

## Carlisle Town Deal Board

Thursday 19<sup>th</sup> October 2023 10:00-11:30

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>• Steve Robinson (SR)</li> <li>• Debbie Kavanagh (DK)</li> <li>• Ken Lau (KL)</li> <li>• Shane Byrne (SB)</li> <li>• Jon Power (JP)</li> <li>• Cllr Cyril Weber (CW)</li> <li>• Canon Benjamin Carter (BC)</li> <li>• Mark Swindlehurst (MS)</li> <li>• Calum Ward (CaW)</li> <li>• Samantha Aly (SA)</li> <li>• Karen Atkinson (KA)</li> </ul> <p>Apologies: Cllr Lisa Brown, Cllr Anne Quilter, Julie Mennell, Jo Lappin, Rob Brittain, Susan Young</p> <p><b>Declarations of Interest</b></p> <p>EP declared that Story's have submitted tender for Southern Gateway. EP has not been involved in this tender.</p> <p>BC declared that he is now a director at University of Cumbria.</p>
2	<p><b>Review of minutes &amp; actions from previous meeting</b></p> <p>Minutes approved.</p>
3	<p><b>Programme / Project updates</b></p> <p>Programme/project update report for Q1 shared with board along with minutes from Project Delivery Group.</p> <p>SR advised that Cumberland Council are required to report to DLUHC twice a year on the progress of the programme. The next return is due in November and the PMO Assurance team are currently working to compile this information for quarter 1 and quarter 2. SR highlighted table 2 in the update report which showed that the status/RAG ratings show some issues and advised that these are being monitored and ambers should move towards green. SR explained that there have been high level project challenges relating to affordability/inflation.</p> <p>Digital and Community Learning Hub: There have been some issues around costs. When carrying out construction due diligence issues around mechanical and electrical works have been highlighted. Value</p>

	<p>engineering has been undertaken and the team now have confidence in the cost plan. It was suggested that the delivery team for this project should be invited to the next board meeting to provide a verbal update.</p> <p>Lighting Up Carlisle: Project has made good progress. The first phase is lighting up the cathedral and a detailed design has been completed. This now needs to go through the ecclesiastical approval process via the Cathedral and National Fabric Committees.</p> <p>Start with the Park: CPO is being pursued and this is being twin tracked with negotiations to acquire the land. It was questioned if issues around nutrient neutrality will impact the Start with the Park project. JM advised that this will not impact this project and that the St Cuthbert's Garden Village team are currently working in solutions for the wider programme.</p> <p>Project Tullie: Project is at RIBA 3 and has been undergoing value engineering work. There is an interdependency relating to the relocation of a sub-station and Tullie and currently engaging with Electricity North West. This is progressing but it remains a risk to programme delivery. It was questioned if the closure of the café at Tullie will impact on the project, this will need to be discussed at the next meeting as there was no Tullie representative at the meeting today. The risks to this project are now clearer and better managed. It was flagged that Tullie have carried out more stakeholder engagement that has been identified in the Q1 report.</p> <p>Southern Gateway: Tender for design and build contractor is out and returns are under evaluation. Once awarded a timeline will be set out for the next stage of development to move from RIBA 3 to RIBA 4. The detailed design is expected by April 2024.</p> <p>Risks are to be monitored at a programme level.</p> <p>SR highlighted table 10 in the Q1 report (future activity) and explained that the vast majority of this work is now completed or is underway which is really positive for the programme.</p>
4	<p><b>Verbal Project Update: Carlisle Business Exchange Centre</b></p> <p>MS shared a presentation with the board providing an update on the Carlisle Business Exchange Centre project. MS explained that due to rising costs and value engineering work the decision has been made to reduce the footprint of the new campus, however, the square metreage of the Carlisle Business Exchange Centre will remain as it was in the original business case and 2 options for potential layouts were presented. The revised scheme allows for a phased approach with development plans for the future. Phase 1 will not include the Nisi Prius buildings. The revised plans involve a full refurbishment of the Woolworths building. A PAR is currently being reviewed by Borderlands. The medical school (in partnership with Imperial College) will open at the Fusehill Street campus in 2025.</p>
5	<p><b>Updated Cumberland Governance</b></p> <p>DK presented the new Cumberland Council governance structure and advised where the Carlisle Town Deal Board sits within this structure.</p> <p>CW questioned how the community panels will be updated on Carlisle Town Deal projects. JM advised that a comms strategy is currently in development which will outline how members will be updated. This will be a public document and will be shared with the board once completed.</p> <p>PMO Handbook is in final stages of development and this can be shared once it has been completed.</p>

6	<p><b>Updated Assurance Framework</b></p> <p>The Assurance Framework has been refreshed to reflect the current phase of the Carlisle Town Deal programme. The framework shows that the Carlisle Town Deal Board are firmly embedded in the Cumberland Council governance structure with regards to the projects that it oversees.</p>
7	<p><b>Town Deal Board membership</b></p> <p>Mark Nott has recently left his position at The Lanes. Susan Young will be replacing him on the board. Niall McNulty has left his position at CVS. CVS are to be contacted to discuss a board representative.</p> <p>It was suggested that, as a number of the projects relate to visitor economy, it might be a good idea to have a tourism representative on the board. CW suggested Cumbria Tourism as they could offer a cross section of insight.</p> <p>The board agreed that it would be a good idea to have more diversity on the board. Suggestions included Multicultural Cumbria, the local Imam and a member of CLEP future leaders (youth rep).</p>
7	<p><b>Next Steps &amp; AOB</b></p> <p>JM explained that the PAR has been formally approved by DLUHC. The funding that had been allocated to the Market Hall project has now been reallocated to other projects within the programme.</p> <p>Next meeting: 23<sup>rd</sup> November 10am, Cumbria House/MS Teams.</p>
<p><b>Actions</b></p> <ul style="list-style-type: none"> <li>• Delivery team for Digital and Community Learning Hub to be invited to next meeting to provide verbal update (DK/SA)</li> <li>• Tullie to provide update on how café closure will impact project (AM)</li> <li>• Comms strategy to be shared once completed (JM)</li> <li>• PMO Handbook to be shared once completed (DK)</li> <li>• CVS to be contacted regarding a board representative (SR to draft invitation)</li> <li>• Cumbria Tourism to be contacted regarding a board representative (SR to draft invitation)</li> <li>• Consider diversity representation (SR to draft invitation)</li> </ul>	