

**NOTE OF A MEETING OF THE  
NELSON TOWN DEAL BOARD  
HELD REMOTELY VIA TEAMS  
ON 12<sup>TH</sup> NOVEMBER, 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. Aslam</i>	<i>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>L. Oddie</i>	<i>Oddie's Bakery</i>
<i>C. Smith</i>	<i>Pendle Engineering</i>
<i>A. Melton</i>	<i>Lancashire Enterprise Partnership</i>
<i>A-M. Parkinson</i>	<i>Lancashire Enterprise Partnership</i>
<i>S. Burns</i>	<i>Lancashire County Council</i>
<i>H. Murray</i>	<i>Department for Works and Pensions</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>

**Officers in attendance**

<i>P. Mousdale</i>	<i>Interim Chief Executive, PBC</i>
<i>J. Whittaker</i>	<i>Housing, Health and Engineering Services Manager, PBC</i>
<i>N. Watson</i>	<i>Planning, Regulatory Services and Economic Development Manager, PBC</i>
<i>J. Stockton</i>	<i>Senior Regeneration Officer, PBC</i>
<i>G. Dickson</i>	<i>Principal Localities Communities and Policy Officer</i>
<i>J. Eccles</i>	<i>Committee Administrator, PBC</i>

*(Apologies for absence were received from R. Rouse.)*

**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**

J. Stockton reported that, since the last meeting, the Policy and Resources Committee had met and approved the draft Local Assurance Framework which had been endorsed by the Board on 1<sup>st</sup> October. The Framework outlined the governance arrangements and value for money processes that would be put in place for managing the delivery of Town Deal funding. The Committee had also noted the proposed early capital payment of 5% of Nelson's Heads of Terms offer to the

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Council as the accountable body and agreed the recommendation from the Board that part of this pre-payment should be used to fund early project development costs needed to support business case development.

## **AGREED**

That the minutes of the meeting held on 1<sup>st</sup> October, 2021 be approved as a correct record and signed by the Chairman and the update be noted.

### **3. FEEDBACK FROM GOVERNMENT ON PROJECT CONFIRMATION TABLES**

The Housing Health and Engineering Services Manager gave an update at the meeting on the project confirmation tables which had been signed by the Chairman following the last meeting and submitted to Government by the 8<sup>th</sup> October deadline. R. Jenkins said that the financial profiles for each project were being checked, and she expected the Board to receive formal grant offers, in the next couple of weeks.

### **4. PROGRAMME UPDATE – BUSINESS CASE DEVELOPMENT AND TEMPLATE AND PROGRAMME RISKS**

The Housing, Health and Engineering Services Manager submitted a report on business case development and the management of key programme risks.

At the last meeting the Board were presented with a timetable for business case development for each of the Nelson Town Deal projects and they agreed the template that would be used. During the last few weeks project working groups had been meeting with Hatch to run through the business case template and the key roles and requirements for its completion. Appendix 1 set out a progress report for each project to date and the key points were highlighted at the meeting.

Delivery of the projects would be staggered. It was noted that the Pendle YES Hub business case was being fast tracked, and the working group meeting weekly with a view to it being appraised and presented to the next Board meeting on 7<sup>th</sup> January. The Advanced Digital Skills Hub & Academy and “This is Nelson” project were also seeking delivery funding from Spring 2022, meaning business cases would need to be completed early in the New Year.

Supporting the development of the business cases, a programme risk register had been developed and was attached at Appendix 2 of the report. The register identified the key risks to the programme and how these were being managed. This would be maintained and regularly reported to the Board.

The Chairman said that, whilst Hatch was an excellent resource, the Board needed an assurance about capacity within the Council to support and help deliver the Town Deal projects on time. He wanted an assurance that the officer time for this work and the resources would be made available.

The Board were informed that the Council was advertising for 2 members of staff to join the Regeneration Team and it was hoped that they would be in post just after Christmas. Work on the joint venture would also be completed by then. Officers in the Legal Team who had been working on other development projects would soon have more availability to work on Town Deal projects.

L. Quinn, from the Towns Fund Delivery Partner, had been supporting the Council in their Town Investment Proposal. This role was coming to an end, but she was offering the Board the opportunity to attend a workshop with Kate Willard in late November/early December on how to move from development of the strategy and vision to project development and delivery.

## **AGREED**

- (1) That the progress regarding business case development for each of the Town Deal projects, set out at Appendix 1 of the report, be noted.
- (2) That the key programme risks and mitigating actions set out at Appendix 2 of the report be noted.
- (3) That the Chairman seek an assurance from the Chief Executive about capacity within the Council to support and help deliver the Town Deal projects on time.
- (4) That the Towns Fund Delivery Partner offer of a workshop be accepted and members be invited in due course.

## **5. YES HUB PROJECT**

G. Dickson, PBC YES Hub Lead, gave a presentation on this project which was being fast-tracked due to the need for revenue funding in 2021/22. This was an opportunity for Board members to ask questions and inform the business case at this stage, as the final draft would be ready for appraisal at the end of November, and submitted to the 7<sup>th</sup> January meeting for approval.

