

**NOTE OF A MEETING OF THE  
NELSON TOWN DEAL BOARD  
HELD REMOTELY VIA TEAMS  
ON 13<sup>TH</sup> MAY, 2022**

*PRESENT*

*Councillor M. Iqbal (Vice-Chairman – in the Chair)*

**Members of the Board**

<i>Councillor N. Ahmed</i>	<i>Pendle Borough Council (PBC)</i>
<i>Councillor Z. Ali</i>	<i>Nelson Town Council</i>
<i>C. Smith</i>	<i>Pendle Engineering Ltd</i>
<i>L. Oddie</i>	<i>Oddie's Bakery</i>
<i>D. Gordon</i>	<i>Lancashire County Council</i>
<i>D. Mendoros</i>	<i>Pendle Vision Board</i>
<i>P. Hartley</i>	<i>InSitu</i>
<i>A. Melton</i>	<i>Lancashire Enterprise Partnership</i>
<i>C. Bennett</i>	<i>Positive Action in the Community</i>

**Consultants/Advisors**

<i>C. Schofield</i>	<i>Cities and Local Growth Unit</i>
<i>H. Warren</i>	<i>Department for Work and Pensions</i>
<i>L. Newby</i>	<i>Hatch</i>
<i>D. Lindsay</i>	<i>ekosgen</i>

**Officers in attendance**

<i>R. Rouse</i>	<i>Chief Executive, PBC</i>
<i>J. Whittaker</i>	<i>Housing, Health and Engineering Services Manager, PBC</i>
<i>R. Gibson</i>	<i>Financial Services Manager, PBC</i>
<i>J. Stockton</i>	<i>Regeneration Manager, PBC</i>
<i>J. Eccles</i>	<i>Committee Administrator, PBC</i>

*(Apologies for absence were received from Councillor D. Whipp, C. Parker, R. Bashir, S. Barnes, and A-M. Parkinson.)*

**1. DECLARATIONS OF INTEREST**

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

P. Hartley declared an interest in Item 4, This is Nelson and A. Melton in Item 4, Advanced Digital Skills Academy as they were employed by organisations that would benefit from investment from the Town Deal funding.

**2. MINUTES**

The minutes of the meeting held on 1<sup>st</sup> April, 2022 were submitted for approval.

## **AGREED**

That the minutes of the meeting held on 1<sup>st</sup> April, 2022 be approved as a correct record and signed by the Chairman.

### **3. PROGRAMME UPDATE AND RISKS**

The Housing Health and Engineering Services Manager submitted an update on progress with the development of project business cases for each Town Deal project and the key risks. She highlighted the main points at the meeting and answered related questions.

It was noted that the Accessible Nelson project would only be able to focus on 2 phases with the available Town Deal resources, and that the Leeds Road junction and the Railway St/Broadway area had been prioritised. There was general agreement that there was a need to improve the entrance to Nelson from the M65 and the walkway to the College from the town. P. Hartley said there was maybe scope to work something into the 'This is Nelson' project. The Chief Executive said that this would be looked at and could be part of a future regeneration project improving this end of the town in the next 2-5 years.

## **AGREED**

- (1) That the progress regarding business case development be noted.
- (2) That the key project and programme risks and mitigating actions be noted.

### **4. PROJECT ASSURANCE AND FUNDING RECOMMENDATIONS**

#### **(a) Business Resilience and Growth**

The Housing Health and Engineering Services Manager submitted a report presenting the independent business case appraisal report and funding recommendations for this project.

Members felt that the Grants Panel making the decisions on applications should be business led. There was also a suggestion that more revenue should be set aside for the administration of the grant applications. These issues would be taken back to the sub-group and brought back to the Board in due course.

