



Carlisle Town Deal Board

13 February 2025, 10:00 – 12:00

Petteril Room, Cumbria House, Carlisle, or MS Teams

Minutes

Actions	Owner/Date
Follow up o/s DOI forms from Board Members	EP / ASAP
Letter of thanks to Emma Porter	DK
Appointment of Chair: re-post on LinkedIn, tag Board Members and issue press release	DK
Organise a meeting of all x4Town Deal Chairs to discuss Best Practice, Cumberland ToR shared approach	SR
To revise Comms Plan for Carlisle wide programmes for next Board Meeting	DK/SI
Item 2. Interim meeting to be arranged for updates on open Chair position.	DK
Item 5. Interim meeting to be arranged for PAR updates.	DK
Joint SWTP and New Chair press release.	SI/DK
Item 6. feedback comments on the draft ToR to DK ahead of the next meeting.	ALL
Update on Library project at next Board Meeting	CP
Newsletter link to share with Board re: SGway comms	CP

Decisions	Owner/Date

No.	Item
1	<p>Welcome and introductions / apologies / declarations of interest</p> <p><u>In attendance</u> Michael Barry (MB), Victoria Kelsall (VK), Andrew Mackay (AM), Caroline Patterson (CP), Rob Brittain (RB), Steve Robinson (SR), Debbie Kavanagh (DK), Ruth Ollis (RO), Liz Fitzsimons (LF), Shane Byrne (SB); Andrew Heron (AH).</p> <p><u>Guests</u> None</p> <p><u>Apologies</u> Cllr Anne Quilter, Susan Owens, Amanda Buchannan, Rev Jonathan Brewster</p> <p>Everyone was welcomed to the meeting and introductions were made. MB noted he was acting as Chair.</p>

	<p>Compliance with MHCLG Board member information requests As noted in the previous minutes the Assurance team have undertaken a gap analysis of Town Deal paperwork and webpages across all Town Deal programmes and have been sourcing all outstanding information from Board members. Currently items are still outstanding for Lisa Brown and Nick Jones.</p> <p>Action: (DK) to chase the outstanding items for the next meeting.</p>
2	<p>Emma Porter, Chair resignation MB gave thanks given to Emma in her absence for her involvement on the Board. DK explained that the Chair position has now been advertised via LinkedIn and a press release, with a deadline of 21st February for expressions of interests.</p> <p>Action: (DK) to reshare the vacancy on LinkedIn, a statement from Emma Porter to be included, Board Members to be tagged. Action: (DK) to arrange a letter of thanks for Emma Porter.</p> <p>An ask was made by MB for all to re-share the LinkedIn post.</p>
3	<p>Review of minutes The Board ratified the previous meeting minutes dated 14 November 2024. Board meeting minutes will be uploaded to the Town Deal webpage.</p>
4	<p>Actions from previous meeting No. 13 - In Progress. DK suggested Town Deal Chairs to now meet to discuss and align ToRs MB suggested the Comms Plan should now be refreshed. CP and SR advised that a Comms Plan is pending but still needs to ensure consistency across the wider Carlisle region. Action: MB advised the Comms Plan to be brought to the next meeting for discussion.</p> <p>No. 15 – In Progress. SR has already spoken with the Chair of Millom Town Deal Board regarding a joint meeting. Action: SR to now speak with the other Town Deal Chairs to arrange.</p> <p>No 16 – Complete. No. 17 – Complete.</p>
5	<p>Q3 performance monitoring report DK – Apologies given. The reports have not yet been shared with the Board due to sign-off delays from finance. DK explained the report incorporates all updates from project managers and includes overall programme comments from the Client-side Programme Manager, this same data provides the basis for the MHCLG monitoring returns.</p> <p>Reports will be shared as soon as soon as they have financial approval.</p> <p>In absence of the report DK highlighted the risks below from the RAG section on page 3, as these are currently misleading. SR confirmed these will be re-baselined in a timely manner to enable visibility of true RAG positions for the next round of reporting. CP also provided a summary for each project under Item 9.</p> <ul style="list-style-type: none"> Digital Community Learning Hub /Library- The RAG for this project is wrongly being currently benchmarked against the original Business Case. This is due to be re-baselined through the PAR process, which will enable the RAG rating to show the true position.

	<ul style="list-style-type: none"> Carlisle Business Exchange - The RAG for this project is due to be reviewed via a PAR process. <p>MB queried how the Board would be made aware of the PAR updates. DK suggested this can be covered at an additional interim Board meeting.</p> <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 a signature.</p>
6	<p>Assurance Framework and ToR</p> <p>DK explained a gap analysis of compliance and Town Deal Boards ToRs had been completed. A revised draft ToR has now been prepared. This incorporates best practice and narratives from individual Town Deal Board ToRs.</p> <p>General points were raised querying if this should also include the Town Deal vision and strategy, next steps for the Town Deal boards, diversity and balance of the Board members, how we work with stakeholders and how to articulate any benefit realisation to stakeholders.</p> <p>Action: MB suggested all members should feedback comments on the draft ToR to DK ahead of the next meeting.</p>
7	<p>Post Compliance Reporting</p> <p>DK updated that an email has been received which stipulates Town Deal reporting will need to continue for a minimum of 2 years post-project end.</p> <p>MB noted there was an obligation for required data and information to be provided to Assurance, by the relevant teams, for this duration.</p> <p>DK confirmed reporting would be reduced to simplified outcomes and outputs.</p>
8	<p>MHCLG Reprofile Exercise</p> <p>DK shared that we were asked by MHCLG to reprofile spend into 2026/2027, which gives an additional year for project spend. Currently awaiting acceptance of reprofile request.</p> <p>MB noted that projects should continue at the current pace to ensure there is still compliance with the new deadline dates.</p>
9	<p>Start With the Park update</p> <p>CP – provided an update on all Carlisle Town Deal projects</p> <p>Digital and Community Learning Hub</p> <ul style="list-style-type: none"> Work has now started with the library temporarily closed for 1 month. Adult Learning is currently being housed in the Civic Centre. The library will re-open in March whilst building work is carried out. <p>Lighting Up Carlisle</p> <ul style="list-style-type: none"> Project is progressing well. Cathedral lights were switched on, on the 6th Feb. Tullie lighting is currently underway. A contractor has now been appointed for the Castle lighting. <p>Southern Gateway</p> <ul style="list-style-type: none"> The project has made good progression since its commencement in June 2024. Expected projected completion is Spring 2025 <p>MB raised a query asking when the roads and footways would re-open and how the current closures around stakeholder impact are being communicated.</p>

	<p>CP confirmed there has been a delay due to the discovery of a well – however pedestrian access is being managed well with newsletter comms and contract engagement sessions for the public are being held regularly.</p> <p>VK confirmed the 14-week road closure was on track to re-open in spring.</p> <p>SB requested if the link to the newsletters could be shared with the Board – Action: CP</p> <p>Artwork Installation in Lowther Arcade is currently going through planning.</p> <p>Start with the Park</p> <ul style="list-style-type: none">• Comms and stakeholder engagement will be concluded by the end of the month.• As this is a phased project there should be a number of quick wins for inclusion in TD comms. i.e. skatepark <p>SR and MB gave credit to CP and the team as there has been pressure on revising the original scope and the project is still on track to be delivered within timescale.</p> <p>No update given on Carlisle Business Exchange Centre or Project Tullie</p>
10	<p>Any other business / next steps</p> <ul style="list-style-type: none">• SB asked if an update on the library project could be provided at the next meeting. Action: CP to provide update at next Board meeting• Next meeting 13 May 2025 <p>Meeting ended at 11:50</p>