

Coleraine Future Town Fund Board Minutes

Date of Meeting: Thursday 27th February 2025

Location: Large Conference Room Cloonavin

Present and Absentees: List of Attendees detailed below on pages 7&8.

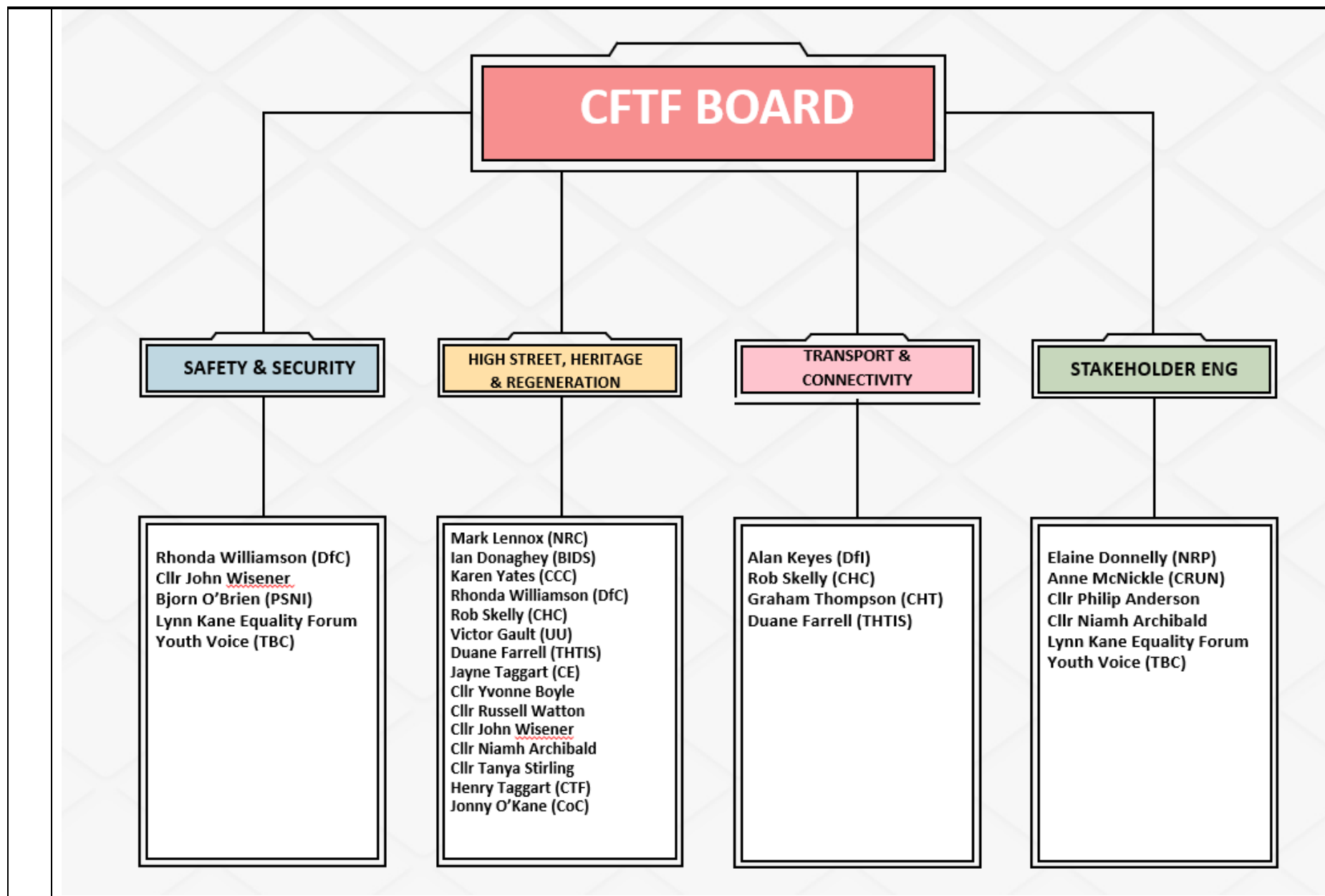
1.	Welcome / Apologies / Minutes & Matters Arising	Professor Gerry McKenna		
	Actions	Lead	Status	Remarks
a	Papers to be issued at least one week in advance of Board meetings from now on.	Officers		Noted
2.	Establishing the CFTF Board	Hazel King (SIB)		
	Actions	Lead	Status	Remarks
a	Action: CFTF Board members to receive a copy of the presentation.	Officers		
b	Action: Arrange meeting with the Chair and Deputy Chairs	Officers		Meeting arranged 27/03/25
c	Action: Board now to be arranged every 8 weeks.	Officers		Noted
3.	CFTF Board Procedural Business	Hazel King (SIB)		
	Actions	Lead	Status	Remarks
a	Action: Officers will issue updated guidance from MHCLG when received	Officers		Updated guidance received from MHCLG 03/03/25
b	Action: Declaration of Interest document to be issued to all Board members for completion.	Officers		
c	Action: Access emails will be issued to all members re SharePoint.	Officers		
4.	Developing the Vision and 10-year investment plan	Therese Hogg (SIB), Gavin Boyd (SIB)		
	Actions	Lead	Status	Remarks
a	Action: In future, paperwork on any procurement matters to be brought to the Board in advance of any meeting.	Officers		Noted
b	Action: Officers to appoint graphic design team.	Officers		

