

**MINUTES OF A MEETING OF THE  
GEARING UP FOR GROWTH GRANTS PANEL  
HELD ON 8<sup>TH</sup> DECEMBER, 2014  
AT NELSON TOWN HALL**

*PRESENT –*

**Panel Members**

*Councillor J. Starkie  
Councillor D. Whipp  
Julie Whittaker*

*(substitute for Councillor J. Cooney)*

*Economic and Housing Regeneration Manager (PBC)*

**Also in attendance**

*Paul Collins  
Hassan Ditta  
Hanna Latty  
Lynne Rowland*

*Regeneration Officer (PBC)  
Growth Graduate (PBC)  
Business Development Officer (PBC)  
Committee Administrator (PBC)*

*(Apologies for absence were received from Dean Langton and Councillors J. Cooney and P. White.)*



**1. APPOINTMENT OF CHAIRMAN**

**AGREED**

That, in the absence of the Chairman, Councillor D. Whipp be appointed as Chairman for this meeting only.

**2. DECLARATION OF INTERESTS**

Councillors were reminded of the legal requirements concerning the declaration of interests. Other members of the Panel were also asked to declare any interest as appropriate.

The following persons declared an interest in the item indicated –

Julie Whittaker	Applications for the Inward Investment Scheme – DP	Minute No. 6
Paul Collins	Structures Ltd	
Hassan Ditta		
Hanna Latty		

**3. MINUTES**

**AGREED**

That the Minutes of this Panel, at a meeting held on 3<sup>rd</sup> November, 2014 be approved as a correct record and signed by the Chairman.

#### 4. APPLICATIONS FOR START-UP GRANTS

The Panel was provided with a project summary and an overview of the business with regard to the following applications for start-up grants. In reaching their decision, the members of the Panel considered the business plans for each business and received information on what the requested grant was to be spent on.

##### (a) Diana Frank – Soft Furnishing by Diana Frank

Soft Furnishing by Diana Frank would be a new business at 20 Church Street Colne in currently unused office space on the second floor. The business would supply customers with a wide range of bespoke curtains, blinds, tie-backs, cushions and pelmets to the highest standards. Diana planned to run the business on her own for a year and then employ a seamstress in the second year.

##### **AGREED**

That, subject to the appropriate planning consent, if required, a start-up grant of £2,000 be awarded to Diana Frank in support of Soft Furnishing by Diana Frank.

##### **REASON**

- (1) ***The business will contribute to the Council's priorities of creating jobs and sustaining strong economic growth.***
- (2) ***It will bring an empty floor of a building back into use.***

##### (b) Nasir Manzoor – 11 Plus Test

11 Plus Test aimed to provide all primary school children with specialist mentoring and structured tutoring to achieve Levels 5, 6 and 7 for primary school children and eventually enter them for local Grammar School entrance exams (11+). It was a Pendle based company that offered class based and specialised online tutoring services. Subjects included English, Maths, Verbal Reasoning and Non-Verbal Reasoning. The company would operate as a Limited Company and would primarily serve local communities, but also reach out throughout the UK with a comprehensive website. It was proposed that three full time equivalent (FTE) jobs would be created.

The Council's Business Development Officer reported that, due to an increase in cost of the text books required, the amount eligible for grant assistance had increased to £2,000.

##### **AGREED**

That the application for a start-up grant be refused.

##### **REASON**

***The applicant has a lack of teaching experience and has not provided evidence of competencies. The model proposed is not sufficiently well developed and there are no clear quality standards.***

##### (c) Paula Halstead – First Teach

First Teach aimed to be a high quality tutoring business targeted at high salaried, professional parents of primary and secondary school children residing in Barrowford, Blacko, Laneshawbridge, Fence, Higham, Foulridge, Briercliffe, Cliviger and Worsthorne. Paula Halstead had 17 years' experience in teaching and had also provided tutorial assistance to children in primary and secondary schools. It was proposed that First Teach would provide continuous, reported assessment of children's progress.

The project would create 0.5 FTE jobs. The tutors would be in existing self-employed posts and would be contracted for a number of hours per week, therefore this had not been counted as new jobs created.

It was reported that the total cost of equipment had increased to £4505.04 which differed to that indicated in the report. However the eligible grant remained at £2,000.

## **AGREED**

That a start-up grant of £2,000 be awarded to Paula Halstead in support of First Teach.

## **REASON**

***The applicant has good current teaching experience, some good leads into local schools and has been seeing a business advisor for mentoring and advice. She has premises ready to start her business and 0.5 new jobs will be created therefore contributing to the Council's priorities of creating jobs and sustaining strong economic growth.***

It was reported that the following start-up grant had been approved by members of the Panel via email since the last meeting –

- Anthony Stuart Lockwood 'HUMBUG' - £896.00. This was towards the cost of setting up a traditional sweet shop in Nelson Market selling a range of weigh-out traditional local sweets.

