



Carlisle Town Deal Board

14 November 2024, 14:00 – 16:00

Room 109, Cumbria House, Carlisle, or MS Teams

Minutes

Actions	Owner/Date
Contact the other Cumberland Town Deal Board chairs to suggest a meeting (re exploring Town Deal Boards' future role, extending their Terms of Reference) that ER could also attend.	EP / ASAP
Recirculate the recent university presentation.	RO / ASAP
Give a presentation on the Start with the Park project at the next Board meeting.	CP / 13.02.2025

Decisions	Owner/Date

No.	Item
1	<p>Welcome and introductions / apologies / declarations of interest</p> <p><u>In attendance</u> Emma Porter (EP), Andrew Mackay (AM), Rob Brittain (RB), Jonathan Brewster (JB), Cllr Anne Quilter (AQ), Ebony Rollinson (ER), Steve Robinson (SR), Debbie Kavanagh (DK), Caroline Patterson (CP), Victoria Kelsall (VK), Ruth Ollis (RO), Liz Fitzsimons (LF)</p> <p><u>Guests</u> None</p> <p><u>Apologies</u> Julie Minns, Cllr Lisa Brown, Neil Tindale, Andrew Heron, Elaine Herbert, Susan Young, Michael Barry, Isobel Brown</p> <p>Everyone was welcomed to the meeting and introductions were made. There were no new declarations of interest.</p>

2	<p>Compliance with MHCLG Board member information requests</p> <p>The Assurance team have undertaken a gap analysis of Town Deal paperwork and webpages across all Town Deal programmes. They are currently working through items that need including, such as up to date Assurance Frameworks and Terms of Reference documents, and consistency is needed across all Town Deal Boards. This will be brought back to a future Board meeting for discussion.</p>
3	<p>Review of minutes</p> <p>The Board ratified the previous meeting minutes dated 9 September 2024. Board meeting minutes are uploaded to the Town Deal webpage.</p>
4	<p>Actions from previous meeting</p> <p>No. 06 – Completed. Cllr Anne Quilter has been appointed to the Board. No. 10 – Completed. DK has contacted Julie Minns and provided meeting dates and Board information. She will attend when she can. No. 11 – Completed. As per Item 2 above, DK and SR are reviewing the Assurance Framework and Terms of Reference. No. 12 – No longer needed. ER has not had time to find out what other Town Deal Boards are doing in terms of exploring their future role, extending their Terms of Reference. EP will contact the other Cumberland Town Deal Board chairs instead to suggest a meeting that ER could also attend. No. 13 – In Progress - Sarah Irving is working on the Comms Plan and CP gave an update under Item 6 below. No. 14 – No longer needed. Putting holds in EP's diary re the Carlisle Business Exchange (CBEX) Project Adjustment Request (PAR) have not been necessary as this point has not yet been reached. EP said this action was not needed on the action log and should be closed.</p>
5	<p>MHCLG 6 monthly report & monitoring return</p> <p>The Board reviewed the report. DK explained that it incorporates all update reports from project managers and includes overall programme comments from the Client-side Programme Manager. The same data goes into the monitoring return and covers the period 01/04/2024 to 30/09/2024.</p> <p>At programme level all is going well. Southern Gateway is on track. Three out of the five projects are progressing well. A PAR was submitted for Start with the Park.</p> <p>Carlisle Business Exchange Centre</p> <ul style="list-style-type: none"> • An informal conversation was held with the University of Cumbria and MHCLG to explore if this project could be integrated into the wider university programme, with Town Deal funds being drawn down by the university. The project would be completed within the first phase of the overall university scheme. The next step is to have a formal conversation with MHCLG. • The overall cost will be part of further discussions and still needs to be explored. • This project has no impact on the Nisi Prius Courthouse buildings. • AQ would like further information or a conversation on both CBEX and the Citadels. It was suggested the University could do another update at a further Board meeting. It was agreed that the recent university presentation be recirculated. <p>Digital and Community Learning Hub</p> <ul style="list-style-type: none"> • A paper is going to the relevant Departmental Management Team meeting (DMT) on 29 November regarding the library decant options which have proved inappropriate. A phased approach is now thought to be the best way forward meaning the library would remain open during the works (apart from when any wall demolition, electrical works etc. need to be undertaken).

	<p>Lighting Up Carlisle</p> <ul style="list-style-type: none"> • This is progressing well. • Potential overspend will be managed within the funding envelope. <p>Southern Gateway</p> <ul style="list-style-type: none"> • A well has been found which will be preserved and made into a feature including a glass viewing top. Risk is at 3 due to the continuing ground risks, e.g. a tunnel has also been discovered. • The project is ahead of schedule. • The team meet every two weeks with the university's project team. <p>Start with the Park</p> <ul style="list-style-type: none"> • The PAR has now been approved. • Comms and engagement activity will begin at the end of the month. • CP will give a presentation at the next Board meeting. <p>Project Tullie</p> <ul style="list-style-type: none"> • All is going well. • Opening date is 15 February 2025. <p>A discussion took place regarding aligning communications across all Cumberland Town Deal projects in order to celebrate every improvement. Sarah Irving is working on an overall comms piece.</p> <p>Michael Barry is now the named Senior Responsible Officer on the MHCLG return. DK will send the return to the Chair for her signature.</p>
6	<p>Comms plan review</p> <p>CP explained that a Cumberland-wide comms piece is in progress. She shared some slides which showed the timetable of comms and engagement that is planned for the Carlisle projects.</p>
7	<p>Any other business / next steps</p> <ul style="list-style-type: none"> • AQ asked if the mosaic from the old public toilets (currently stored at Tullie) could be displayed somewhere. CP will look into this. <p>Meeting ended at 15:25</p>