



Carlisle Town Deal Board

13 May 2025, 14:00 – 16:00

Petteril Room, Cumbria House, Carlisle, or MS Teams

Minutes

Draft

Actions	Owner/Date
To chase the DoI outstanding items for the next meeting.	DK
A formal invite for Tullie to be sent to Emma Porter and the Board members.	DK
A formal invite to be sent to the new Chair and Vice Chair to attend the Start with the Park project - Board members also to be invited. The event to be used for PR.	DK
An interim Board meeting to be arranged for further updates on the UoC	DK
A full update to be given to the Board by the UoC at the next meeting on 9 th September.	SR to arrange
Board members to provide comments on the updated ToR document. Item to be brought back to the next Board meeting	ALL
Membership balance to be addressed when Chair/Vice Chair are appointed.	All/Chair
A detailed update of SGWay project to be provided at the next Board Meeting 9 th September.	CP
Central Plaza draft press release to be circulated to the Board today as part of the communication cascade.	CP
Enterprising Cumbria Economic Strategy to be circulated to Board members.	DK

Decisions	Owner/Date

No.	Item
1	Welcome and introductions / apologies / declarations of interest. <u>In attendance</u>

	<p>Victoria Kelsall (VK), Andrew Mackay (AM), Caroline Patterson (CP), Rob Brittain (RB), Steve Robinson (SR), Debbie Kavanagh (DK), Ruth Ollis (RO), Liz Fitzsimons (LF), Andrew Heron (AH), Cllr Anne Quilter (AQ), Rev Jonathan Brewster, Robert Docherty (RD), Georgina Harland (GH), Julie Minns (JM), Shane Byrne (SB)</p> <p><u>Guests</u> None</p> <p><u>Apologies</u> Susan Owens, Mark Fryer, Michael Barry</p> <p>Everyone was welcomed to the meeting and introductions were made. SR noted he was acting as Chair.</p> <p>Compliance with MHCLG Board member information requests Currently Declaration of Interests forms are still outstanding for Lisa Brown and Nick Jones.</p> <p>Action: (DK) to chase the outstanding Dol items for the next meeting.</p>
2	<p>Appointment of New Chair</p> <p>SR gave an overview of the role and noted there had been significant interest. x2 final interested parties made an application: David Wright, Gleesons and Tracey Slaven, University of Cumbria (UoC)</p> <p>AH stepped out of the meeting due to a professional conflict of Interest with TS.</p> <p>Bios of both candidates were shared with the Board for comments and feedback. Both candidates were deemed to be a good fit.</p> <p>It was noted that Government advice is for a Private Sector Chair and there is a potential conflict of interest for TS due to paid employment with the UoC.</p> <p>Based on the above a suggestion was made that Chair and Vice Chair positions could be offered to David Wright and Tracey Slaven respectively.</p> <p>The Board was in full agreement with this proposal.</p>
3	<p>Review of minutes</p> <p>An outstanding action on the Comms Plan was queried – it was noted this will covered in Agenda item 4.</p> <p>The Board ratified the draft minutes from the meeting dated 13th February 2025. Minutes will now be uploaded to the Town Deal webpage.</p>
4	<p>Actions from previous meeting</p> <p>No. 13 –In Progress. The Board were keen to progress with this to share the positive news stories and benefits of the work being completed. No.15 – Closed. To be covered in Agenda Item 6. No. 18 – In Progress. No.19 – In Progress.</p>

	<p>Action: (DK) It was agreed as a goodbye and thank you, a formal invite for Tullie is to be sent to Emma Porter, the Board members will also be invited to attend.</p> <p>No. 20 – Closed. Applications now received and reviewed. No 21 – Closed. Discussion took place today at the ordinary Board meeting. No 22 – Closed.</p> <p>No. 23 – In Progress. Action: (DK) It was agreed a formal invite to be sent to the new Chair and Vice Chair to attend the Start with the Park project, Board members also to be invited. The event to be used for PR.</p> <p>No. 24 – Closed. To be covered in Agenda item 6. No. 25 – Closed. To be covered in Agenda item 7. No. 26 – Closed.</p> <p>CP noted that a major comms/PR was also being planned to cover all the Carlisle/Borderlands projects.</p>
5	<p>MHCLG 6 monthly report & monitoring return</p> <p>DK presented the report which had been previously circulated to Board members.</p> <p>The report covers the period 1st Oct 2024 – 31st March 2025 and the information within this report is used for completing the MHCLG returns. An explanation was provided on the various sections of the report, which are completed by project managers with comments also included from the Client-side Programme Manager.</p> <p>Queries were raised and discussed on the status of the CBEX.</p> <ul style="list-style-type: none">• Carlisle Business Exchange Centre is currently showing a high level of risk but there is full confidence the outputs will be delivered within the timeframe.• There are ongoing discussions with UoC regarding the complex funding package. We are expecting the UoC to have reported back to us by the next Board Meeting.• SR explained costs have risen over the evolution of the project since 2020 due to cost inflation and scope creep. The UoC are now at a point where the project costs are understood, and they are working hard to get them within the funding envelope.• We have ensured the CBEX element of the overall university project is to be within the early building phase, to ensure outputs are quickly realised.• It was confirmed a PAR is currently in progress as part of the funding review.• The HoTs have been agreed but not yet finalised due to the funding issues. <p>Action: An interim Board meeting to be arranged for further updates on the UoC Action: A full update to be given to the Board by the UoC at the next meeting on 9th September.</p> <p>The Board agreed the report should now be sent to the chair for signature, and then submitted to MHCLG</p>
6	<p>Assurance Framework and ToR</p> <p>RD presented slides on an overview of the ToR review explaining this had been carried out to ensure consistency across all four Town Deal Boards, to clarify the roles of both the Town Deal Boards and the Accountable Body, and to strengthen governance.</p> <p>DK explained the review had included a gap analysis of compliance and Town Deal ToRs and a revised draft ToR has now been prepared.</p>

