



Carlisle Town Deal Board

12 Nov 2025, 14:00 – 16:00

Petteril Room, Civic Centre, Carlisle, or MS Teams

Draft

Action	Owner	Target Date
Suggestions and nominations for new board members to be sent through by end of next week. Hopes that new members can be recruited before the next Town Deal Board.	ALL	21/11/2025
Attendance log to be presented at the next Pre-Board Meeting/Chair's Briefing. Attendance of board members to be reviewed and managed.	DW	11/02/2025
Governance guidance needed for future to check whether the board can issue letters in its own right or if it should be the council.	DK	11/02/2025
Expand on the comms plan to include type of comms, channel/platform and issue date. Does this integrate with the monthly newsletters that are already going out?	GF-S	11/02/2025

Decision	Owner	Target Date

No.	Item
1	<p>Welcome and introductions / apologies / declarations of interest</p> <p><u>In attendance</u> Caroline Patterson (CP), Paul Walker (PW), Victoria Kelsall (VK), Liz Fitzsimons (LF), Debbie Kavanagh (DK), Ellie Richardson (ER), Michael Everitt (ME), Robert Docherty (RD), Tracey Slaven (TS), Andrew Heron (AH), Julie Minns (JM), Elaine Herbert (EH), David Wright (DW), Cllr Anne Quilter (AQ).</p> <p><u>Apologies</u> Amanda Buchanan (Elaine Herbert attending as sub), Susan Owens, Andrew Mackay, Rob Brittain, Steven Robinson.</p> <p><u>Declarations of Interest</u> TS noted her standing Conflict of Interest as University of Cumbria sponsor of the Citadels Project.</p> <p>Vice Chair welcomed the board to the meeting.</p>
2	<p>Forward Plan: Membership</p> <p>The board discussed recruitment of new members and some suggestions were made.</p>

	<p>It was explained that typically Town Deal models see the chair approach organisations/individuals directly to offer a place on the board following formal discussions on the topic with the Town Deal Board.</p> <p>The board agreed it would be beneficial to have representation on the board from the following groups:</p> <ul style="list-style-type: none"> • Private sector/city centre businesses • Youth voices • Communications experts. <p>ACTION: Suggestions and nominations for new board members to be sent through by end of next week. Hopes that new members can be recruited before the next Town Deal Board. (ALL)</p>
3	<p>Review of minutes</p> <p>The Board ratified the draft minutes from the meeting dated 09.09.2025. Minutes will now be uploaded to the Carlisle Town Deal webpage.</p>
4	<p>Actions from previous meeting</p> <p>No. 13 – Complete – Comms Plan to be presented in item 9.</p> <p>No. 18 – In Progress – The conflict-of-interest declarations outstanding from Cumberland Council Councillors are being requested internally.</p> <p>ACTION: Attendance log to be presented at the next Pre-Board Meeting/Chair's Briefing. Attendance of board members to be reviewed and managed. (DW)</p> <p>No. 19 – In Progress – Tullie house to be contacted directly by DK to arrange a celebration event with EP.</p> <p>No. 30 – Complete.</p> <p>No. 34 – In Progress – Annual forward planner to be discussed in item 9.</p> <p>No. 35 – Closed – New action - Governance guidance needed for future to check whether the board can issue letters in its own right or if it should be the council. (DK)</p>
5	<p>MHCLG 6 monthly report</p> <p>The report was presented by DK. It has been previously circulated to board members. It was explained that this would normally be submitted to MHCLG, but submission of reports has been delayed until year-end due to the introduction of Local Regeneration Fund (LGF) guidance. The report was presented to maintain business-as-usual information flow.</p> <p>The 'Ongoing delayed' status of projects was noted; concerns raised about delivery achievability.</p> <p>It was noted that there may be opportunity to re-baseline projects through the change control process to adjust these RAG ratings and statuses.</p> <p>A suggestion was made to develop a comms plan to 'drip feed' project success rather than wait until completion. Comms plan to be discussed further in item 9.</p> <p>DK informed board that alongside the new LGF guidance, there is also a new MHCLG team. The new format of reporting is unknown at this moment. Clarity is expected in the new year.</p>
6	<p>Programme/Project Updates</p> <p>CP presented the Project Updates.</p>

