



Carlisle Town Deal Board

9 September 2024, 11:00 – 13:00

Petteril Room, Civic Centre, Carlisle or MS Teams

Minutes

Actions	Owner/Date
Provide Julie Minns' office with information on the Town Deal's history and other relevant documentation.	DK / ASAP
Review the Assurance Framework and the ToR and bring a proposal to the next meeting.	DK / SR 14.11.2024
Find out what other Town Deal Boards are doing, re future role / extended ToR, and report back.	ER 14.11.2024
Review the Comms Plan once the ToR have been reviewed.	DK / SR ASAP
Put a couple of holds in EP's calendar for when a one-off meeting re the CBEX PAR might be.	DK / ASAP

Decisions	Owner/Date

No.	Item
1	<p>Welcome and introductions / apologies / declarations of interest</p> <p><u>In attendance</u> Emma Porter (EP), Ebony Rollinson (ER), Andrew Mackay (AM), Julie Mennell (JM), Susan Young (SY), Shane Byrne (SB), Michael Barry (MB), Steve Robinson (SR), Caroline Patterson (CP), Victoria Kelsall (VK), Debbie Kavanagh (DK), Liz Fitzsimons (LF),</p> <p><u>Guests</u> Mark Swindlehurst (MS) – University of Cumbria, Matthew Pendergast (MP) – Identity Consult</p> <p><u>Apologies</u> Anne Quilter (AQ), Nick Jones (NJ), Rob Brittain (RB), Isobel Brown (IB)</p> <p>Everyone was welcomed to the meeting and introductions were made. There were no declarations of interest.</p>

2	Review of minutes The Board ratified the previous meeting minutes dated 13 May 2024.
3	Actions from previous meeting No. 01 – Completed. The DLUHC return for Quarters 3 & 4 2023-24 was submitted. No. 05 – Completed. Diversity of the Board is on today's agenda for discussion. No. 06 – In progress. DK is awaiting confirmation from Committee Services on which councillor is allocated to the Board. No. 07 – Completed. The Start with the Park PAR is expected to be submitted to MHCLG this week. Nos. 08 & 09 – Completed. Mark Swindlehurst and Matthew Pendergast were in attendance today to update on the Carlisle Business Exchange Centre project.
4	Town Deal Board Membership 4.1 Councillor representation update following Council's AGM – No decision has been made as yet. Currently Lisa Brown and Anne Quilter are members. 4.2 MP vacancy following general election – EP has been in contact with Julie Minns' office. DK will provide Julie Minns' office with information on the Town Deal's history and other relevant documentation. 4.3 Membership review including Board diversity – Cumbria Tourism and CBS have been invited. CP has completed equality impact assessments and can send them over. A broader reach of opinion could be sought through sub-groups rather than increasing the Board membership. The pipeline of future projects could inform who should be included. 4.4 Future role of Carlisle Town Deal Board – The Board could be involved in the emerging strategy, pipeline development and review of the terms of reference (ToR). SR would welcome an external steer from this Board on the pipeline and how to realise the benefits from projects. The group discussed. EP suggested looking at how Barrow extended their ToR. The aim needs to be understood in order to understand who needs to attend the Board. Suggested groups to reach out to are: Future Leaders Group, Carlisle Youth Zone and Age UK. If any Board members have additional suggestions for groups to engage with, do feed back to the Chair or SR. DK and SR will review the Assurance Framework and the ToR and bring a proposal to the next meeting. ER will find out what other Town Deal Boards are doing and report back.
5	Quarter 1 2024-25 Programme Performance Report DK has provided the Quarter 1 report covering 01.04.2024 to 30.06.2024 to Board members. This is not required by MHCLG but is in the same format as the 6-monthly report that Board will need to sign off at the next meeting for the MHCLG return 01.04.2024 to 30.09.2024. EP raised that: <ul style="list-style-type: none"> - there are inconsistencies between projects regarding risk. Assurance will work towards more consistency with project managers. - the report was late. DK informed that the next full return is due after September. - Board members could perhaps support with comms through their own channels. DK and SR will review the Comms Plan once the ToR have been reviewed.
6	Carlisle Business Exchange Centre MP updated that: <ul style="list-style-type: none"> - The soft strip work has been completed. - No compulsory orders were needed re the 2 buildings.

	<ul style="list-style-type: none"> - Procurement is going well - Design and build is progressing well. - The Section 73 application for planning approval and the Section 19 application should be ready by the end of September. - An additional £8m is being sought from the Growth Deal – hopefully this will be finalised by November 2024. <p>MS informed that:</p> <ul style="list-style-type: none"> - It is hoped everything will be finalised by the end of the year. - The anticipated opening date is September 2027. - The PAR will be brought to the Board once it is finalised. A one-off meeting (possibly October) may need to be arranged to specifically look at this. DK to put a couple of holds in EP's calendar for when this might be. <p>MP presented some slides of the site and internal layout. CP raised that some external works may affect the public realm improvements. She will pick this up with MP.</p>
7	<p>Project Adjustment Request</p> <p>This is in relation to Start with the Park. It is almost ready to submit to MHCLG. There is also a PAR being prepared for a Future High Street Fund project. SP asked if the Board want to see the document prior to submission. The Board agreed that so long as there is no risk it is okay to go. CP assured there is no risk.</p>
8	<p>Project Tullie Update</p> <p>AM presented slides that illustrated the progress made to date on Phase 2. It is hoped that opening will be in November 2024 but there is no specific date yet.</p>
9	<p>Any other business / next steps</p> <p>None.</p> <p>Meeting ended at 12:45</p>