

Carlisle Town Deal Board

Thursday 23rd November 2023 10:00-11:00

Conference Room B, Cumbria House, Botchergate, Carlisle / MS Teams

Final Minutes

Item	
1	<p>Welcome / Apologies</p> <p>Attendees:</p> <ul style="list-style-type: none"> • Emma Porter – Chair (EP) • Jane Meek (JM) • Steve Robinson (SR) • Cllr Anne Quilter (AQ) • Shane Byrne (SB) • Jon Power (JP) • Kate McLaughlin-Flynn (KM-F) • Cllr Cyril Weber (CW) • Canon Benjamin Carter (BC) • Nick Jones (NJ) • Calum Ward (CaW) • Samantha Aly (SA) • Susan Young (SY) • Rob Brittain (RB) <p>Apologies: Cllr Lisa Brown, Julie Mennell, Andrew Mackay, Jo Lappin, Debbie Kavanagh</p> <p>Declarations of Interest</p> <p>No new declarations of interest.</p> <p>Susan Young to complete form as a new board member.</p>
2	<p>Review of minutes & actions from previous meeting</p> <p>Minutes approved. Outstanding actions to be actioned before next meeting (February 2024).</p>
3	<p>Programme / Project updates</p> <p>SR talked through the programme update report that had been circulated to board members. It was explained that the report provides a project and programme level update.</p> <p>In terms of programme, 5 out of the 6 projects are slightly behind on delivery. However, the Council is confident that there is sufficient time in the programme to progress the projects and deliver by the March 2026 deadline.</p> <p>Programme risks include the impact of LGR and this is being worked through with mitigations in place, which include additional recruitment to support project delivery. Another programme risk is inflated costs and the impact of this on projects. Value engineering has been undertaken along with descoping on some projects. The rising costs has been a main contributor to the programme delays as value engineering has involved reworking designs.</p>

	<p>There are also some risks relating to issues with external stakeholders/delivery partners such as the Tullie work on the substation which involved Electricity North West. Mitigations are in place for these risks and they are being monitored.</p> <p>In the next 6 month period the challenges that are expected related to price rises and the availability of materials. These are being monitored and there are mitigations in place such as bulk orders. EP explained that any delays to the programme come at a cost and suggested that the cost of slippage should be considered as a risk to the programme.</p> <p>Carlisle Business Exchange Centre: Value engineering has been undertaken and the scheme has been revised. The overall University programme will now include less new build and more refurb. The programme will be delivered as a phased approach.</p> <p>Digital and Community Learning Hub: Value engineering has been undertaken. Project lead will be attending the next TDB meeting in February to provide a verbal update/presentation on project progress.</p> <p>Lighting Up Carlisle: Project is gathering momentum. Cathedral designs are now with CFCE who meet in December. BC advised that there have been no queries so far. The Christmas light switch on received a very good response.</p> <p>Southern Gateway: This project is on track. Design and Build tender submissions were of a very high standard – Story Contracting have been appointed. Project has links to the University project and the project team are working closely with the team from University of Cumbria. The delivery team are also working with the Highways team on a traffic management plan.</p> <p>Start with the Park: This project is behind schedule due to issues relating to land assembly. Negotiations with the landowners are being twin tracked with the compulsory purchase order process which is ongoing. EP questioned if Nutrient Neutrality should be added as a project risk. JM explained that there will still be a need for the Park even if there is a delay to SCGV due to the issues around Nutrient Neutrality. Risk to be considered for the next reporting period. The TDB are aware of the risk that Nutrient Neutrality will have on the local economy.</p> <p>Project Tullie: Project progressing well. Museum to close next month to begin delivery phase. Construction will begin in January 2024. There have been some delays due to the substation move. Tullie have offered a site visit to the board to provide an opportunity to find out more about the project and the progress of delivery.</p>
4	<p>DLUHC Return</p> <p>The information in the programme update report which has been shared with the board is reflected in the DLUHC monitoring return. The DLUHC monitoring return was shared on the screen.</p> <p>The DLUHC return needs to be signed by the Chair prior to submission. The deadline for submission is 4th December.</p> <p>BC asked if the risks that are being reported are challenged. SR explained that he (as programme lead) along with the Assurance Team assess and challenge risks that are provided by project leads. This is in conjunction with the programme SRO (JM).</p>

5	Town Deal Board Membership SR has drafted letters to arrange discussions with potential new board members. These will be sent once they have been approved by JM and the Chair.
6	Next Steps & AOB The next meeting is scheduled for Thursday 29 th February 14:00-16:00 and will be held at Cumbria House.
Actions: <ul style="list-style-type: none">• DLUHC monitoring return to be signed by TDB Chair prior to submission (EP)• Nutrient Neutrality to be considered in the risk register for the next return. Outstanding actions from October meeting: <ul style="list-style-type: none">• Delivery team for Digital and Community Learning Hub to be invited to next meeting to provide verbal update (DK/SA)• Comms strategy to be shared once completed (JM)• PMO Handbook to be shared once completed (DK)• CVS to be contacted regarding a board representative (SR/JM/EP)• Cumbria Tourism to be contacted regarding a board representative (SR/JM/EP)• Consider diversity representation (SR/JM/EP)	