

**Workington Town Deal Board Meeting
Friday 2nd December 2022 2.30pm**

Draft Minutes

Attendance

Board Members

Cllr Alan Barry	Cumbria County Council
John Coughlan (Chair)	TSP Engineering Ltd
Valerie Hallard	Churches Together in Workington
Cllr Mike Heaslip	Allerdale Borough Council
Bridget Johns	Cumbria CVS
Jo Lappin	Cumbria LEP
Chris Nattrass	Lakes College
Cllr Paul Scott	Allerdale Borough Council
David Taylor	Allerdale Investment Partnership
Cllr Denise Rollo	Workington Town Council
Catherine Gourley	Workington Town Council
John Connell	Substitute for Mark Jenkinson MP

Officers/Support

Diane Carter	Allerdale Borough Council
Sam Fennell	CLGU
Kevin Kerrigan	Allerdale Borough Council
Brittany Mason	CLGU
Tracy Palmer	Allerdale Borough Council
Lizzy Shaw	Cumbria County Council

1. Apologies

Cllr Mike Johnson, Mark Jenkinson MP, Jonny Lowe, Tony Wareing, Michael Barry, Catherine Nicholson

2. Declarations of Interest

David Taylor – AIP – Oldside and Sports College – Non-Pecuniary
Chris Nattress – Digital accelerator – College Hub
Denise Rollo – Member of Cumberland Council

3. Minutes of Last Meeting and Actions

The Board agreed the minutes of the last meeting (7 October 2022).

4. Town Deal Board Supplementary Guidance November 2022

The Town Deal Board Supplementary Guidance which set out updated governance requirements for Town Deal Boards has been circulated in advance of the meeting. It was noted that the revised Terms of Reference that had been agreed by the Board on 17 June 2022 generally satisfies the requirements of the updated guidance.

Whilst declarations of interest have been noted in past meeting minutes and additional agenda item has now been added relating to declarations of interest had now been added to assist in the clear recording of declarations of interest.

It was agreed that it would be helpful to include a short profile of Board Members to supplement the list of Board Members currently listed in the Terms of Reference.

It was note that following the nomination of Cllr Denise Rollo as Workington Town Council's Board member it was necessary to update the Board membership accordingly.

Cllr Alan Barry enquired if any information had been received from Cumberland Shadow Authority on who would replace the current Allerdale/Cumbria County Council member representatives on the Board from 1st April 2023. The Chair agreed to write to Cumberland Council in the New Year to seek a meeting to discuss future representation on the Board.

Kevin Kerrigan noted that officers had been asked to provide an update on the Workington Town Deal to the Executive of Cumberland Council in early January.

Jo Lappin enquired if Board Members had formally signed a Code of Conduct or been asked to sign one.

Kevin Kerrigan advise that this was not the case although in agreeing the Terms of Reference it was implicit that Board Members were agreeing to commit to this. Advice to be taken as to whether it would be appropriate for Board members to sign a declaration to this effect.

5. Project Updates

Written reports produced by the relevant project teams were circulated prior to the meeting.

Digital Accelerator

Chris Nattress provided an update and confirmed that work was proceeding in line with the project plan. Funding had been finalised and the Steering Group had been set up. The design had been completed and the tender for the refurb would be completed by 14th January 2023.

IT procurement was in hand and the Marketing Manager had worked with a design company and produced some branding mock ups.

Public Realm and Connectivity Project

Kevin Kerrigan provided a report containing recent and planned activity and Key Risks;

Recent Activity:

- A Grant Funding Agreement has been prepared and is ready to sign
- Consultants have been procured and surveys commissioned
- Cost review is being undertaken
- Stakeholder and public consultations have been delivered
- Designs are being developed

Planned Activity:

- Surveys (Murray Road and Central Way)
- Cost review
- Development of preliminary designs

The project is progressing well with good responses to public engagement

Clean Energy and Logistics Hub

Kevin provided a report on Recent and Planned Activity and Key Risks

The survey work was making good progress and it had been identified that further ecological work would be required Post April 2023 in relation to reptile surveys at Oldside.