5.	Interactive Workshop with CFTF Board members	Therese Hogg (SIB)		
	Actions	Lead	Status	Remarks
a	Action: Feedback from interactive session to be shared in SharePoint folder.	Officers		
b	Action: Officers to note any more updates for the Skills Audit.	Officers		
6.	Q & A	Professor Gerry McKenna		
	Actions	Lead	Status	Remarks
a	DJ to speak to DEA Councillors and feedback on their decision regarding voting on the Board.	DJ		
b	Boundary map to remain on the agenda.	HK		
c	HK to issue the response to Dr F Tracey.	HK		
7.	Date of Next Meeting			
	6.00pm Thursday 1 st May 2025 in Large Committee Room Cloonavin. Note: Tea, Coffee & Refreshments served from 5.30pm			

Red Not yet commenced
Yellow In Progress
Green Complete

1.	Welcome / Apologies
	<p>GMK welcomed everyone. The Chair noted the apologies listed on Pg 7&8.</p> <p>Minutes from the meeting on 30th January 2025 were agreed by consensus.</p> <p>GMK apologised for late issue of papers for this meeting and advised that Board Papers will be issued no later than one week prior to the following Board meeting from now on.</p>

	<p>GMK requested everyone to join in a team building exercise (ice breaker) facilitated by HK – Bingo with a difference – HK explained that although this was a fun activity this exercise is part of a series of events for the CFTF Board to encourage participation, build capacity, team building and trust amongst Board members as the CFTF Board develops. Winner Cllr Watton.</p> <p>Action Board Papers will be issued no later than one week prior to next meeting</p>
2.	Establishing the CFTF Board
	<p>GMK advised that there were a few organisations who hadn't yet been able to confirm their nominations to the Board, and requested HK to provide an update on the Board and subgroup membership.</p> <p>HK noted:</p> <ol style="list-style-type: none"> 1. Sport NI had advised that they would not have capacity to sit on the Board but are very supportive of the CFTF programme and the CFTF Board activities and would like to be involved in the consultation and community engagement process and will also sit on a subgroup. They have also advised that they are very willing to share any Coleraine data they hold. 2. Arts Council NI still to confirm participation. 3. Lynn Kane from the Equality Forum who was now confirmed as a member of the Board. Lynne was welcomed to the Board. <p>HK advised subgroup membership currently as below.</p>



