

**NOTE OF A MEETING OF THE  
NELSON TOWN DEAL BOARD  
HELD REMOTELY VIA TEAMS  
ON 1<sup>ST</sup> OCTOBER, 2021**

*PRESENT*

*S. Barnes (Chairman – in the Chair)*

**Members of the Board**

<i>Councillor N. Ahmed</i>	<i>Pendle Borough Council (PBC)</i>
<i>Councillor M. Iqbal</i>	<i>PBC</i>
<i>Councillor D. Whipp</i>	<i>PBC</i>
<i>Councillor Z. Ali</i>	<i>Nelson Town Council</i>
<i>D. Mendoros</i>	<i>Pendle Vision Board</i>
<i>A. Melton</i>	<i>Lancashire Enterprise Partnership</i>
<i>D. Gordon</i>	<i>Lancashire County Council</i>
<i>P. Hartley</i>	<i>In-Situ</i>
<i>C. Bennett</i>	<i>Positive Action in the Community</i>

**Consultants/Advisors**

<i>R. Jenkins</i>	<i>Cities and Local Growth Unit</i>
<i>L. Newby</i>	<i>Hatch</i>
<i>L. Quinn</i>	<i>Nichols/Town Hub Co-ordinator</i>

**Officers in attendance**

*P. Mousdale Interim Chief Executive, PBC*  
*J. Stockton Senior Regeneration Officer, PBC*  
*L. Rowland Committee Administrator, PBC*

*(Apologies for absence were received from R. Bashir and J. Whittaker.)*

**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 meeting held on 26<sup>th</sup> August, 2021 be approved as a correct record and signed by the Chairman.

**3. ALLOCATION OF FUNDING AND PROJECT CONFIRMATION TABLES**

The Housing Health and Engineering Services Manager submitted a report on the final adjustments that had been made to achieve the required savings across the Town Deal programme.

At the last meeting, the majority view was that the required savings should be made based upon 'Option 5' that was presented. The Board delegated authority to the Chairman of the Board and the

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Leader of the Council to agree the final adjustments across a small number of the projects, taking into account where possible Board members views and suggestions.

A report on the proposed savings was taken to the Council's Policy and Resources Committee on the 16<sup>th</sup> September and the allocation of funding across the projects was agreed as set out in Table 1 in Appendix 1. The final adjustments that were made were as follows:

- The saving on the Healthy Town project remained unchanged. Funding for Wavelengths was maintained and Parks improvements to be delivered as originally intended by seeking match funding from Nelson Town Council in place of the reduction in Towns Funding.
- The proposed savings in the Revitalised Nelson project were reduced slightly – protecting proposed investment in the ACE Centre and the Bankhouse Rd site to ensure these were brought into active use.
- Funding for Modernising Nelson's Industrial Potential was maintained at £4m to ensure this long term vacant brownfield site was tackled and brought back into use.
- The amount of funding allocated to the Accessible Nelson project was reduced to accommodate these adjustments. The design/feasibility work which would be undertaken to inform the business case would help to identify the optimal areas for investing this funding to meet the objectives of the project.

It was particularly noted that the decision of the Council's Policy and Resources Committee meant that funding for the Accessible Nelson project had been reduced significantly more than proposed within the preferred 'Option 5' that was presented to the last meeting. The changes were discussed in further detail and, at the request of the Chairman, the Leader of the Council provided clarification on the reasons for the changes.

The next step was to submit Project Confirmation Tables to Government by 8<sup>th</sup> October, confirming the high level details of the projects to be taken forward. These were presented to the Board, alongside plans for addressing the conditions set out in the Heads of Terms offer.

## **AGREED**

- (1) That the allocation of the £25m Towns Funding across the 8 strategic projects be noted.
- (2) That the Project Confirmation Tables be noted and the Chairman authorised to sign them.
- (3) That the plans to address the project and plan level conditions that were set out in the Heads of Terms offer be noted.

## **4. DRAFT MONITORING AND EVALUATION PLAN**

The Housing, Health and Engineering Services Manager submitted a report seeking the Board's agreement to the submission of the draft Monitoring and Evaluation (M&E) Plan to Government alongside the Project Confirmation Tables.