She gave an overview of the project and brought members up to date with Phase 1 (February 2021 – January 2022). The presentation set out the funding overview for the project going forward and talked about the next steps.

The YES Hub would support Pendle's 16-24 year olds to overcome barriers to employment. It would provide a 'one-stop shop' where young people could go to access a range of information, advice and guidance alongside learning, training, health improvement, and employment opportunities.

The premises for the YES Hub on Scotland Road had been acquired by Pendle Council using Town Deal Accelerated funding in 2020/21. It was managed by N&CC. DWP had funded the first 12 months of the pilot, which was due to end in January 2022, and one of their officers worked in the building. Active Lancashire provided the service and worked with other delivery partners such as the Prince's Trust and Burnley Football in the Community. The service was working well. So far there had been 211 referrals, 176 from DWP and 35 self-referrals.

The Town Deal funding of £0.42m would be spent on revenue funding for 3 full time jobs – Project Lead, Outreach and Employment Support, IT costs and beneficiary costs. It was intended to grant the current provider a 6 month extension up to July 2022 when there would be a re-procurement exercise. Accelerated Funding had been used to acquire the building and would fund further improvements.

Board Members were very supportive of this project. P. Hartley spoke of his work with young people and highlighted the massive lack of provision outside normal working hours, 9-5pm. He wanted to see provision for the YES Hub being open in the evenings.

A. Melton stressed the importance of this resource being sustainable in the long term and not reliant on project funding. She asked if Members could work together to try to make this happen.

## **AGREED**

That a meeting be arranged as soon as possible with G. Dickson, P. Hartley, A. Melton and H. Murray to discuss the long term longevity of the project, moving from project led funding to something more sustainable, and the potential for the Hub opening outside normal working hours to reach as many young people as possible.

## **6. PROJECT APPRAISAL SUB-GROUP MEMBERSHIP**

The Housing, Health and Engineering Services Manager submitted a report seeking agreement on membership of the Project Appraisal Sub-Group. The group would be responsible for the appraisal of project business cases, bringing in external expertise when required. The Terms of Reference for the group were set out at Appendix 1.

It was proposed that the group's membership draw on relevant expertise and reflect the broad make-up of the Board. It was noted that members should not have any conflict of interest with the project that was being appraised and needed to be in place to appraise the first business case in December.

The Board discussed a number of options and various names were put forward, including people who were not members of the Board. It was agreed that there might need to be a range of people to draw on, in view of the time the appraisal process could take, but that this needed further consideration.

## **AGREED**

- (1) That J. Stockton have further discussions with Members and, in agreement with the Chairman, a core group of people including a lead be appointed to form the membership of the Project Appraisal Sub-Group.
- (2) That the Membership of the Town Deal Board should ensure representation from Town Centre retailers.

## **7. DRAFT FINAL NELSON MASTERPLAN**

The Housing Health and Engineering Services Manager submitted a report on the draft final Nelson Masterplan report set out at Appendix 1 of the report. Public and stakeholder consultation took place in summer 2021. 65 responses were received and these were attached at Appendix 2, along with officer comments in response, and the most frequent issues were cited in the report. Members were asked to provide comments for consideration by the Council's Policy and Resources Committee on 25<sup>th</sup> November.

The Nelson Masterplan had been developed in parallel with the Nelson Town Investment Plan. The intention was that the two plans shared the same vision and objectives and the Masterplan essentially provided the spatial regeneration framework for the TIP.

The Chairman's view was that the report should demonstrate far more ambition. He thought that improved connectivity was a priority and crucial to avoid Pendle remaining a cul de sac. The case for a bypass had been made for many years and was essential for better connectivity to Yorkshire. This needed a bigger mention in the document. The housing stock in Nelson was poor. Plans for new build in Nelson were low and needed to be higher. New housing was needed to underpin the activity in the Town Centre. He thought that there should be a bigger push for the provision of

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employment sites linked in to improved connectivity. There was a need for provision of employment land for existing private businesses who were desperate for space and to attract inward investment. The green/clean growth agenda also needed a bigger mention. Most members agreed with this approach. Other comments included –

- Community cohesion needed to be tackled head on
- Consideration be given to the branding/marketing of Nelson/Pendle particularly on social media, to improve its image
- That the green agenda included the protection of green spaces and any development needed to be in a balanced way
- Nelson needed capital investment but it also needed a clear narrative, so people knew what Nelson wanted to be – its core purpose.

## **AGREED**

That the Policy and Resources Committee, when considering the Nelson Masterplan, be asked to take into account the comments of the Nelson Town Deal Board and that they request for this ambition for Nelson, Pendle and East Lancashire to be reflected in the Masterplan document.

## **8. DATE OF NEXT MEETING**

It was agreed that the next meeting be held at 10.00 a.m. on Friday, 7<sup>th</sup> January.