

Coleraine Future Town Fund Board Minutes

Date of Meeting: Thursday 29th January 2026

Location: Council Chamber Cloonavin, Coleraine. **Present and Absentees:** List of Attendees detailed below on pages 7-10.

1. Welcome / Apologies / Minutes & Matters Arising		Gerry McKenna		
	Actions	Lead	Status	Remarks
#1	Board members to return completed Declaration of Interest forms	All		Reminder email sent to board members DD
#2	Nominations to be sought from Heritage organisations to sit on the CFTF Board.	CFTF Secretariate		
2. Joint Sub Group Meeting				
	Actions	Lead	Status	Remarks
#3	DD to issue Declaration of Interest forms to all sub group members, to be returned before any CFTF project information or templates are released.	DD		
3. CFTF Project Scoring & Prioritisation Process		TH (SIB)		
	Actions	Lead	Status	Remarks
#4	Plan on a Page template to be tested on a potential project.	HK/TH		
4. CFTF 10-year Vision & Regeneration Plan Submission & Key Decisions Required		TH (SIB)		
	Actions	Lead	Status	Remarks
	For noting			

5.	Governance Update	TH (SIB)		
	Actions	Lead	Status	Remarks
#5	DD to send out a list of Board members names indicating everyone's voting rights depending on Board status (full board member or observer).	DD		
#6	MAG application to be completed and submitted to request a MAG review.	JD/HK/TH		
5.	DONM & AOB	Chair		
	Actions	Lead	Status	Remarks
	DONM 5.30pm – Refreshments 6.00pm – 8.00pm Thursday 26 th February 2026 Council Chamber Cloonavin.			

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

1.	Welcome / Apologies Matters Arising
	<p>GMK chaired the meeting, welcomed everyone and noted apologies. Minutes shared & agreed.</p> <p>GMK asked board members if they had any conflicts of interest regarding tonight's meeting agenda. Nil response.</p> <p>GMK noted that members had received Declaration of Interest forms, he advised that the CFTF Team had complied a register to comply with audit purposes and asked any board members who had not completed and returned their forms to do so, he added that hard copies were available at the meeting tonight.</p> <p>GMK advised the board members of potential additional funding opportunities through the Heritage Lottery Fund regarding Coleraine Town Centre regeneration and dereliction, he advised that this would require having a heritage-based organisation represented on the board. He asked board members if they should seek a replacement for Causeway Coast & Glens Heritage Trust on the CFTF Board. This was agreed by Board members.</p>

2. Joint CFTF Subgroup meeting update	HK & TH (SIB)
<p>TH updated the board on the joint CFTF Subgroup meeting held on 22nd January via Teams. The purpose of the meeting was to discuss the principles of adopting a co-design approach with sub group members sharing ideas and information to help shape projects and programmes which had been identified through the stakeholder engagement. Key discussion points:</p> <ul style="list-style-type: none"> • Co-Design is not Decision making, rather it is collaboratively identifying needs, gaps, opportunities, and project scope. • Conflicts of interest need to be managed – Board and subgroup Members involved in the design or potential delivery of proposals applying for funding must declare any actual or perceived conflicts of interest. • Subgroup members will not participate in assessment, scoring, recommendations, or approval of those proposals to which they may have contributed ideas. • Note: Not all Plans on a Page may be prioritised or receive funding. <p>Post Co – Design Phase – by implementing an Independent Assessment Process:</p> <ul style="list-style-type: none"> • Separates need and demand input from decision making. • Treats Conflicts of Interest as normal, not suspicious. • Protects individuals from accusations. • Stands up to: Audit, Freedom of Information requests and External scrutiny. <p>Assessment Panels</p> <ul style="list-style-type: none"> • Make up of panels - CFTF Board members (non-conflicted), supported by SIB and CCGBC Grants Funding Unit. • CFTF Board approves recommendations of assessment panels. • Members are excluded from assessing any application to which they contributed or any application involving their organisation or close associates. • Published CFTF scoring criteria/process/matrix for transparency. <p>To help facilitate this process, Project Finalisation working groups will now be established in order for sub group members to feed in their ideas and provide any information which will help inform the Plan on a page for projects. In order to mitigate against any conflicts of interests, sub group members must complete and return a Declaration of Interest form before any project related information or templates will be shared.</p> <p>Action: DD to send out templates and ensure sub group members return these.</p> <ul style="list-style-type: none"> • This process cannot really commence until all DoI have been forwarded to Dessie. 	