	<p>HK advised that members can transfer between groups as interests develop or change.</p> <p>GMK then advised that Deputy Chair positions be appointed, one for each subgroup. After review and confirmation of nominations received the following Deputy Chairs a nomination process was undertaken, facilitated by the Chair. Following this process the following Deputy Chairs were appointed:</p> <ol style="list-style-type: none"> 1. Safety and Security – Bjorn O'Brien 2. High Street, Heritage, and Regeneration – Karen Yates 3. Transport and Connectivity – Duane Farrell 4. Stakeholder Engagement & Co-Design – Lynn Kane <p>GMK congratulated all of the Deputy Chairs and advised that officers will now set up a meeting with the Chair and the new Deputy Chairs to review and agree draft TOR and a schedule of meetings prior to the first meeting of the subgroups.</p> <p>HK advised that board meetings may need to be every 8 weeks, to accommodate the subgroup meetings being arranged and information then to be disseminated to the Board. Board members were in agreed.</p> <p>Action: CFTF Board members to receive a copy of the presentation.</p> <p>Action: Arrange meeting with the Chair and Deputy Chairs</p> <p>Action: Board meeting to be held every 8 weeks.</p>				
3.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; padding: 5px;">CFTF Board Procedural Business</th><th style="text-align: left; padding: 5px;">Hazel King (SIB)</th></tr> <tr> <td colspan="2" data-bbox="264 954 1263 1359"> <p>3a. HK advised that the updated programme prospectus and guidance has not been received as yet from the UK Government, so the Board Terms of Reference and Local Assurance Framework documents cannot be finalised as yet. Updated guidance will be issued as soon as paperwork is received.</p> <p>3b. HK advised that Declaration of Interest document will be issued to all members, and a register will be maintained by the team.</p> <p>3c. Members of the Board are advised that going forward all documents will be shared using the SharePoint system., when all members will receive an invitation to join the team and then a password verification access will be required.</p> <p>3d. HK thanked everyone for completing the skills audit and if there are any outstanding, please forward as soon as possible. HK confirmed that there is extensive knowledge at the table. A short series of slides were provided showing the collective strengths of the board in following categories:</p> </td></tr> </table>	CFTF Board Procedural Business	Hazel King (SIB)	<p>3a. HK advised that the updated programme prospectus and guidance has not been received as yet from the UK Government, so the Board Terms of Reference and Local Assurance Framework documents cannot be finalised as yet. Updated guidance will be issued as soon as paperwork is received.</p> <p>3b. HK advised that Declaration of Interest document will be issued to all members, and a register will be maintained by the team.</p> <p>3c. Members of the Board are advised that going forward all documents will be shared using the SharePoint system., when all members will receive an invitation to join the team and then a password verification access will be required.</p> <p>3d. HK thanked everyone for completing the skills audit and if there are any outstanding, please forward as soon as possible. HK confirmed that there is extensive knowledge at the table. A short series of slides were provided showing the collective strengths of the board in following categories:</p>	
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	<ol style="list-style-type: none"> 1. Governance & Leadership – 77.7% showing experience & expertise. 2. People – 66.6% showing significant experience & expertise. 3. Finance – 77.5 showing some to significant experience & expertise. 4. Marketing 66.5% showing significant experience & expertise. 5. Knowledge of CFTF Investment Themes – 50% showing significant experience & expertise. 6. Project Management – 61.6% showing significant experience & expertise. 7. Skills – 44.4% showing significant experience & expertise. <p>Action: Officers will issue updated Govt guidance on the revised programme when this is received.</p> <p>Action: Declaration of Interest document to be issued to all members for completion.</p> <p>Action: Access emails will be issued to all members re SharePoint.</p> <p>Action: Officers to note any more updates for the Skills Audit.</p>	
4.	Developing the Vision and 10-year investment plan	Therese Hogg (SIB), Gavin Boyd (SIB)
	<p>4a. TH outlined the community and stakeholder planning work that is already underway:</p> <ul style="list-style-type: none"> • Stakeholder identification process – up to date data base being developed • Stakeholder mapping exercise • Planning the 8 to12-week engagement timeline (determined by guidance doc) • Identification of guest speaker for March board meeting • Planning the vision building exercise for this evening's board meeting • Meeting Council planning team and DfC • Reviewing progress on current Masterplan projects • Identifying any additional engagement and research required – e.g. sample survey of population • Plan to meet sub-group after Feb Board meeting • Planning series of walking tours with range of stakeholders <p>4b. GB provided the board with a verbal update on how the procurement of the graphic designer. 2 companies responded from the 6 contacted for a quote. Two quotes were received and officers assessing the quotations recommended the quote which best met the requirements of the specification and represented the best Value for money.</p> <p>MA advised that it was difficult to decide without a paper reflecting more information.</p> <p>NMcG advised that this quotation followed the same procedure as the Growth Deal Process.</p>	

	<p>Given the time frame pressures, the board agreed to proceed with the appointment of Grays.</p> <p>Cllrs Anderson & Watton left the meeting at 6.55pm to attend another meeting in the town regarding women's safety.</p> <p>Action: In future, paperwork on any procurement matters to be brought to the Board in advance of any meetings.</p> <p>Action: Officers to proceed to appoint the recommended graphic design team Grays.</p> <p>.</p>
<p>5. Interactive Workshop with CFTF Board members</p>	<p>Therese Hogg (SIB)</p>
	<p>GMcK asked TH to lead on a Visioning exercise with the Board. TH referenced existing strategies which included the 2012 Coleraine Masterplan Vision and the 2020 Coleraine Masterplan Review Vision.</p> <p>TH requested members to reflect and consider what the vision is for Coleraine in the next 10...50 years time.</p> <p>Using the Living High Street model, members were presented with post-it notes to put their ideas on paper and post within the wall chart, considering the following:</p> <ul style="list-style-type: none"> • what the unique selling point is? • What challenges can you foresee? • What possible solutions can you see? <p>The wall chat contained the following categories as a guide,</p> <ul style="list-style-type: none"> • Safety and Security • High Streets, Heritage and Regeneration • Transport and Connectivity • Community Engagement <p>Members then repeated the exercise from the themes identified in the current guidelines:</p> <ul style="list-style-type: none"> • Safety and Security • High Streets, Heritage and Regeneration • Transport and Connectivity • Other

