

**Carlisle Town Deal Board**

Tuesday 27<sup>th</sup> February 2024 15:00-17:00

Cabinet Meeting Room, Cumbria House, Botchergate, Carlisle / MS Teams

**MINUTES**

Item	
1	<p><b>Welcome / Apologies</b></p> <p>Attendees:</p> <ul style="list-style-type: none"> <li>• Emma Porter – Chair (EP)</li> <li>• Jane Meek (JM)</li> <li>• Steven Robinson (SR)</li> <li>• Ken Lau (KL)</li> <li>• Ged Acton (GA)</li> <li>• Jo Lappin (JL)</li> <li>• Rob Brittain (RB)</li> <li>• Benjamin Carter (BC)</li> <li>• Andrew Mackay (AM)</li> <li>• Shane Byrne (SB)</li> <li>• Neil Tindale DLUHC (NT)</li> </ul> <p>Apologies:</p> <ul style="list-style-type: none"> <li>• Prof. Julie Mennell, Susan Young</li> </ul> <p><b>Declarations of Interest</b></p> <p>None.</p>
2	<p><b>Review of minutes &amp; actions from previous meeting</b></p> <p>Minutes approved.</p> <p>Comms Strategy and PMO handbook to be shared at next meeting.</p> <p>EP raised broadening the diversity of the Town Deal Board membership. SR confirmed that invite letters have been issued and awaiting reply.</p> <p>EP queried the Bitts Park /Tribe project whether the Town Deal Board should consider how Town Deal investments are managed post-delivery. SR informed the group that a master planning exercise for Bitts Park is to be commissioned by the Council's Neighbourhoods team and that once this workstream is underway, the project lead could be invited to a future Board meeting to give an overview of the work.</p>
3	<p><b>Programme / Project updates</b></p> <p>SR gave an update on the Town Deal programme, based on the last return (Oct – Dec 23)</p> <p>Of the six projects – three are on track and three showing risks around delivery and spend.</p> <p><u>Projects with risk</u></p>

- Carlisle Business Exchange Centre – The funding profile for the main campus project needs to be confirmed to enable this project to progress to the next stage. Cumberland Council, Borderlands PMO and DLUHC involved in discussions. Options being assessed to further de-risk the project. Report to be taken to the Borderlands Partnership next month (March 23). **Board will receive an updated position at the next meeting.**
- Digital and Community Learning Hub – update Agenda item 4
- Start with the Park – Issues with land assembly has caused slippage in the programme. Task and finish group to be established to work through risks and programme. **Board will receive an updated position at the next meeting.**

#### Projects on track

- Lighting up Carlisle – Project is continuing to deliver outputs - Christmas lights, Christmas market, and Light District (Carlisle) very successful. SB highlighted that the restaurants were fully booked up and high volumes footfall generated. BC stated that the change of format (less rigid timeslots) was more successful from the POV of the Cathedral and Fraternity. **SR will provide an update on economic impact of the Light District at the next meeting.**
- Southern Gateway – On track, moving towards RIBA 4 designs. Capital team moving through the detailed design stage.
- Project Tullie – On track with work on site underway. Legal agreements for substation being completed and works programmed with Electricity Northwest.

#### Discussion

- The Board agreed that the Business Exchange Project is important to Town Deal portfolio.
- The Board agreed that updates at the next meeting on the projects showing will be critical – as there is two years left of the programme. Based on the risks, it was discussed whether the TD programme package 'sealed' or is there potential to bring in new projects at this stage. It was agreed that any new projects will need to be shovel ready to be considered at this stage.
- The Board discussed risks and having a consistent approach to reporting risks is now key given the remaining timeframe of the programme. It was confirmed that the Council's PMO Assurance Team receives updates from the project leads and ensures that the approach to RAG risk reporting is standardised and reflects the narrative provided.

#### **Verbal Project Update: Library (Ged Acton, Cumberland Capital Programmes)**

GA provided an update on the Digital and Community Learning Hub project.

Libraries changing, diversifying library to increase offer, multifunctional space, opportunities for learning, skills and digital connectivity. Changing concept from traditional library to modern.  
Affordable RIBA 3 design in place and Landlord consent in place.

Moving into detailed designs and on-going engagement with the Lanes.  
Contractor expected to be in place by September 24 and construction to begin November 24.

	<p>SB: suggests the Hubs within the library have working brilliantly as there is a community element and works well as all the partners for referrals are all within the same vicinity. BC: Communications around project important in order to raise awareness early and get traction to drive footfall and use of services. EP suggests a Library of things and is there potential for discussion with Library. JL: Communications and getting the outreach to get footfall are vitally important. JM: Diversifying libraries are a huge opportunity to increase offer to consumers.</p> <p><b>Presentation to be shared with Board members.</b></p>
5	<p><b>Comms Strategy</b></p> <p>SR provided an update on Communications</p> <ul style="list-style-type: none"> <li>• CBEC – Agreement on comms / messaging for the University project - jointly agreed between Cumberland Council &amp; UOC.</li> <li>• Library – project has recently been considered by the Council’s Strategic Programme Panel, wider comms is now planned.</li> <li>• Lighting up Carlisle – Engagement with English heritage re castle. BC requested the Cathedral’s PR rep be included on any future comms regarding the Cathedral lighting project. <b>SR to share contact details</b></li> <li>• Project Tullie – Recent PR comms and press coverage on the project and closure of the museum.</li> </ul> <p>Comms Strategy to be shared at next meeting.</p>
6	<p><b>PMO Handbook</b></p> <p>PMO handbook to be shared at next meeting.</p>
7	<p><b>Town Deal Board membership</b></p> <p>CVS and Cumbria tourism – awaiting response, potentially new members for next board meeting.</p>
8	<p><b>Next Steps &amp; AOB</b></p> <p>Next meeting date: Monday May 13, 2024</p>
<p><b>Actions</b></p> <ol style="list-style-type: none"> <li>1. Share the Digital and Community Learning Hub presentation</li> <li>2. PMO Handbook to be shared at next Town Deal Board.</li> <li>3. Comms Strategy to be shared at next Town Deal Board.</li> <li>4. Provide an update on economic impact of the Light District at next Town Deal Board.</li> <li>5. Updated position on the Carlisle Business Exchange Centre and Start with the Park Projects at next Town Deal Board.</li> <li>6. SR to contact Joel Rasbash to broaden on diversity of group.</li> </ol>	