



Cleator Moor Town Deal Board

Minutes of Board Meeting held on Monday 20 November 2023 at 2.00pm

1. Welcome from the Chair / Meeting protocol

All participants were reminded of the virtual meeting protocol, to remain on mute unless speaking and to use the 'hand up' function to indicate a wish to speak.

2. Attendances and Apologies

Present:

Cleator Moor Town Deal Board members:

Bob Metcalfe – Chair

Mike Graham, Deputy for Trudy Harrison MP

John Bamforth, Brannans & Sons Ltd

David Farrell, Moor Sports

Joanne Crowe, Phoenix Enterprise Centre (PEC)

Paul Rowe, Phoenix Youth Project (PYP)

Bernard Mc Dowell, Sports representative

Jim Youdale, Deputy for Rev Nicki Pennington – Faith representative

David Hughes, Cumbria LEP (sub for Jo Lapin)

Mark Telford, Forth Engineering

Officers:

Robert Docherty, Head of Towns Fund, Cumberland Council

Debbie Kavanagh, PMO Assurance, Cumberland Council

Apologies:

Jo Lappin, Cumbria LEP

Callum Ward, Cities & Local Growth Unit

Rev Nicki Pennington – Jim Youdale attending as deputy

3. Declarations of Interests

There were no declarations of interest made at this meeting.

4. Minutes of the meeting held on 8th June 2023

Board members confirmed the minutes of the previous meeting held on 8th June 2023 as a true record.

5. Cleator Moor Town Deal – Towns Fund M&E Performance Report

Robert took the Board members through the six-monthly programme update, including project progress against milestones and outputs, project funding and finance profiles and risks.

The following discussion took place:

D Hughes: with reference to the Enterprising Town project, he raised the issue of rising costs. He also asked how the funding gap would be addressed and whether this might impact on critical path or change milestones / outputs.

R Docherty: advised that workshops to review any potential changes were underway as the progresses to RIBA4. Review of materials etc has potential to control costs. Project milestones and critical path are being managed as part of the wider project and currently meet the delivery programme within DLUHC's timescales for Towns Fund.

J Crowe: expressed concern regarding one of the risks relating to Enterprising Town and asked whether there was firm commitment from potential tenants by way of mitigation.

R Docherty: advised that there was commitment secured and iSH were engaging with SME's regarding their needs to ensure the Hub meets those needs.

J Crowe: in relation to Revitalised Town she requested a meeting to discuss timescales. Potential tenants need to be informed.

Action: RD to set up a meeting with JC and the Project Manager

M Telford raised the question of the iSH Hub and budget – does the budget include for fit out?

R Docherty advised that the budget did include fit out.

MT's view was that most SMEs would not require too much installation or equipment.

Action: RD to feed this back to the Project Manager

J Bamforth asked whether the timescales for Enterprising Town were achievable. R Docherty advised that with the project manager in place, the projects are picking up pace alongside costs review and RIBA4 process.

J Bamforth also queried the risk / mitigation for Healthy Town. R Docherty advised that he had left the risk score at this level for the time being until the delivery model is addressed. Operating costs will be the driver for sustainability, however capital costs of the project will be kept within parameters so do not impact on the operating model.

Acceptance of the Update Report and Monitoring Return:

The Board noted the programme update report and delegated authority to Bob Metcalfe as Chair to sign the Monitoring Return on behalf of the Cleator Moor Town Deal Board to enable Cumberland Council as Accountable Body to submit the report to DLUHC by 4 December 2023.

6. Communications Strategy

R Docherty introduced the draft Communications Strategy and requested the Town Deal Board to review and provide feedback with particular focus on local organisations and groups to be included as stakeholders.

The Town Deal Board welcomed the draft as timely. Communications is critical to ensure community groups and businesses are informed and engaged.

Action: All Board Members to provide feedback on organisations / groups to be included to Chair and RD

P Rowe raised the need to align communications with timescales to be clear when discussions with organisations will take place. B Kelly asked for programme and project milestones for projects including end dates. R Docherty suggested informal board meetings consider programme and project milestones with Project Managers in attendance for updates and Communications lead present.

Action: item for informal board meetings (RD)

7. Any Other Business

Informal Board Meetings: RD proposed informal board meetings take place 2 to 3 weeks prior to the formal quarterly Town Deal Board. **Action: meeting dates to be agreed with the Chair and scheduled (RD/DK)**

Action: Feedback to RD regarding items for informal board meetings (All TDB members)

The meeting closed at 15:30

DRAFT