



Carlisle Town Deal Board

09 Sept 2025, 10:00 – 12:00

Corporate Meeting Room, Cumbria House, Carlisle, or MS Teams

Minutes

Actions	Owner/Date
The board were asked to provide suggestions of new members to the Chair based on the following sectors: finance, tourism, marketing, comms and/or other sectors and suggestions that would bring value to the board.	All / 20 Nov
Board asked to bring ideas for future agenda back to the next meeting.	All / 20 Nov

Decisions	Owner
Revised Assurance Framework and ToR agreed as final.	RD

No.	Item
1	<p>Welcome and introductions / apologies / declarations of interest.</p> <p><u>In attendance</u> David Wright (DW) Chair. Tracey Slaven (TS) Vice Chair. Victoria Kelsall (VK), Andrew Mackay (AM), Caroline Patterson (CP), Debbie Kavanagh (DK), Ruth Ollis (RO), Liz Fitzsimons (LF), Andrew Heron (AH), Robert Docherty (RD), Julie Minns (JM), Michael Barry (MB), Amanda Buchannan (AB), Ellie Richardson (ER),</p> <p><u>Guests</u> Alex Orr (AO), James Anderson (JA), Deborah Greenwood (DG), Mathew Pendergast (MP)</p> <p><u>Apologies</u> Rob Brittain, Steve Robinson, Cllr Anne Quilter,</p> <p>DW Welcomed everyone to the meeting and introductions were made. DW and TS noted this was their first meeting as new Chair and Vice Chair</p> <p>Declaration of Interest: Tracey Slaven - UoC</p> <p>Compliance with MHCLG Board member information requests Currently Declaration of Interests forms are still outstanding for Lisa Brown and Nick Jones and are being followed up.</p>

2	<p>Review of minutes</p> <p>The Board ratified the draft minutes from the meeting dated 13.05.2025. Minutes will now be uploaded to the Town Deal webpage.</p>
---	---

3	<p>Actions from previous meeting</p> <p>No. 13 - In Progress. Still underway - to reviewed today within Agenda item 9.</p> <p>No. 18 - In Progress. O/S Dol forms to be followed up.</p> <p>No.19 - In Progress. Need to identify suitable project opening ‘ceremony.’</p> <p>No. 23 - Completed.</p> <p>No. 27 - Completed. To be covered in Agenda item 6.</p> <p>No. 28 - Completed. To be covered in Agenda item 6.</p> <p>No. 29 - Completed. To be covered in Agenda item 9.</p> <p>No.30 - In Progress. Chair and Vice Chair to review. Board members to bring suggestions back to next meeting.</p> <p>No.31 - Completed</p> <p>No.32 - Completed</p> <p>No.33 - Completed</p>
4	<p>Programme Quarter 1 Status Report</p> <p>LF presented the report which had been previously circulated to board members and explained the report covers the period 1st April 2025 – 30th June 2025, noting there is no return to MHCLG this quarter but the information within this report will be used as part of the next 6 monthly MHCLG return. All spend figures provided in the report are provisional at the moment, but full assurance will be provided on these by the end of Qtr. 2.</p> <p>CBex (Carlisle Business Exchange)</p> <p>Delivery and Spend are a 5, Risk is 4.</p> <p>The issues are in relation to the revised funding package for the Wider Citadels project.</p> <p>Update to be provided in Agenda Item 6.</p> <p>DCLH (Digital Community Learning Hub)</p> <p>Delivery is 4, Spend 5, Risk 1</p> <p>Some issues in relation to noise levels of construction work</p> <p>LuC (Lighting up Carlisle)</p> <p>Delivery is a 3, Spend 4, Risk 3</p> <p>Progressing well but there are delays on the castle floodlights due to an ecological survey on roosting bats - currently awaiting on a decision from Natural England on how to move forward.</p> <p>SGway (Southern Gateway)</p> <p>Delivery is a 3, Spend 2, Risk 1.</p> <p>Progressing well but issues with width of carriageway</p> <p>SWTP (Start with the Park)</p> <p>Delivery is a 1, Spend 5 and Risk is 2.</p> <p>Progressing well but some issues with Active Travel Route.</p> <p>Project Tullie</p> <p>Project complete and operational all outcomes and outputs have been achieved.</p> <p>RD noted we are in discussion at the moment with MHCLG as current RAG ratings do not give a true picture of the project status. If the board is agreeable, we can re-baseline the Programme to give a better reflection of the true current status.</p> <p>No objections were received.</p> <p>New guidance has also just been issued stating the Towns Fund will be re-packaged as a Local Regeneration Fund so the reporting of projects going forward may need to be revised.</p> <p>A query was raised by regarding the funding cut-off date of March 2027. Would it be an issue that some projects having a completion date past this point.</p>

