

**Millom Town Deal Board**  
21 November 2024, 14:00 – 16:00

**Draft Minutes**



<b>Actions</b>	<b>Owner/Date</b>
Make the two amendments, highlighted below, to the previous meeting minutes then mark them as approved.	LF / ASAP
Feed back to the Board as soon as possible regarding any changes to the MHCLG spend profile, and not wait for the next formal board meeting.	DK / ASAP
Investigate spend being ' <i>over 50% against financial forecast</i> ' on the Connected Millom & Haverigg project and report back so that the Board understand the position fully.	WD / ASAP
Report back at the next meeting on the outcome of the Connected Millom & Haverigg / Activating Community Health PAR.	WD / ASAP
Put a hold in diary for 10/01/2025 for a possible 'meet the contractor' event re the Activating Community Health project.	All / ASAP
Add to the opportunities list to explore any money left over from the Connected Millom & Haverigg project being spent on a further project.	WD / ASAP

<b>Decisions</b>	<b>Owner/Date</b>

<b>Agenda Item No</b>	<b>Agenda Item</b>
1.	<p><b>Welcome and introductions / apologies / declarations of interest</b></p> <p><u>Present</u> David Savage (DS), Marion Giles (MG), Paul Skelton (PS), Nick Lancaster (NL), Simon Bremmer (SB), Cllr Simone Faulkner (SF), Cllr Bob Kelly (BK), Adam Connolley (AC), Andrew Hobson (AH), Ebony Rollinson (ER), Debbie Kavanagh (DK), Wendy Devlin (WD), Victoria Kelsall (VK), Liz Fitzsimons (LF), Ruth Ollis (RO)</p> <p><u>Guests</u> Andrew Harper (AH), Tracey West (TW)</p> <p><u>Apologies</u> Michelle Scroggum (MS), Ebony Gower (EG), Neil Tindale (NT), Michael Barry (MB), Isobel Brown (IB), Robert Docherty (RD), Matt Savidge (MS), Jane Scattergood (JS), David Glover (DG)</p> <p>DS welcomed everyone to the meeting. Declarations of Interest were received from PS, JS and DG</p>

2.	<p><b>Compliance with MHCLG Board member information requests</b></p> <p>The MHCLG return will be discussed later in the meeting.</p>
3.	<p><b>Review of minutes</b></p> <p>The minutes from the previous meeting, held on 12 September 2024, were reviewed:</p> <ul style="list-style-type: none"> <li>• <b>The sentence regarding the bus turning point needs removing.</b></li> <li>• <b>Amend Graeme Inns to Graeme Innes.</b></li> </ul> <p>The Board agreed that once the amendments have been made the minutes are approved.</p>
4.	<p><b>Actions from previous meeting</b></p> <p>No. 16 – Completed. Declarations of interest re PS and JS have been circulated to the Board.          No. 17 – Completed. Members of the Millom leisure community have been consulted.          No. 18 – Completed. Adam Connolley has been onboarded.          No. 20 – Completed. The RAG status is now included within the commentary section on the programme performance report template.          No. 21 – Ongoing. RD was not present to update on his investigation into the discrepancy on the programme performance report of £8.1m match funding and the publicly declared match funding of £8.7m.          No. 22 – Completed. Conversations are ongoing with MHCLG regarding the spend profile and will be flagged in the return. EG has confirmed that spend must be contractually committed by the end of March 2026 and that some activity may be able to continue after that. More will be known in the new year. <b>DK to feed back to the Board as soon as possible, not waiting for the next formal board meeting.</b>          No. 23 – Completed. The spend risk is accurately recorded on the report. Regular meetings are taking place with match funders.          No. 24 – Completed. VK has discussed governance with the Capital team.          No. 25 – Completed. DS wrote to Andrew Seekings re the current governance processes. He and SB met with Brendan Carlin and Michael Barry earlier this week and a further meeting is planned.</p>
5.	<p><b>MHCLG 6 monthly report &amp; monitoring return</b></p> <p>DK presented the 6 monthly report; it contains the same data as that which is input into the MHCLG return.</p> <p>RD, along with Sarah Mitchell, are to identify other buildings for grant allocation.</p> <p><u>Iron Line</u></p> <ul style="list-style-type: none"> <li>• NL confirmed that the content within Table 4, Commentary on Status and RAG Rating, is factually correct.</li> </ul> <p><u>Activating Community Health</u></p> <ul style="list-style-type: none"> <li>• SB and PS confirmed that the content within Table 4 is factually correct.</li> <li>• It is hoped there will be a further £1.6m from the project adjustment request (PAR) – a conversation has started regarding starting some of the delivery early. This should be added to the report as a success / a positive.</li> </ul> <p><u>Reactivating Heritage Buildings</u></p> <ul style="list-style-type: none"> <li>• SF confirmed that the content within Table 4 is factually correct.</li> </ul> <p><u>Connected Millom &amp; Haverigg</u></p> <ul style="list-style-type: none"> <li>• BK confirmed that the content within Table 4 is factually correct.</li> <li>• There is a typo where it reads ‘tun’ rather than ‘town’.</li> </ul>