	<p><u>Caldew Riverside Land Remediation</u></p> <ul style="list-style-type: none"> • Part of Town Deal Accelerated Fund. • Started 20 Oct 2025; site clearance underway; trenching commenced. • Construction estimated at ~6 months; risk/hazard assessments complete. <p><u>Digital Community Learning Hub</u></p> <ul style="list-style-type: none"> • Stage 1 on track for November completion. • Closure for 4 weeks to swap floors and create new entrance. • Stage 2 due to commence in December. • Planned opening April 2026. • Scope increase (sprinkler system) caused 1-month delay. • New branding is being worked on and will be distributed to all Cumberland hubs. <p><u>Southern Gateway</u></p> <ul style="list-style-type: none"> • Positive feedback from Active Travel England site visit. • Issues with carriageway widths and bus stops; new design signed off; work started on site; pavement reopening before Christmas. • Citadel Junction also received positive feedback from Active Travel England. <p><u>English Street</u></p> <ul style="list-style-type: none"> • Funding identified to replace some benches and street furniture. • Currently being priced up; looking to progress as soon as possible. <p><u>Start with the Park</u></p> <ul style="list-style-type: none"> • Several activities are now complete. Including an interactive infants play area. • Some comms opportunities have already been identified. Suggestion to utilise tree planting activities as a comms opportunity. • Stakeholder engagement ongoing. <p>Carlisle Future High Street Fund Project Updates</p> <ul style="list-style-type: none"> • Official opening event for <u>Market Square and Greenmarket</u> complete. • <u>Devonshire Street</u> project won 'Small Project of the Year 2025'. • It was suggested that more attention should be drawn to this achievement through comms to celebrate with the public.
7	<p>Lighting Up Carlisle project update PW presented an update to the board.</p> <p>Lighting Up Carlisle project included several schemes for introducing attractive lighting around the city. The original business case was produced in 2018 and aimed to boost the visitor economy.</p> <ul style="list-style-type: none"> • Floodlighting schemes for Tullie, the Cathedral, and Winter Lights are now complete. • Remaining Floodlighting schemes: Market Hall, Guildhall and St Cuthbert's Church. • Carlisle Castle (The Keep): bat roosts discovered; specialist ecological support engaged; Natural England application pending; commissioning hoped for end of Feb. • Projections onto the Town Hall are being tested. VR experience of siege of Carlisle being explored. Hope to also display seasonal artwork. <p>PW shared with the board the success of the City of Lights events. It attracted more than 4000 visitors, 32% of which were from outside of Carlisle.</p> <p>Positive feedback on the project was given by the board, particularly referencing the work done at Carlisle Cathedral.</p>

8	<p>Deep Dive – Devonshire Street project (Future High Street Fund) SR sent apologies; CP gave an update.</p> <ul style="list-style-type: none"> • This project was selected for evaluation by MHCLG. The evaluation will be carried out by Frontier Economics and BMG. • Site visit scheduled with an independent company as part of this evaluation. • Evidence and reports have been provided by Cumberland Council to aid in the evaluation. • Evaluators are looking at impact on local businesses and whether they have been positively impacted by the project. Independent evaluation company working with stakeholders.
9	<p>Comms Strategy GF-S sent apologies; DK presented the Comms Plan to the board.</p> <ul style="list-style-type: none"> • Need clarity on objectives: what are we trying to achieve? The public needs confidence in what public money is being used for. • Overarching, strategic comms are needed to guide the public through the Town Deal; milestones, forward plan, bigger picture. • Monthly press releases were suggested; CP noted existing monthly newsletter could be utilised for more regular public comms. • It was queried whether there are platforms where Cumberland Council could steer the comms message rather than the press. • It was queried whether Cumberland Council is able to release messages on the Carlisle Town Deal Board's behalf. • Suggestion to utilise Tree Planting activity in Start with the Park project as a comms opportunity/event. <p>ACTION: Expand on the comms plan to include type of comms, channel/platform and issue date. Does this integrate with the monthly newsletters that are already going out? (GF-S)</p>
10	<p>Annual 'Path' / Annual 'Forward Planner' An annual schedule of business was requested to ensure the Board fulfils its responsibilities.</p> <ul style="list-style-type: none"> • Suggestions to include: <ul style="list-style-type: none"> ○ Meeting dates, reporting dates, key milestones, comms opportunities. ○ Standard agenda items, finance updates, project spotlights when at/approaching critical periods, change controls, items requested by the board.
11	<p>Any other business / next steps Vice Chair closed the meeting at 15:27.</p>