Details on the purpose of the M&E Plan and the process involved were presented to the Board by L. Newby.

Towns would be required to formally report to Government twice a year on inputs, activities, outputs and a small number of outcomes. This included several mandatory indicators and a selection of indicators which could be chosen by towns to suit their project mix. At project confirmation stage, a draft plan was required outlining the indicators for each project. This would be reviewed by the Department for Levelling Up, Housing and Communities (DLUHC, formerly MHCLG) to ensure indicators aligned with the guidance and any issues would be flagged.

## **AGREED**

That the draft Monitoring and Evaluation Plan be agreed for submission to Government by 8<sup>th</sup> October.

## **5. BUSINESS CASE DEVELOPMENT AND TEMPLATE**

The Housing, Health and Engineering Services Manager submitted a report seeking the Board's agreement to the Business Case Template and setting out the timetable for the development of business cases.

L. Newby gave a presentation on Stage 2 of the Town Deal process, which required towns to develop a business case for each project and to submit a Summary Document to Government. The DLUHC would need to review and be satisfied with the Summary Document before delivery funding was released.

Hatch had been appointed to assist the project leads in developing their business case, which needed to be HM Treasury Green Book compliant. Input from Hatch would focus on developing the strategic and economic cases, whilst project leads were best placed to develop the financial, management and commercial case; with Hatch acting as a critical friend. Project leads would also be responsible for commissioning any feasibility studies, design work, costings, etc. needed to support business case development and for carrying out engagement activities.

To assist with this work, Hatch had prepared a Business Case Template for each project to complete, set out at Appendix 1. Each of the Business Cases would be developed over differing timeframes relating to their nature, complexity and target dates for commencing project delivery. A schedule/timeline was provided at Appendix 2.

## **AGREED**

- (1) That the template to be used to develop business cases be agreed.
- (2) That the timetable for the Business Case development stage of the Town Deal be noted.

## **6. DRAFT LOCAL ASSURANCE FRAMEWORK**

The Housing, Health and Engineering Services Manager submitted a draft Local Assurance Framework which set out the local assurance processes for the Nelson Town Deal. The Board was asked to provide feedback and endorsement to the draft Framework, prior to its consideration for agreement by the Council's Policy and Resources Committee.

The draft Framework was split into the 3 key areas of overall governance; transparent and accountable decision making; and programme management and assurance.

The Town Deal Board Terms of Reference and Operating Principles had been reviewed whilst developing the Framework and a number of updates were proposed to reflect the current priorities of the Board. These included –

- Strengthening responsibilities relating to Stage 2 of the Town Deal as it moves into the Business Case development and delivery phase
- Amending the Board membership by removing the Pendle Youth Council representatives. They had been unable to join the Board meetings due to timing and access issues. The Youth Council had been involved in other ways during the development of the Town Investment Plan and it was suggested that this continue as projects were developed and delivered.

**AGREED**

That the draft Local Assurance Framework, as presented, be endorsed and submitted to the Council's Policy and Resources Committee for agreement.

**7. TOWNS FUND: 5% CAPITAL FUNDING PRE-PAYMENT AND EARLY PROJECT DEVELOPMENT COSTS**

The Housing Health and Engineering Services Manager submitted a report informing the Board of a 5% capital funding pre-payment (equivalent to £1.25m) that would be made to Pendle Council by DLUHC following project confirmation. The Board was asked to recommend to the Council's Policy and Resources Committee that some of this funding be used to cover early project development costs needed to support business case development. Following discussion with individual project leads it was estimated that the cost of this work would be in the region of £350k.

Payment was expected to be made to the Council once projects had finalised project confirmation (late October/early November) and it was for the Council's S151 officer to agree eligible costs working with the Town Deal Board. Funding was expected to be spent in this financial year.

**AGREED**

- (1) That the proposed early capital payment of 5% of Nelson's Heads of Terms offer to Pendle Council as the accountable body be noted.
- (2) That the Council's Policy and Resources Committee be recommended that part of this pre-payment be used to fund early project development costs needed to support Business Case development.

**8. DATE OF NEXT MEETING**

It was agreed that the next meeting be held at 10.00 a.m. on Friday, 12<sup>th</sup> November.