## **5. APPLICATIONS FOR GRANTS FOR GROWTH**

The Panel was provided with a project summary, including information on the background of the company with regard to the following application –

### **(a) Interior Resource Ltd trading as A White Room**

Interior Resource Ltd (IRL) trading as A White Room was a retail company situated at Norway House, Albert Road, Colne specialising in contemporary furniture, lighting and homeware. The business wished to utilise all available retail space within the building by changing the existing warehouse space into additional retail space. A lease had been secured on premises in Trawden to use as a warehouse, which also required work to make the building fit for purpose. A full overhaul of their ecommerce system was also proposed.

As a direct result of this project there would be 2.5 FTE jobs created including one full time skilled role. The project would improve two buildings and improve 550m<sup>2</sup> of floor space.

## **AGREED**

That a grant of £7,000 be awarded to Interior Resource Ltd trading as A White Room.

## **REASON**

***The project will result in a number of outputs being met including an increase in business performance, one building brought back into use and improvement of floor space. It will also contribute to the Council's priorities of creating jobs and sustaining strong economic growth.***

### **6. INWARD INVESTMENT – BUSINESS RATE RELIEF INCENTIVE (BRRI)**

Further to a decision at the last meeting of the Panel, the Economic and Housing Regeneration Manager submitted revised eligibility criteria for the Council's Business Rate Relief Incentive (BRRI) for consideration.

## **AGREED**

That the revised eligibility criteria for the Council's Business Rate Relief Incentive (BRRI) be approved and the Executive be advised of the agreed changes.

### **7. APPLICATIONS FOR THE INWARD INVESTMENT SCHEME**

The Panel was provided with a project summary including information on the background of the company with regard to the following application. In reaching their decision the Panel referred to the approved eligibility criteria and judged the strength of the application on a number of agreed factors.

#### **(a) DP Structures Ltd**

*(Julie Whittaker, Paul Collins, Hassan Ditta and Hanna Latty declared an interest in this matter as the Company Secretary, Julie Palmer worked for Housing and Regeneration Services at Pendle Council, although was not a formal part of the process. As a member of the Panel, Julie Whittaker abstained from voting.)*

DP Structures Ltd designed, fabricated and constructed bespoke steel structures and canopies providing a full service from conceptual/technical designs through to the manufacture and construction on site.

The business was currently situated on Barden Lane, Burnley and had been served notice to quit as the owner planned to demolish the mill. They had found new premises and were in the process of purchasing two units in Nelson which were situated in a protected employment area. The project involved making the new units fit for purpose. It would not create any new positions, however it would safeguard seven full time jobs, bringing jobs into the borough; bring two buildings back into use and improve 770m<sup>2</sup> of floor space whilst creating an additional 120m<sup>2</sup> of floor space.

A grant for growth of £9,000 had been awarded to DP Structures Ltd at the last meeting of the Panel.

## **AGREED**

That the application by DP Structures Ltd for business rate relief be approved in line with the criteria, at an appropriate level to be determined on confirmation of the annual net rates bill.

## **REASON**

***The application meets the eligibility criteria by improving and increasing the floor space of an existing building resulting in an increase in the rateable value and creating new employment opportunities in Pendle. The award will result in tangible benefits to local residents and will attract new business, investment and additional jobs to the local area.***

## **8. ANY OTHER BUSINESS**

- Hassan Ditta circulated an evaluation report on Pendle Business Month 2014, which had taken place in October. The event had been co-hosted by Pendle Council and Pendle Vision Board and had provided free seminars, workshops and drop in sessions aimed to aid businesses develop various aspects of their business.

Focus on Your Business Month had targeted businesses at various stages of operating from pre-start-up businesses right the way through to sector leading companies. The events had been held within Pendle and had been delivered via various partners including Regenerate Pennine Lancashire and Chamber of Commerce.

In total, 176 delegates had attended 16 workshops and seminars and all the events had received positive feedback regarding the content and delivery of the course.

The report provided information on how the Business Month had been publicised and a list of the events that had taken place.

- The Panel was advised that work was progressing with regard to the installation of free Wi-Fi in town centres.
- It was reported that recent publicity for the availability of grants had been included in the Lancashire Telegraph Commercial Review and would be included in the Leader Times Series in January, 2015.

## **9. DATE OF NEXT MEETING**

### **AGREED**

That the next meeting of the Panel be held on Monday 2<sup>nd</sup> February, 2015.

CHAIRMAN \_\_\_\_\_