

## Town Deal Board

Wednesday 1<sup>st</sup> March 2023 14:30-16:30

Eden Room, Civic Centre, Carlisle

### MINUTES

Agenda No.	Item
1	<p><b>Welcome / Apologies</b></p> <p><b>Attendees:</b></p> <ul style="list-style-type: none"> <li>• Emma Porter (EP)</li> <li>• Steven Robinson (SR)</li> <li>• Debbie Kavanagh (DK)</li> <li>• Ken Lau (KL)</li> <li>• Cllr Marilyn Bowman (MaB)</li> <li>• Cllr Cyril Weber (CW)</li> <li>• Mark Nott (MK)</li> <li>• Elaine Herbert (EH)</li> <li>• Canon Benjamin Carter (BC)</li> <li>• Paul Musgrave (PM)</li> <li>• Julie Mennell (JM)</li> <li>• Jon Power (JP)</li> <li>• Samantha Aly (SA)</li> </ul> <p><b>Apologies:</b></p> <ul style="list-style-type: none"> <li>• John Stevenson</li> <li>• Lisa Brown</li> <li>• Jo Lappin</li> <li>• Cllr John Mallinson</li> <li>• Alison Hatcher</li> <li>• Kate Mclaughlin-Flynn</li> <li>• Jane Meek</li> <li>• Andrew Mackay</li> <li>• Rob Brittain</li> </ul> <p>There were no conflicts of interest reported.</p>
2	<p><b>Review of minutes &amp; actions from previous meeting</b></p> <p>Draft minutes from previous meeting (23th November 2022) approved.</p>
3	<p><b>Programme / Project updates (Quarterly update report)</b></p> <p>DK talked through the quarterly update report. This report had been completed using the project update forms that had been filled in by project leads.</p> <p>BC wanted to add some clarification to the Lighting Up Carlisle ‘Commentary on Status and RAG Rating’ from Table 4. BC explained that, because of the consent process required to carry out any works at the Cathedral, plans would have to go to the Cathedral Chapter, the Cathedral’s Fabric Advisory Committee (FAC) and then once approved this would need to go to CFCE (Cathedrals Fabric Commission for England) for review and decision. To aid this process the Cathedral have set up a working group, with membership from the FAC and Cathedral Chapter, to work together with Carlisle City Council to ensure that this consent process is expedited as smoothly as possible.</p>

4	<p><b>Rising Costs and the impact on projects</b></p> <p>DK explained that Carlisle City Council PMO team have begun to have one to ones with project leads with regards to reprofiling of spend to later years. Some project leads have completed a Carlisle City Council Change Control document which records this internal change control. Further discussions with project leads are required to discuss rising costs and the impact of this on the projects. A discussion is required with DLUHC regarding further reprofiling.</p> <p>It was asked if it might be needed to consider the reallocation of funds from one project to keep the others on track. JM discussed the Barrow Town Deal Board approach and explained that they have recently reallocated funding between projects. EP highlighted that it appears sensible to have this conversation sooner rather than later. It was questioned what a suitable timescale might be for this and DK advised that the PMO are looking for this conversation to be had by the end of this financial year to feed into the next DLUHC returns in June. JM explained that there is a need to step back and up to think in terms of priorities and enablers.</p> <p>It was questioned if there might be opportunities to deliver the existing outputs from a reduced number of projects. JM advised that it might be useful for the Town Deal Board to have sight of the methodologies used to make decisions on projects.</p>
5	<p><b>Market Hall update</b></p> <p>SR explained to the board that the Market Hall Project will no longer be going ahead under Town Deal funding.</p> <p>The draft Business Case has been developed. However, Carlisle City Council have been unable to agree a purchase price for the leasehold for the property with the current owners of that interest.</p> <p>SR has discussed the situation with the central team at DLUHC and they are happy for the authority and the board to consider the reprofiling of the £3 million that had been allocated to the Market Hall project to support the existing projects within Carlisle's Town Deal. There is a tight timescale for this with the need for a Project Adjustment Request (PAR) to be submitted to DLUHC by 31<sup>st</sup> March 2023.</p> <p>EP asked if there is a possibility of the work so far being shared with the current holders of the Market Hall head lease.</p> <p>SR advised that the Council are still committed to seeing the Business Case through. Although the project will no longer be funded through the Town Deal the Business Case will still be brought to the Town Deal Board. SR explained that there could be potential to apply for Levelling Up Fund (round 3) with the completed Business Case as the project will be 'shovel ready'.</p> <p>JM highlighted that it is important that Carlisle does not lose the £3 million that had been allocated to the Market Hall project and that serious consideration needs to be given to the value engineering of the existing 6 projects. SR explained that DLUHC have advised that the money will not be lost if the PAR is submitted by 31<sup>st</sup> March.</p>

	<p>The next meeting of the Market Management Group is scheduled for 15 March 2023 and it was agreed that these minutes would be embargoed until after that meeting takes place.</p>
6	<p><b>LGR / Town Deal Board membership</b></p> <p>The Carlisle Town Deal Board will remain as a Carlisle board following LGR (1<sup>st</sup> April). It was questioned if there is a need for a Cumberland Exec to be invited to join the board. CW advised that the Carlisle members are yet to decide memberships. It was suggested that the AD of Thriving Places would need to be on the board and it was questioned if a portfolio holder for Cumberland will also need to be invited.</p> <p>DK explained that it is for the board to decide the appropriate membership going forward. It was explained that the board can reach out if they feel that they are missing representation from a particular sector.</p> <p>Niall McNulty is no longer on the board as he no longer works for CVS. It was questioned if the board needs a representative from the third sector.</p>
7	<p><b>Next Steps &amp; AOB</b></p> <p>Cllr Marilyn Bowman is retiring on 31<sup>st</sup> March and will no longer be on the Town Deal Board. We thank Marilyn for all her support and her contribution to Carlisle's Town Deal.</p> <p>DK explained that it is unlikely that it will be possible to arrange a Town Deal Board meeting ahead of the PAR submission and so has suggested that a paper with the options be circulated to board members.</p> <p>The recent City of Lights event was discussed and there was very good feedback.</p> <p>It was raised that The Lanes have seen a significant year on year increase in footfall in December and January and anecdotally businesses have reported that trading is up on previous years.</p> <p>Next routine meeting scheduled for 10<sup>th</sup> May (to be held in person in Civic Centre). There will be an interim meeting in March to discuss Project Adjustment Request.</p>
<p><b>Actions</b></p> <ul style="list-style-type: none"> <li>• One to ones with project leads and PMO to continue</li> <li>• PAR to be submitted to DLUHC by 31/03/2023</li> <li>• Market Hall Business Case to be shared with Town Deal Board</li> <li>• Decision to be made about if a Cumberland Exec is to be invited to join the board</li> <li>• Board to consider the membership and to consider if third sector representation is required</li> <li>• Paper with options to be circulated to TDB members ahead of PAR submission</li> </ul>	