## **AGREED**

- (1) That the findings of the business case appraisal report for the Business Resilience and Growth Project be noted.
- (2) That Pendle Borough Council's Policy and Resources Committee be recommended to:
  - (a) Approve £2,000,000 of Towns Funding to the project, subject to the following conditions being met:
    - Pendle Borough Council should confirm that management of the project is affordable given that the cost estimates do not account for inflation or wage growth and confirm that the management resourcing is sufficient to effectively deliver the grants programme.

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- A process is agreed for early stage monitoring of take up and for agreeing amendments to the scheme eligibility criteria should it be necessary to expand its coverage.
  - Appropriate mitigations should be considered in the early stages of project deliver for a situation where support from Boost Lancashire is not provided after the first 18 months.
  - The Town Board should also ensure that processes are in place to confirm that appropriate experience and expertise is included on the Grants Panel.
- (b) Delegate authority to the project appraisal sub-group of the Board to ensure these conditions are met. However, any proposed amendments to the scheme criteria to be considered and agreed by the Board.
- (c) Authorise the submission of the Project Summary Document to Government.
- (3) Delegate authority to the Chair to agree and sign the Project Summary Document prior to submission to Government.

**(b) This is Nelson**

*(P. Hartley left the meeting when this project was discussed.)*

The Housing Health and Engineering Services Manager submitted a report presenting the independent business case appraisal report and funding recommendations for this project.

**AGREED**

- (1) That the findings of the business case appraisal report for the 'This is Nelson' Project be noted.
- (2) That Pendle Borough Council's Policy and Resources Committee be recommended to:
- (a) Approve £727,966 of Towns Funding to the project, subject to the following conditions being met:
- How inflation will be managed and the implications on the project delivery is clearly set out and continues to be monitored closely.
  - Clear milestones for confirmation of match funding and the implications of any funding sources not being secured are clearly set out.
  - Processes are in place for agreeing how any shortfall in funding is addressed and for agreeing any project changes and revisions to project scope.
  - Clear milestones for delivery are set out.
  - Further clarity over the roles and responsibilities for each element of the project is clearly set out and is reflected within the MOU's for organisations.
  - An annual delivery plan is submitted to and approved by the Board prior at the start of each financial year, given the co-creative/organic nature of the project.
- (b) Delegate authority to the project appraisal sub-group of the Board to ensure these conditions are met.
- (c) Authorise the submission of the Project Summary Document to Government.

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- (3) Delegate authority to the Chair to agree and sign the Project Summary Document prior to submission to Government.

**(c) Advanced Digital Skills Academy**

*(A. Melton left the meeting when this project was discussed.)*

The Housing Health and Engineering Services Manager submitted a report presenting the independent business case appraisal report and funding recommendations for this project.

**AGREED**

- (1) That the findings of the business case appraisal report for the Advanced Digital Skills Academy Project be noted.
- (2) That Pendle Borough Council's Policy and Resources Committee be recommended to:
- (a) Approve £2,290,000 of Towns Funding to the project, subject to the following conditions being met:
- The implications of cost inflation and cost overruns should be carefully monitored over the coming months so that suitable mitigations can be identified at the earliest opportunity;
  - A clear process should be agreed for determining suitable mitigations, where they have the potential to impact on the scale or range of uses that can be delivered;
  - Clear milestones for the securing of relevant planning permissions for College Hub Phase 2 and Town Centre Spoke works should be set out in order for any delivery risks to be identified at the earliest opportunity;
  - Relevant permissions and lease arrangements are in place prior to funding for the Hub Phase 2 and Town Centre Spoke works being released;
  - The receipt of independent subsidy control advice.
- (b) Delegate authority to the project appraisal sub-group of the Board to ensure these conditions are met.
- (c) Authorise the submission of the Project Summary Document to Government.
- (3) Delegate authority to the Chair to agree and sign the Project Summary Document prior to submission to Government.

**4. DATE OF NEXT MEETING**

The next meeting was scheduled for Friday, 10<sup>th</sup> June at 10.00a.m.

Chairman \_\_\_\_\_