



Workington Town Deal Board

12 September 2025, 14:00 – 16:00

MS Teams: [MS Team meeting link](#)

Minutes

Actions	Owner/Date
To provide the board members with the relevant request and forms for completion.	ER

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> John Coughlan (JC) Chair Cllr Denises Rollo (DR), Debbie Kavanagh (DK), Ruth Ollis (RO), Anthony Wareing (AW), Steven Counce (SC), Steven Robinson (SR), Robert Docherty (RD), Chris Nattress (CN), Elizabeth Fitzsimons (EF), Ellie Richardson (ER), Victoria Kelsall (VK), Cllr Michael Heaslip (MH).</p> <p><u>Guests</u> None</p> <p><u>Apologies</u> Mark Fryer, Bridget Johns, Valerie Hallard. JC stated Bridget Johns had now stepped down from the board. Thanks was given for her work and input, and it was noted a letter of thanks had been sent.</p> <p>No new declaration of interests reported. Everyone was welcomed to the meeting, and introductions were made.</p>
2	<p>Re-appointment of Chair and Vice Chair CN nominated John Coughlin to remain as Chair. This was seconded by AW.</p> <p>John Coughlin was duly elected as the Chair for a further year.</p> <p>The role of Vice-Chair is to be carried forward the next meeting.</p>
3	<p>Bios and declaration of interest forms needed from all members. RD asked the board to provide any updates to their bios and Col forms.</p>

	Action: (ER) to provide the board members with the relevant request and forms for completion.
4	Review of previous minutes The Board ratified the draft minutes from the previous meeting 16 May 2025. The minutes will be uploaded to the Town Deal webpage.
5	Actions from previous meeting No 1 – In progress. JC to arrange site visit in line with next board meeting. No 4 – Closed.
6	<p>Programme Quarter 1 Status Report 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>It was noted PoW updates were received too late to undergo assurance and so have not been included in the report.</p> <p>Public Realm Delivery 4, Spend 5, Risk 1 Design issues have now been addressed. Project commenced Aug 2025.</p> <p>Sports Village Delivery 5, Spend 5, Risk 3 Final agreement is required to alternative playing arrangement. Works required to bring the Derwent Park pitch up to standard. Appropriate lease/licence arrangements need to be concluded.</p> <p>Innovation Centre Delivery 4, Spend 4, Risk 3 No issues</p> <p>Digital Accelerator Project Complete</p>
7	<p>Programme/Project Updates</p> <p>Innovation Centre SC shared slides and provided an update. Project pressing well and several positive comments have been received from members of the public.</p> <ul style="list-style-type: none"> • Construction work on the Workington Innovation Centre project is progressing well, and we are on track for practical completion in early 2026. • All of the glazing and curtain walling is nearing completion and partition walls are starting to be constructed. • The external plant building will start to be constructed in the next few weeks. • Morgan Sindall Construction is the main contractor to deliver the project and is taking significant steps to minimise the carbon footprint of the building. • The Contract to engage Oxford Innovation to manage the facility is with CCC Legal and agreement /signing is imminent. <p>It was queried if the steel in the main structure had been manufactured in the UK. SC clarified that this was the case.</p> <p>Public Realm (Workington Town Centre Connectivity)</p>

	<ul style="list-style-type: none"> • Designs for the scheme have undergone a number of reviews which are now complete. • Consultation and drop-in sessions were held in July. • Construction Commenced at Murray Road on the 1st of September and completion is due to be May 2026. • A public meet the contractor event is to be held at The Carnegie centre on 18th September. • Communications are ongoing. <p>Port of Workington VK presented an update to the board.</p> <ul style="list-style-type: none"> • Waste oil has now been cleared from the Tank Farms. • PoW investment prospectus was launched June 2025. • The new proposed output is now slightly less than the original business case. • Going out to procure contractor in October 2025. • A PAR may be needed, which will be brought back to the board. • There may be an underspend which could be allocated to elsewhere on the programme. <p>It was asked if the parties interested in the sites would just be leasing the sites for storage. VK confirmed this was not the case and the leases would generate income and employment.</p> <p>Sports Village SR provided an update to the Board on the project.</p> <ul style="list-style-type: none"> • Project is progressing well. • Design has been rescoped to meet the aspirations of both clubs and CCC. • Community consultation has taken place which was well received. • Application has now been submitted to CCC. • CSV are in the process of contractor appointment, with a shortlist of contractors for tender now complete. • Aim to have construction contractor appointed by the end of 2025. • Whilst the project is being developed both clubs will share the ground at Derwent Park at Workington Town Stadium. A ground sharing agreement has been drawn up. The ground has undergone some improvements for this to happen. • Workington Reds will need to surrender their current lease back to CCC. A new lease can then be issued from CCC to CSV to allow delivery of the scheme. • A report is being drafted for the Exec Council for the 14th of October 2025 to seek approval for legal agreement to proceed, and to advise the council on the funding package.
8	<p>Assurance Framework and ToR Review</p> <p>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.</p>
9	<p>Any other business / next steps</p> <p>JC gave thanks to everyone who was working on projects, and they were all now progressing well.</p> <p>Meeting ended 14:45</p>