Post Co-design Phase

Role	Responsibility
CFTF Chair	Enforces Col rules, manages recusals
CFTF Programme Lead (SIB & CCGBC)	Manages sifting & scoring process, ensures transparency
Co-design subgroup Members	Shape priorities, contributes to the development of the Plan on a Page, using knowledge and expertise
Project Assessment Panel (CFTF Board)	Score Plans on a Page independently, prioritise, make recommendations to CFTF Board, any Col declared then excluded from panels.
CFTF Board	Final signoff of priority projects for different phases, decision making role
Secretariat	Record decisions, manage audit trail

PA stated the importance of finalising Conflicts of Interest as soon as possible, noting work halted on other programmes because of issues, he questioned what department would be in charge.

TH replied that MHCLG were the funding body and that guidance on this issue would come from Westminster. She advised that a new revised Pride in Place Prospectus has been received from MHCLG and this would be discussed later in the meeting.

HK added that the focus would be around procurement and that everything must be watertight and transparent from the outset.

TH advised that they would be aligning with council procedures as per the CFTF financial assurance framework.

3.	CFTF Project Scoring & Prioritisation Process	HK (SIB)
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HK updated the board on project scoring & prioritisation process.

Stage 1a Sifting:

Sifting of Emerging Concepts by CFTF Team, initial sift to be agreed by CFTF Board.

Stage 1b Sifting / Scoring Emerging projects & Programmes - CFTF Panel Assessment

High level project sift /score to ensure that Projects and Programmes are aligned with CFTF Vision and core strategic priorities and can be prioritised for delivery to inform the CFTF Investment Plan years 1-4. Internal Assessment panel comprising (e.g. SIB, CFTF Chair, and other CFTF Board Members, relevant CCGBC Staff) review high level Plan on a Page.

For Projects which pass Stage 1b Sifting / Scoring progress to further assessment e.g. further develop Plan on a Page, business case etc.

Stage 2: Scoring - CFTF Panel Assessment

Projects & programmes Plan on a Page scored and ranked by internal Assessment panel comprising (e.g. SIB, CFTF Chair, and other CFTF Board Members, relevant CCGBC Staff).

Final Workshop with CFTF Board to approve prioritisation ranking of projects/programmes.

PM questioned if the Conflicts of Interest would be managed by the CFTF Board under guidance from MHCLG? TH agreed.

TH advised that the draft Plan on a Page template feedback from the Task & Finish group was received and capital & revenue elements have now been added.

HK shared draft plan on a page template and noted that the Board would need to agree key outcomes that the CFTF would be trying to achieve.

RW noted the plan on a page template would provide a good evidence base and audit trail and would become clearer as projects were scored.

A number of Board members noted that whilst the plan on a Page was very comprehensive, it might be too complicated, and could this template be tested before it was signed off? (YMM, PM, KY).

TH replied that the intention would be to test the template.

Action: CFTF team to test Plan on a page template on a potential project.

HK updated the CFTF Board Members on potential enabling projects & programmes and the potential implications for CFTF budgets.

- CFTF Board are commissioning strategic projects, not running open calls at this stage

	<ul style="list-style-type: none"> • Number of scoping documents/feasibility reports/enabling studies required to inform Plan on a Page for emerging projects. • Enabling studies may create downstream capital & revenue implications which the CFTF prioritisation process must account for. • Cannot prioritise fully scoped projects and early-stage concepts at the same time, need to reflect this in the process and CFTF delivery timeline (future capital or revenue requirements might align to CFTF 2nd or 3rd investment phase rather than 1st). • Include benchmarking information from other council areas from similar projects (e.g BCC Vacant to Vibrant scheme, ANBC LOTS scheme, LCCC Town centre Regeneration Fund) • Develop a shared definition of the Lead Partner role, including skills, governance expectations, and responsibilities. <p>HK advised the Board that they would be working closely with CCGBC Grant Funding Unit and hoped to have assessment panels in April-May.</p>	
4.	CFTF 10-year Vision & Regeneration Plan Submission & Key Decisions Required	Chair
	GMK updated the CFTF Board Members on the submission sent to MHCLG advising that the CFTF plan was due to be presented to MHCLG panel next week, adding that MOU is expected in March, and first capital payment received in April.	
5.	Governance Update	HK
	<p>HK shared details on updated pride in Place Programme prospectus and shared links to the new prospectus and highlights below.</p> <p>Pride in Place Programme prospectus - GOV.UK</p> <p>Pride in Place Programme: monitoring guidance - GOV.UK</p> <ul style="list-style-type: none"> • All CFTF Members of the Board have an equal right to vote on Board issues. • Community engagement should be proactive and ongoing, should happen consistently throughout the programme. • MHCLG will want to see evidence that this engagement has taken place throughout the life of the programme. • May involve co-production, participatory budgeting, local residents panel to bring forward innovative ideas. • MHCLG will establish a network for Neighbourhoods across the UK – giving Boards access to expertise and learning, includes access to planning, technical expertise, architectural services, place planning to build capacity and skills locally. • The UK Government has established a designated Communities Delivery Unit, sitting within MHCLG, to provide direct ongoing support to Boards, councils and local MPs. 	