	<ul style="list-style-type: none"> <li>DS queried the ‘over 50% against financial forecast’ and WD confirmed that a PAR is being sought. <b>She will investigate it further and report back so that the Board fully understand the position.</b></li> </ul> <p><u>Spend</u></p> <ul style="list-style-type: none"> <li>The Board discussed the recording of spend beyond March 2026. DK informed that spend must be committed by March 2026 and MHCLG may change their return template to reflect spend beyond March 2026 if MHCLG decide to extend the timeframe.</li> <li>PS highlighted that there are differing levels of maturity between projects in terms of spend profiles.</li> </ul> <p><u>Funding Profile</u> No comments.</p> <p><u>Outputs</u></p> <ul style="list-style-type: none"> <li>WD is currently working through the PAR process for the Connected Millom &amp; Haverigg project. If it is approved the station upgrade output will be removed. It was requested that stronger wording be used – WD will update this. DK informed that there is a section on the return where she can indicate that a PAR is to be requested.</li> </ul> <p><u>Risk</u> No comments.</p> <p><u>Engagement</u> No comments.</p> <p><u>Future Activity</u></p> <ul style="list-style-type: none"> <li>DS raised that some programme wide activity is missing and needs to be captured. It was agreed that this be added to the Programme Wide Progress Summary section.</li> <li>Iron Line – Some typos were pointed out.</li> </ul> <p><u>Milestones</u> No comments.</p> <p>The revisions mentioned above will be made and the Board agreed it would then be okay to send the return to the Chair for his signature; the return will then be submitted to MHCLG.</p>
6.	<p><b>Project Adjustment Request – Report back to Board</b></p> <p>A PAR is to be requested to move £930k from the Connected Millom &amp; Haverigg project to the Activating Community Health project. It has been approved in principle by the informal board and WD is awaiting an updated BCR from WSP. She will then pull together the working group (that have been authorised by the Board) to finalise the PAR document for submission to MHCLG. <b>She will report back at the next meeting.</b></p>
7.	<p><b>Programme Progress Report</b></p> <p>WD presented a key milestone slide. This slide will be presented at each informal and formal board meeting.</p> <p>WD then presented the rest of her slide deck:</p> <p><u>Activating Community Health</u></p> <ul style="list-style-type: none"> <li>The construction contract will be decided at the next Executive meeting (Feb 2025).</li> <li>£500k GDF funding has been secured. The PAR will cover the shortfall.</li> <li>An updated revenue model has been requested from FMG.</li> <li>The operator will be commissioned through the wider leisure review.</li> </ul>

- Some works have been escalated, e.g. the all-weather pitch is due to commence in January 2025. Some comms will go out regarding this.
- Wider works are to commence in March 2025.
- The end date is expected to be March 2026 with opening to the public a couple of months later.
- DS suggested a 'meet the supplier' event be held with Thomas Armstrong. WD will pick this up. It may take place on 10 January 2025. **DS asked that Board members put this date in their diaries.**

Reactivating Heritage Buildings

- The arts and entertainment contract is currently out to tender.
- The tender pack for the operator contract is to go out and must be returned by 05/12 and the contract is to be awarded late December / early January. Works to start late January / early February.
- There is concern re the pre-tender cost being at £2.8m against a total budget of £3m. This leaves only £200k for grants.
- The procurement of an operator will be by open tender.
- The renaming of the building will be in the new year. Some comms is being prepared.
- DS raised that the way grants are to be used will need to be discussed at a later meeting.

Connected Millom & Haverigg

- Stage 4 has commenced with WSP.
- The PAR is expected to be submitted in December.
- Another PAR may be needed to amend the scope / remove the proposal regarding the front.
- PS suggested any money left could be used for a further project – **WD will add this to her opportunities list.**

Iron Line

- Contractor procurement has completed.
- The main activities in Stage 1 design are: value engineering; planning objections; redesign for affordability; construction phasing around ecological and environmental constraints.
- Further site investigations are to commence, and some comms are prepped to go out.
- The Operator procurement will be in 2 stages, 1) operator to work with and inform the design; 2) enter into a contract to operate the facility.
- Value engineering to be signed off and possible PAR outcome.
- Stage 2 construction is expected to commence June/July 2025.
- Planning agreed to reconvene February 2025.
- Resolutions to objections are currently underway and will form part of the Stage 1 design.
- There are opportunities to offset biodiversity net gain through grazing.
- Options to divert / amend the access regarding the BOAT (Byway Open to All Traffic) are being explored.
- The warden requirement is being discussed with RSPB and Natural England.
- Presentations have been made by artists and will request quotations.

DS thanks WD for all her hard work. He said she is a credit to the Capital team; she gets things done which takes leadership and personal commitment.

8. **Any other business / next steps**

- Michelle Scrogam appreciated the Town Deal tour on 08/11. She is available to help with any blockages or to link in with any organisations or people who can provide support.
- DS, SF and NL went to Maryport to look at the projects and the wayfinding. There is now a waiting list for shops in Maryport and a vibrancy in the environment. The town is unrecognisable from what it was 5 years ago, and the demographic is younger.

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|  | <ul style="list-style-type: none"><li>• DS thanked everyone for their contribution through this challenging year and he finished by wishing everyone a merry Christmas and a happy new year.</li></ul> |
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Meeting ended at 15:50

DRAFT