	<p>They identified the following in relation to the themes, on the wall chart provided.</p> <ul style="list-style-type: none"> • Strengths – what works? • Weaknesses - things you would like to change • Opportunities – transformation ideas • Threats <p>TH thanked the Board for taking part, before everyone briefly reviewed the two wall charts. Officers confirmed that they will put the two resulting documents in the SharePoint folder, recording the feedback received and report back to the CFTF Board.</p> <p>Action: Feedback from interactive session to be shared in SharePoint folder and with the CFTF Board. Cllr Y Boyle left the meeting at approximately 7.30pm.</p>	
6.	Q&A	Professor Gerry McKenna
	<p>GMK opened the floor for questions from the board.</p> <p>Q1: DJ advised that Councillors cannot vote on this Board and in the Council Chamber, so he will engage with the respective Councillors involved and they will have to decide which/where they wish to vote i.e.</p> <ol style="list-style-type: none"> 1. Vote on the Board and not on Council 2. Or vote in Council and not on the Board. <p>S1: DJ advised that they consultation on the hospital network closes Friday 28th February, for those who wish to contribute.</p> <p>Q2. RS requested confirmation on the boundary map, if it could be changed? Officers advised that they are currently awaiting prospectus paperwork as further guidance will be contained within. Officers had been advised that a strong rationale will be required for any changes, and only if going to enhance the work. RS proposed that the land on both sides of the Cutts be included in the Boundary. DJ advised that including an area which such a higher socio-economic profile may change the profile that is already included in the prospectus. Officers agreed to keep the boundary map under review.</p> <p>Q3. GMcK stated that email correspondence had been received from Dr F Tracey, a retired local consultant, representing a group of retired local doctors. The Group are very interested in the future provision of acute hospital services in the area. He has offered his support and that of the group he represents and is very supportive of the overall CFTF project. The Chair proposed that Dr Tracey is invited, along with his colleagues, to participate on the CFTF subgroups. Further proposed that Dr Tracey's email is passed to the Community Planning Partnership for consideration. HK to deal with the response.</p>	

	Action: DJ to feedback on Councillors decision re voting rights. Action: Boundary map to remain on agenda Action: HK to issue the response to DR F Tracey.	
7.	Action review, next steps and AOB	Professor Gerry McKenna
	GMK advised the board that the next board meeting would be held on Thursday 1 st May 2025 at 5.30pm. This date and time was agreed by the board. GMK thanked the group and brought the meeting to a close at 8pm.	
8.	Date of Next Meeting	
	6.00pm Thursday 1 st May 2025 in Large Committee Room Cloonavin. Note: Tea, Coffee & Refreshments served from 5.30pm	

Contact Name	Code	Attendance 27/02/2025	Organisation
Chair			
Professor Gerry McKenna	GMK	1	Independent
Board Members			
Karen Yates	KY	1	Causeway Chamber Commerce
Rob Skelly	RS	1	Harbour Commissioner
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	1	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
Graham Thompson	GT	0	Causeway Coast & Glens Heritage Trust Board

Contact Name	Code	Attendance 27/02/2025	Organisation
Mark Lennox	ML	1	Northern Regional College
Victor Gault	VG	0	Ulster University
Mark Alexander	MA	1	NI Housing Executive
TBC			Arts Council NI
Caitlin Bond	CB	1	CCGBC Youth Forum
Charlie Smyth	CS	1	CCGBC Youth Forum
Henry Taggart	HT	0	Coleraine Town Team
Lynn Kane	LK	1	Coleraine Equality Forum
Local MP			
Gregory Campbell	GC	1	MP (Teams)
Elected Members			
Councillor Philip Anderson	PA	1	Coleraine DEA
Councillor Niamh Archibald	NA	1	Coleraine DEA
Alderman Yvonne Boyle	YB	1	Coleraine DEA (Teams)
Councillor Tanya Stirling	TS	1	Coleraine DEA
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
Departmental Observers			
Rhonda Williamson	RW	1	Department for Communities
Alan Keys	AK	0	Department for Infrastructure
Helen McGorman	HMG	1	Tourism Ireland
Ciaran Doherty	CD	1	Tourism NI
Council Officers			-
Niall McGurk	NMG	1	Head of Prosperity & Place

Contact Name	Code	Attendance 27/02/2025	Organisation
David Wright	DW	0	Head of Finance
Pat Mulvenna	PMV	1	Director Leisure & Development
David Jackson	DJ	1	Chief executive
Des Donnelly	DD	0	Secretariat to CFTF Board (M Kerr)
SIB			-
Hazel King	HK	1	CFTF PM
Therese Hogg	TH	1	Community Engagement (SSU)
Gavin Boyd	GB	1	Communications (Teams)
Total		29	