	<p>DK presented the draft ToR document (circulated with the Board prior to the meeting) noting the requirements from MHCLG includes membership balance, which should be addressed once the new Chair/Vice Chair are appointed.</p> <p>Comments from the Board were invited to be shared by DK, via email after the meeting.</p> <p>Some further comments were raised in a short discussion:</p> <ul style="list-style-type: none"> • The continuous annual renewal of the Chair is too short a timescale and could this be extended. It was suggested the new Chair/Vice Chair positions could run until the end of the Town Deal Board as it currently stands. • Arts need to be re-included in the Board Member requirements for [Arts], Sports and Recreation. • Economic outputs could also be included. • 3rd party, and other sectors, should be included in the Board member requirements. <p>It was noted that the future of the Town Deal Board as it currently stands is yet to be confirmed. However, reporting on Town Deal project outputs will continue for a further two years and the board will still need to be informed of these.</p> <p>Action: (ALL) Board members to provide comments on the updated ToR document. Item to be brought back to the next Board meeting.</p> <p>Action: Membership balance to be addressed when Chair/Vice Chair are appointed (ALL/Chair)</p>
7	<p>Library Update (Digital Community Learning Hub)</p> <p>CP provided a project update for the Board.</p> <p>Key progress to date:</p> <ul style="list-style-type: none"> • 1-month temporary closure to prepare for construction underway: 70% stock moved to store / 50% Public PC & Printing moved to store. • Rebuild collecting redundant furniture. • Procurement of contractor complete - Awarded to Krol Corlett Construction. • Works started onsite 7th April 2025 / Work now starting on floors 2&3. <p>Key Milestones:</p> <ul style="list-style-type: none"> • April 2025 – Works start onsite. • June / July 2025 - New boilers installed. • July 2025 - Completion of Adult Learning classrooms. • August 2025 - Second floor completed. • February 2026 – Works completed. <p>Slides to be circulated to the Board.</p>
8	<p>Project updates</p> <p>CP provided a project update for the Board.</p> <p>Caldew Riverside Land Remediation</p> <ul style="list-style-type: none"> • Baseline monitoring due to commence within the next month – delayed due to travellers on the site (now vacated). • Construction programme: June – December 2025. • Press release due to go out this week.

Southern Gateway

- Progress on site – good progress being made on site with no live issues.
- The Crescent – RIBA 4 design in progress – update at next TD Board.
- Lowther Arcade artwork – LBC application approved 9th April – work commenced on site w/c 28th April, now complete and going to press and regional news.
- Phases reprogrammed due to decision delays and inclusion of court square scope (resolving buildability issues).
- English Street - road closure extended to end of June.
- The Crescent construction moved to January – avoiding Christmas period.

Action - A detailed update of SGWay project to be provided at the next Board Meeting 9th September (CP)

Lowther Arcade

- Art work by Blank Wall Assassins now complete – going to press and regional TV news.

Start with the Park

- Active Travel design commission has commenced with AECOM / RIBA 3 design in progress / Consultation with residents planned for June.
- Demolition of derelict/unsafe buildings has commenced.
- 5 maps with different walking routes around the park, starting at car parks and main entrances.

Central Plaza

- Council has completed the acquisition of site from Crown Estate.
- Council working with Whitbread PLC on comms and material for UKREiiF.

Action: Central Plaza draft press release to be circulated to the Board today as part of the communication cascade (CP)

Devonshire Street

- Concerns raised over condition of planting (public comments/internal observations)
- Met with EWCE who will complete the following:

Count of plants – belief that wrong quantity was re-planted in August.

Peer review of planting design.

Replace dead plants (following review suitability of species).

Failure to resolve will result in CC retaining retention (£44k).

Market Square and Greenmarket

Greenmarket

- VE celebrations held last week went well.
- Area being prepared for Armed Forces Day on 2nd June.
- Paving ongoing outside shops and within the stage area.
- Landscape maintenance ongoing.

Castle Street

- Automatic bollards have been installed.
- Concrete base slab installed, and paving commenced in carriageway.
- Specsavers cellar strengthening works have been completed.
- Crown and Mitre cellar restrictions – working through with site engineers – issues shared with Building Control.
- August 2025 - target completion date.

Market Square

	<ul style="list-style-type: none">• Paving ongoing – ahead of programme.• All concrete poured.• Fixed and telescopic bollards installed. <p>SR thanked CP for the updates and noted that as projects are nearing completion CCC is working on positive comms for the public so any concerns can be mitigated, and to ensure there is an understanding of why the works are being carried out.</p> <p>Slides to be shared with the Board.</p>
	<p>Any other business / next steps</p> <ul style="list-style-type: none">• Devolution - SR noted that both councils (CCC & W&F) are now preparing a draft of what the new Devolution Board will look like. Town Deal Board members should be aware of the current activity surrounding this.• Enterprising Cumbria Economic Strategy – DK noted this document will be launched at UK REiiF next week, and then locally following this (date tbc). This will be shared with the Board.• Enterprising Cumbria Prospectus - DK noted this is now available and will be shared with Board.• It was queried if the lodge on Bitts Park is to be utilised by the College? SR noted nothing had been confirmed yet. <p>Action: Enterprising Cumbria Economic Strategy to be circulated to Board members (DK)</p> <ul style="list-style-type: none">• Next meeting 9 September 2025 <p>Meeting ended at 15.58</p>