	RD and DK confirmed that as long as funding is committed it can be drawn down post March 2027.
5	<p>Hotel development proposals on former Central Plaza Site An update on the project was presented by James Anderson (Whitbread), Alex Orr (Orbit Communications), Deborah Greenwood (Alison Pike Architects).</p> <ul style="list-style-type: none"> • The Carlisle site is intended to be a 104-bedroom hotel. • To include an integrated food and beverage offering. • Offering 25 FTE jobs – keen to retain employees and develop their skills. • The site is due to open in 2028. • It is expected to generate £4.3m per year in the local economy. • And is expected to generate £11.9m in construction revenue. • A pre-planning has responses have now been received and a full planning application is to be submitted in Autumn 2025 <p>Following a query on car-parking JA confirmed the plan was that customers would make use of either West Walls or the Caldew Riverside / Victoria Viaduct Carparks, but they envisaged a large majority of customers would arrive by train.</p> <p>AB noted that DWP would be keen to support the recruitment for the hotel as they had done with the Keswick Premier Inn.</p> <p>DW noted it was pleasing to see a brown field site being developed and thanked AO, JA, and DG for their presentation.</p> <p>Slides to be circulated.</p>
6	<p>CBeX Update (Carlisle Business Exchange) MP provided a project update for the Board.</p> <ul style="list-style-type: none"> • A tender had been received from Grahams mid-March 2025. • This was unaffordable based on overall scope of project. • An Options Appraisal was required: <ul style="list-style-type: none"> -option 1 do nothing -option 2 revise the scope -option 3 re-procurement <p>Option 2 was endorsed by both the UoC board and external partners in June 2025. This is now being actively pursued and will constitute a revised scope with advanced works. Advanced works are due to commence on site end of November 2025.</p> <p>Following a query MP confirmed that the outcomes from the original business case would still be met, the programme would also meet the financial requirements, and funding would be drawn down within the timeframe.</p> <p>MP was thanked for a clear and concise presentation. Slides to be circulated to the Board.</p>
7	<p>Southern GWay Update CP provided a project update for the Board.</p> <p>The project is to provide integration for road, rail and bus services and improve architecture and historic assets.</p> <ul style="list-style-type: none"> • The bus stop provision on the Crescent is to be refined, and the scope of works have been increased to include resurfacing and new street furniture. • Lowther Arcade artwork is now finalised, and positive feedback has been received.

	<ul style="list-style-type: none"> • The discovered 'well' will be made a feature of with illumination and information etched into any surrounding borders. This is currently in design phase. • Issues have been identified with the carriageway width, length of bus stops, kerb selection, and location of bus stands. • The Crescent footway reconstruction and new street furniture will be installed between Jan and April 2026. <p>Following a query CP confirmed we are currently working through detailed design with the contractors regarding the issues with bus stops, but x1 bus stop will be relocated to the Citadel side, with some planting removed which would be reinstated elsewhere, and work will take place Mid-October 2025 - end January 2026</p> <p>CP stated that press releases and social media updates have been continuously released throughout the project but there will be an opportunity for wider comms once the project is finalised. An upcoming press release will cover fully mapped out completion dates to clarify any confusion with the recent partial openings and closures.</p>
8	<p>Project updates CP provided a project update for the Board.</p> <p>Caldew Riverside Land Remediation CP clarified this project is to remediate the contaminated land which was historically contaminated from coal tar from an old gas work site. This is needed as the land is to be sold for residential purposes in 2028.</p> <ul style="list-style-type: none"> • Anticipated start date for the work is 20th October 2025. <p>Start with the Park</p> <ul style="list-style-type: none"> • Scoping activities now complete. • Engagement with key stakeholders is ongoing. • There are now opportunities with several of the workstreams for Town Deal promotion. • MUGA is now open. This had an opening ceremony with associated press release. • Tree planting will be the next activity. Local schools and community have been asked to get involved. • Wayfinding is now in final design stages and will be a mix of granite paving roundels, welcome mats and inlaid fence panels. <p>Market Square and Greenmarket</p> <ul style="list-style-type: none"> • Planned completion is 19th September 2025 and site to be cleared by 26th September 2025 <p>There is a requirement for all UK Government funded projects to have a commemorative plaque. A design is now in the process of being agreed.</p> <p>RD thanked CP for the updates and noted that as projects are nearing completion CCC is working on positive comms for the public to mitigate any concerns 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>
9	<p>Any other business / next steps RD confirmed the Assurance Framework and ToR documents had now been refreshed, and final draft versions are now complete. These had been shared with the board previously. The Board were asked for agreement on these, no objections were received. These will now be branded and uploaded to the Town Deal webpage as part of MHCLG guidelines. RD also asked the board to provide any updates to their bios and Col forms.</p>

A conversation took place regarding board membership, and it was agreed more private sector reps were needed. It was suggested the Board of Commerce could be contacted.

Action: (ALL) The board were asked to provide suggestions of new members to the Chair based on the following sectors: finance, tourism, marketing, comms and/or other sectors and suggestions that would bring value to the board - with a view to approaching them before the next board meeting

TS reinforced the importance of speedy progress in between meetings and re-iterated the importance of mapping out future agenda items and schedule of business for the next 12 months.

Action: (ALL) Board members were asked to bring ideas or items, for inclusion in future agendas, back to the next meeting.

Next meeting: 12 November 2025

Meeting ended at 12:15