	<p>HK reaffirmed that all voting members have equal voting rights, she added that DD will send minutes from the meeting out and that a list of voting members is included at the back of the CFTF Board meeting minutes.</p> <p>HK advised the board members that monitoring would be required on a six-monthly basis and would be available to the public.</p> <p>JD gave the board members a review of the MAG review process suggesting a workshop to focus on local built environment including Town Centre, Mountsandel, River Bann & Coleraine Harbour and to include a review of the Coleraine Masterplan.</p> <p>JD advised that MAG could bring key advisors including experts in transport and access, heritage, architecture, planning and landscape design, she advised that MAG could provide a report, summary and give findings and recommendations.</p> <p>PM replied that having been involved with MAG review in Growth Deal projects she would strongly advocate for their inclusion.</p> <p>ML added that he was involved in 2 MAG reviews and found them enormously beneficial and very supportive.</p> <p>GMK asked the board if they would be happy to engage with MAG and request a review.</p> <p>Agreed by board members.</p> <p>GMK advised that the Chair & Deputy Chairs would work with MAG advisors and proposed Mark Lennox to join in the process given his previous experience.</p> <p>Agreed by board members.</p> <p>Action: DD to send out a list of Board members names with voting rights depending on Board status (full board member or observer).</p> <p>Action: MAG application to be completed and submitted to request a MAG review.</p> <p>GMK updated the board members on the recent MHCLG event in Liverpool attended by several members of the CFTF Board, he noted it was very useful exercise and noted positive feedback from the MHCLG team regarding the CFTF submission, he added that an MHCLG event had been proposed for Northern Ireland and hoped to see it being held in the North West.</p>
6.	DONM & AOB
	<p>DONM Thursday 26th February 2026 @ 6.00pm in Council Chamber Cloonavin.</p> <p>GMK brings meeting to an end at 19.47</p>

Contact Name	Code	Attendance	Organisation
Chair			
Professor Gerry McKenna	GMK	1	Independent
Board Members			
Karen Yates	KY	1	Causeway Chamber Commerce
Rob Skelly	RS	0	Harbour Commissioner

Contact Name	Code	Attendance	Organisation
Inspector Bjorn O'Brien	BOB	1	PSNI
Elaine Donnelly	ED	0	Coleraine Neighbourhood Renewal Partnership (Chair)
Ann McNickle	AMN	1	Causeway Rural & Urban Network,
Jonny McKane	AMK	0	Council of Churches
Ian Donaghey	ID	1	Chairman Coleraine BID, Harbour Commissioner
Jayne Taggart	JT	0	Enterprise Causeway
Duane Farrell	DF	1	The Honourable The Irish Society
Mark Lennox	ML	1	Northern Regional College
Victor Gault	VG	1	Ulster University
Mark Alexander	MA	1	NI Housing Executive
Graeme Stevenson	GS	0	Arts Council NI
Caitlin Bond	CB	0	CCGBC Youth Forum
Charlie Smyth	CS	1	CCGBC Youth Forum
Henry Taggart	HT	1	Coleraine Town Team
Riley McCahon	RMC	1	Coleraine Equality Forum
Local MP			
Gregory Campbell	GC	0	MP
Elected Members			
Councillor Philip Anderson	PA	1	Coleraine DEA
Councillor Niamh Archibald	NA	1	Coleraine DEA
Alderman Yvonne Boyle	YB	0	Coleraine DEA
Councillor Tanya Elder	TE	0	Coleraine DEA (Teams)
Councillor Russell Watton	RW	1	Coleraine DEA
Councillor John Wisener	JW	1	Coleraine DEA
MLAS's Observers			
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

Contact Name	Code	Attendance	Organisation
Departmental Observers			
Rhonda Williamson	RW	1	Department for Communities
Alan Keys	AK	0	Department for Infrastructure
Ann Marie Orr	AO	0	Tourism Ireland
Esther Dobbin	ED	1	Tourism NI
Justine Daly	JD	1	MAG Advisor Department for Communities
Yvonne McManus	YMM	1	PSNI
Council Officers			
Niall McGurk	NMG	0	- Head of Prosperity & Place
David Wright	DW	0	Head of Finance
Pat Mulvenna	PMV	1	Director Leisure & Development
David Jackson	DJ	1	Chief Executive
Des Donnelly	DD	1	Secretariat to CFTF Board
Shane Mathers	SM	0	Principle Planning Officer
Julienne Elliott	JE	1	Town and Village Manager
SIB			
Hazel King	HK	1	- CFTF PM
Therese Hogg	TH	1	Community Engagement (SSU)
Gavin Boyd	GB	0	Communications
Total		26	