Work is also ongoing to align the remediation proposals for Oldside with proposal for the development of logistics facility

Members discussed staff working on the project post Cumberland Council. It was noted that staff from both existing Councils would transfer to the new Council over and therefore there would be continuity in terms of the individuals working on the project.

David Taylor updated on discussions relation to a potential future development at the site which could include an initial 100,000 sq. ft. logistics facility. It had also been discussed with the project team renaming the 'Oldside' site the 'Workington Logistics Hub' as this set a different tone and would assist with future marketing of the site.

Innovation Centre

Kevin Kerrigan advised Members that it had been agreed in principle by Allerdale Borough Council to dispose of the site adjacent to the proposed Innovation Centre to the North Cumbria Integrated Care NHS Foundation Trust to develop a new Community Diagnostics Centre

Design development work to RIBA Stage 3 is ongoing. The review of the cost plan highlighted significant cost pressure resulting from construction price inflation which the design team are seeking to address through design review and value engineering. This could reduce the net lettable floorspace. A revised cost plan is anticipated by the end December.

An invitation to tender for an operator for the Innovation Centre had been published. Potential suppliers have been asked to consider the potential reduction in floorspace as a part of any submission.

Jo Lappin asked if it would be possible to update Board Members on the number of tender submissions following the deadline of Monday 5 December.

It was agreed and update will be provided to Board members following receipt of tenders.

A review of the business case will be required following completion of the site review and also require approval from Allerdale Borough Council Executive and Cumberland Shadow Authority prior to any award of construction and operator contracts.

Valerie Hallard asked how the project relates to public realm works at Central Way. Kevin Kerrigan advise that whilst the projects are complementary they are capable of being delivered independently.

Sports Village

Kevin reported that there had been delays in moving the project forward to the next stage due to issues with establishing a bank account delaying payment of the initial grant to allow further project development. The project team are well place to progress this once the issue has been resolved.

Once this work has been completed and reviewed further approval is required from Allerdale Executive and potentially the Cumberland Shadow Authority,

Ongoing discussions with the Football Foundation were going well and a consultant had been appointed to support the development of a funding application for the community pitch.

Cllr Mike Heaslip reported that this project it had been raised by Allerdale Overview & Scrutiny Committee and the Audit Committee as a potential risk. It was questioned whether the project would run out of time and at some point would this become critical.

Kevin Kerrigan advised that whilst the delay was of concern it should be possible to progress project development work once the back account issue has been resolved and as long as the scheme if progressed to planning application stage within 12 months it should still be possible to deliver the project within the overall timeframe for the programme.

6. Review of Reporting Template December 2022

Members considered the current draft of the reporting template. Kevin Kerigan ran through each of the tabs including Project Admin, Programme Progress, Funding Profiles, Project Outputs, Outcomes, Risk Register and Review & Sign off

Clarification was still required on a couple of points and any further information received from the DHLUC would need to be reviewed.

RAG for spending may need to be shown as red for the majority of the projects as the original funding profile had been agreed prior to the approval of individual project business cases. Clarification is being sought from DHLUC on this point.

Brittany Mason advised this was an issue that DHLUC were aware was affecting a number of towns and that the department was likely to be sympathetic to Project Adjustment Requests to reprofile expenditure if required.

Kevin asked members for their view of on the Top 3 Programme Risks identified.

Jo Lappin asked whether this included staffing and capacity risks. Kevin Kerrigan suggested the commentary could be amended to include specific reference to this.

7. Future Meetings

The last meeting of the Board was scheduled for 18 March 2023.

Kevin proposed that a further meeting be arranged and proposed either 27 January 2023 or 3 February 2023 to prior to the consideration of further project approvals by Allerdale Executive.

Agreed: Additional meeting to be held on 3 February 2023

8. Any other business

a. Project Adjustment Requests (PAR)

Kevin Kerrigan noted that a further guidance report issued by DHLUC with deals with the process, should it be necessary to submit future PAR.

b. David Taylor praised Kevin and the team on maintaining momentum with the Programme and with the Board. Colleagues from Lakes College and Cumbria County Council were also thanked.

c. Michael Heaslip requested an update on the Levelling Up Fund Bid for Ramsay Brow. Kevin Kerrigan reported that a decision was expected by the end of the year.

The meeting ended at **3:45pm**