</sup> September.</p>
<b>3.</b>	<p><b>CFTF Board Governance</b></p> <p><b>Hazel King (SIB)</b></p> <p>HK noted that feedback from members on the draft assurance framework had been received and it would be updated as discussed.</p> <p>GMK asked board members if they were happy to agree to the changes. Agreed by board.</p> <p>HK updated the board on the Community Reps Neighbourhood engagement events, and noted engagement proposals received from Ballywillan drama group, Building Ballysally Together and Youth Voice groups.</p> <p>PA noted the importance of engaging with councillors regarding estates and not duplicating engagement already carried out by Peace Plus.</p> <p>YB questioned if sports groups were to be included and HK confirmed a sports engagement event was planned for 22<sup>nd</sup> September.</p> <p>AMN noted the impressive achievement in bringing so many people together.</p> <p>GMK noted the great attendance at events and that people were engaged and excited.</p>

<b>4.</b>	<b>Delivery of Engagement Update</b>	<b>TH (SIB)</b>
	<p>TH updated the board on the upcoming Engagement Events.</p> <p>DD to send out invites to all CFTF board and sub group members to notify of all upcoming engagement events, and requesting Board members to indicate if they were available to facilitate or undertake surveys at the events.</p> <p>RW asked if he could receive a printed copy of events. DD to print copy of the presentation for RW.</p> <p>GB gave an update on Communications &amp; Marketing, noting more than 500 attendees at events and 459 responses to CFTF Survey, and postal distribution to be sent to 12,000 Coleraine households in the next few weeks.</p> <p>YB advised of misinformation currently appearing on social media stating that all of the funds were being directed to Arts and asked if social media was being monitored, noting that expectations need to be monitored and a clear narrative shown, suggesting a press release be put out.</p> <p>GB agreed and noted he would work with council press office to get a press release out as well as developing a few lines for CFTF Board members should they be asked questions about the CFTF by members of the public.</p>	
<b>5.</b>	<b>CFTF Concept Prioritisation Process</b>	<b>Therese Hogg, Justine Daly</b>
	<p>TH presented a draft CFTF concept selection and prioritisation framework.</p> <p>PM stated that it would be appropriate for the Task &amp; Finish Group to review the process and ensure it fits with PfN and key themes emerging from the stakeholder engagement. RW agreed with PM. The Task &amp; Finish group to review the proposed approach and methodology and provide feedback at the next Board meeting.</p>	
<b>6.</b>	<b>DONM &amp; AOB</b>	<b>Chair</b>
	Thursday 25 <sup>th</sup> September 2025 @ 6.00pm Council Chamber, Council Offices, Cloonavin.	

Contact Name	Code	Attendance 31/07/2025	Organisation
<b>Chair</b>			
Professor Gerry McKenna	GMK	1	Independent
<b>Board Members</b>			
Karen Yates	KY	1	Causeway Chamber Commerce
Rob Skelly	RS	1	Harbour Commissioner
Inspector Bjorn O'Brien	BOB	0	PSNI
Elaine Donnelly	ED	0	Coleraine Neighbourhood Renewal Partnership (Chair)
Ann McNickle	AMN	1	Causeway Rural & Urban Network,

Contact Name	Code	Attendance 31/07/2025	Organisation
Jonny McKane	AMK	0	Council of Churches
Ian Donaghey	ID	0	Chairman Coleraine BID, Harbour Commissioner
Jayne Taggart	JT	1	Enterprise Causeway
Duane Farrell	DF	0	The Honourable The Irish Society
Graham Thompson	GT	0	Causeway Coast & Glens Heritage Trust Board
Mark Lennox	ML	1	Northern Regional College
Victor Gault	VG	1	Ulster University
Mark Alexander	MA	0	NI Housing Executive
Graeme Stevenson	GS	0	Arts Council NI
Caitlin Bond	CB	0	CCGBC Youth Forum
Charlie Smyth	CS	0	CCGBC Youth Forum
Henry Taggart	HT	0	Coleraine Town Team
Lynn Kane	LK	0	Coleraine Equality Forum
<b>Local MP</b>			
Gregory Campbell	GC	0	MP
<b>Elected Members</b>			
Councillor Philip Anderson	PA	1	Coleraine DEA
Councillor Niamh Archibald	NA	0	Coleraine DEA
Alderman Yvonne Boyle	YB	1	Coleraine DEA
Councillor Tanya Stirling	TS	0	Coleraine DEA (Teams)
Councillor Russell Watton	RW	1	Coleraine DEA
Councillor John Wisener	JW	1	Coleraine DEA
<b>MLAS's Observers</b>			
Caoimhe Archibald	CA	0	Sinn Féin Constituency: East Londonderry.
Maurice Bradley	MB	0	Democratic Unionist Party Constituency: East Londonderry
Cara Hunter	CH	0	<u>SDLP East Londonderry</u>
Claire Sugden	CS	0	Independent Constituency: East Londonderry
<b>Departmental Observers</b>			
Rhonda Williamson	RW	1	Department for Communities

Contact Name	Code	Attendance 31/07/2025	Organisation
Alan Keys	AK	0	Department for Infrastructure
Ann Marie Orr	AO	0	Tourism Ireland
Ciaran Doherty	CD	0	Tourism NI
Justine Daly	JD	1	MAG Advisor to Department for Communities
<b>Council Officers</b>			-
Niall McGurk	NMG	0	Head of Prosperity & Place
David Wright	DW	1	Head of Finance
Pat Mulvenna	PMV	1	Director Leisure & Development
David Jackson	DJ	0	Chief Executive
Des Donnelly	DD	1	Secretariat to CFTF Board
Shane Mathers	SM	1	Principle Planning Officer
Julienne Elliott	JE	1	Town and Village Manager
<b>SIB</b>			-
Hazel King	HK	1	CFTF PM
Therese Hogg	TH	1	Community Engagement (SSU)
Gavin Boyd	GB	1	Communications
<b>Total</b>		<b>24</b>	