

**NOTE OF A MEETING OF THE
NELSON TOWN DEAL BOARD
HELD REMOTELY VIA MICROSOFT OFFICE TEAMS
ON 7TH AUGUST, 2020**

PRESENT

S. Barnes (Chairman – in the Chair)

<i>A. Stephenson MP</i>	<i>Member of Parliament for Pendle</i>
<i>Councillor N. Ahmed</i>	<i>Pendle Borough Council</i>
<i>Councillor D. M. Whipp</i>	<i>Pendle Borough Council</i>
<i>Councillor Z. Ali</i>	<i>Nelson Town Council</i>
<i>C. Bennett</i>	<i>Positive Action in the Community</i>
<i>C. Smith</i>	<i>Pendle Engineering Ltd.</i>
<i>K. O' Connor</i>	<i>Department for Business, Energy and Industrial Strategy</i>
<i>H. Murray</i>	<i>Department for Works and Pensions</i>
<i>S. Burns</i>	<i>Lancashire County Council</i>
<i>P. Hartley</i>	<i>In-Situ</i>

Officers in attendance:-

<i>D. Langton</i>	<i>Chief Executive, Pendle Borough Council</i>
<i>J. Whittaker</i>	<i>Housing, Health and Engineering Services Manager, Pendle Borough Council</i>
<i>N. Watson</i>	<i>Planning, Economic Development and Regulatory Services Manager, Pendle Borough Council</i>
<i>J. Stockton</i>	<i>Senior Regeneration Officer, Pendle Borough Council</i>
<i>J. Eccles</i>	<i>Committee Administrator</i>

(Apologies for absence were received from Councillor M. Iqbal, T. McDonald, A. Parkinson, A. Melton, R. Bashir and K. Akhtar.)



1. DECLARATIONS OF INTEREST

Members were reminded of the requirement to declare any interest they had on any item of business on the agenda.

2. MINUTES

AGREED

That the minutes of the 3rd July 2020 be approved as a correct record and signed by the Chairman.

3. MATTERS ARISING

Since the last meeting Pendle Council's Policy & Resources Committee had agreed with the recommendation from this Board that the Town Deal boundary be revised to include all of Lomeshaye and Whitewalls Industrial estates, some areas around Seedhill and Halifax Road owned by PBC and LCC and Victoria Park. The Cities and Local Growth Unit at BEIS had approved this request.

(Nelson Town Deal Board 07.08.2020)

4. REVISED TERMS OF REFERENCE

J. Whittaker submitted a report proposing to revise the Board's Terms of Reference in view of further guidance from the Government and taking into account the Government's Local Enterprise Partnership National Assurance Framework. Appendix 1 showed the proposed changes in red.

It was noted that the Membership Table at 3.1., should have stated that the LEP's representative was A. Melton, not A. Parkinson.

The Terms of Reference now set out more explicitly how the Board would operate, such as the way projects would be prioritised and establishing sub-committees. It was also a requirement that profiles of all Board members be published.

The existing Terms of Reference stated that 14 days' notice must be given of any proposed changes. So the revisions could be approved in the next 7 days.

AGREED

- (1) That the Board approve the revised Terms of Reference and Operating Principles as set out at Appendix A of the report, subject to there being no proposed amendments in the next 7 days.
- (2) That Board Members provide a profile of themselves to be published on the Town Deal website.

5. TIMETABLE FOR DEVELOPING THE TOWN INVESTMENT PLAN

As requested at the last meeting, J. Stockton submitted a report with a proposed workplan for achieving an October submission of the Nelson Town Investment Plan. The report also recommended setting up a sub-group and identifying project champions to consider and develop project proposals.

To help with the skills and capacity required to complete the Plan, the Council had engaged economic development consultants 'Hatch Regeneris'. At Appendix 1 of the report was a proposed workplan/timetable provided by Hatch showing the key stages of work required and the proposed timescales for achieving an October submission. The initial project proposals were listed at Appendix 2. It was explained that these would need to be worked up in more detail in the coming weeks so they could be appraised and prioritised to create a project "shortlist". The shortlisted projects would then need further development to meet the requirements of a Town Fund Project Template and form part of the TIP submission.

There was concern, that the Plan was incredibly tight and it might be difficult to develop the projects in sufficient detail for an October submission. Also, that it was important to ensure there was enough time to consult with the local community and take on board their comments.

It was pointed out that a January submission would follow the same work programme but would allow more breathing space and enable projects to be developed in more detail. In either case, Nelson would have chance to revise and resubmit their Plan if it was unsuccessful when assessed first time round.

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The Government had established a Towns Hub to provide impartial advice and support to Town Deal towns. They were offering a “check and challenge” exercise prior to TIPs being submitted, and it was suggested that this be factored into the timetable.

AGREED

- (1) That the Board agree to work to a January submission.
- (2) That a project development sub-group be established, including a number of project champions, to move forward project related work in between Board meetings. Members of the group should include A. Melton, or a representative from N&CC, P. Hartley, S. Burns, Cllr Z. Ali, and a private sector representative.

6. DRAFT STAKEHOLDER ENGAGEMENT PLAN

At the last meeting it was agreed that a sub-group be established to develop a Stakeholder Engagement Plan outlining the Board’s approach to engagement through the various stages of developing the Town Investment Plan. This group had now met and the draft plan was set out at Appendix 1 for approval. The plan should be considered a ‘live’ document which would need to be reviewed and updated prior to submission of the Town Investment Plan. The plan had also been submitted for comment to the government’s ‘Towns Hub’ which offered expert advice and support to Town Deal towns. The comments they had made would be taken on board.

It was suggested that the engagement work could be carried out under a slogan such as ‘Our Nelson, Our Future’ for use on all Town Deal related materials and social media. Work was underway to get the Town Deal website and Facebook page up and running. Members would have an important role in promoting the development of the Town Investment Plan and the opportunities for people to have their say, through their own organisations and networks.

AGREED

- (1) That the draft Stakeholder Engagement Plan be approved.
- (2) That “Our Nelson, Our Future” be used as a slogan to brand the engagement work.
- (3) That the stakeholder engagement sub-group continue to co-ordinate and monitor engagement activities and bring back reports to the Board as appropriate.

7. DATE OF NEXT MEETING

It was noted that future meetings would need to be held at least once every month in order to meet the deadline for the submission of the Town Investment Plan by January. Dates would be forwarded to Members as soon as possible.

8. EXCLUSION OF PUBLIC AND PRESS

AGREED

That in pursuance of the power contained in Section 100(A)(4) of the Local Government Act 1972 (as amended) the public and press be excluded from the meeting during consideration of the next item of business on the grounds that if a member of the public and press were present during

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consideration of the item, there would be disclosure to them of exempt information which was of a commercially sensitive nature.

9. TOWNS FUND – ACCELERATED FUNDING

Members were asked to seek Board agreement regarding the use of £750k of 'accelerated' grant funding for Nelson from the Towns Fund, for capital projects that would make an immediate impact in the town.

For the funding to be released, Pendle Council had to write to the Government to confirm what they would do with the grant by 14th August 2020. The spending had to be in line with the intervention framework set out in the Towns Fund Further Guidance at Appendix 1 of the report, achieve good value for money and the project be delivered this financial year. A number of suggestions were put forward for spending the money relating to the acquisition of strategic sites.

AGREED

That the £750k grant for this financial year be used for strategic site acquisition.