

**NOTE OF A MEETING OF THE
NELSON TOWN DEAL BOARD
HELD REMOTELY VIA TEAMS
ON 9TH DECEMBER, 2022**

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 Z. Ali</i>	<i>Nelson Town Council</i>
<i>D. Mendoros</i>	<i>Pendle Vision Board</i>
<i>R. Bashir</i>	<i>Building Bridges</i>
<i>C. Bennett</i>	<i>Positive Action in the Community</i>
<i>D. Gordon</i>	<i>Lancashire County Council</i>
<i>P. Hartley</i>	<i>In-Situ</i>
<i>D. Rothwell</i>	<i>Nelson & Colne College</i>
<i>C. Smith</i>	<i>Pendle Engineering Ltd</i>

Consultants/Advisors

<i>C. Schofield</i>	<i>BEIS</i>
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Officers in attendance

<i>R. Rouse</i>	<i>Chief Executive, PBC</i>
<i>R. Gibson</i>	<i>Director (Resources), PBC</i>
<i>J. Whittaker</i>	<i>Housing, Health and Engineering Services Manager, PBC</i>
<i>S. Farnell</i>	<i>Transport and Co-ordination Manager, PBC</i>
<i>J. Robinson</i>	<i>Committee Administrator, PBC</i>

Also in attendance

<i>M. Nuttall</i>	<i>Property Director, Brookhouse Group</i>
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(Apologies for absence were received from C. Parker 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.

C. Bennett declared an interest in Item 3, Pendle YES Hub, as she was employed by an organisation that would benefit from investment from the Town Deal funding.

2.

MINUTES

The minutes of the meeting held on 7th October, 2022 were submitted for approval.

AGREED

That the minutes of the meeting held on 7th October, 2022 be approved as a correct record subject to the date of the next meeting being changed from 2nd December, 2022 to 9th December, 2022 and signed by the Chairman.

3.

PERFORMANCE REPORTING

The Housing, Health and Engineering Services Manager submitted a report which updated Board Members regarding progress with Business Case development, project/programme monitoring and the management of key programme and project risks. Going forward this report would be more detailed and would be submitted on a quarterly basis.

Progress reports on each of the projects that had been through the Business Case process were given, a number of which were now moving into the delivery phase. The only outstanding Business Case was for the Revitalised Nelson project.

A monitoring update on the only live project, Pendle YES Hub, detailing spend and the achievement of outputs since the start of the project in February, 2022 up to the end of September, 2022 was provided in Appendix 1 attached to the report. A Programme and Project Level Risk Register was provided in Appendix 2 attached to the report. The latest extract of the risk register was provided in Appendix 3 attached to the report.

Board Members were advised that six monthly monitoring returns must be submitted to the Department for Levelling Up, Housing and Communities (DLUCH) in June and December each year to update them on the progress of live projects, the risk register and funding profiles for and outputs and outcomes of each of the projects. Board Members were further advised that the December return, covering the period 1st June 2022 to 30th September 2022, must be returned by Friday 16th December, 2022 and were requested to agree delegating authority to the Chairman for signing off the December return to ensure it was appropriately authorised and returned in a timely manner. The Pendle YES Hub project, which was on course to achieve its outputs, would be the only project reported back on in the December return.

The Summary Documents for the Business Resilience and Growth and Advanced Digital Skills Academy projects had received both sign off from Cities and Local Growth Unit (CLGU) in September and financial sign off from DLUCH whilst the Summary Document for the This is Nelson, Healthy Town and Accessible Nelson project had received CLGU sign off in September but was still awaiting confirmation of the finance checks from DLUCH.

It was reported that there was a typing error in paragraph 11 of the report, the adjusted figure for 2022/23 should read £250k and not £25k.

The Risk Register now needed to be reviewed, in particular around mitigating the programme risks which could affect the delivery of projects, including inflation and not all match funding being in place.

Board Members who had interests in the Pendle YES Hub and Business Resilience and Growth projects were invited to provide feedback on those projects and all reported that they were satisfied with the progression.

In an update on the Advanced Digital Skills Academy project, Board Members were advised that work on finalising the Towns Deal Fund Funding Agreement for the project was still ongoing but that a retrospective catch-up claim would soon be submitted which had already been planned for.

Approximately 20 businesses had now applied for Nelson Town Deal Business Grants but it was felt more applications should be encouraged. Board Members suggested exploring marketing opportunities to show success of the grants and to raise awareness amongst businesses of the Grants available and encourage further take-up, especially from smaller businesses.

It was asked if businesses would be permitted to borrow their 50% contribution as finding it might prove challenging for many of them otherwise. Such information would need to be requested and fed back to Board Members at a later time.

Board Members felt that it was now appropriate for the risks of all projects and the programme to be reviewed given the number of projects that were moving to the delivery phase and requested that this be done by the next meeting.

AGREED

- (1) That the progress regarding Business Case development, project progress and programme monitoring be noted.
- (2) That the key project and programme risks and mitigating actions be noted.
- (3) That it be noted that, going forward, such performance reports would be submitted to the Board on a quarterly basis.
- (4) That delegated authority be granted to the Chairman to sign off the December six monthly monitoring return for submission to the Department for Levelling Up, Housing and Communities (DLUCH) by Friday 16th December, 2022.
- (5) That the possibility of a marketing campaign to encourage further take-up of Nelson Town Deal Business Grants be explored.
- (6) That information on how businesses could fund their 50% contribution to Business Resilience and Growth Grants be requested and further fed back to Board Members.

- (7) That the risks for all projects and the programme be reviewed and reported back to the next meeting given the number of them that were now moving into the delivery phase.

4. DATE OF NEXT MEETING

The next meeting was scheduled for Friday, 6th January, 2023 at 10.00 a.m.

5. EXCLUSION OF THE PRESS AND PUBLIC

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

6. REVITALISED NELSON BUSINESS CASE

The Housing, Health and Engineering Services Manager submitted a report which gave an update on progress with the Revitalised Nelson project and Business Case.

At the last Board meeting it was agreed that a number of recommendations be made to Pendle Council's Policy & Resources Committee. The Committee met on 24th November, 2022 and agreed the recommendations. They also agreed to delegate powers to the Chief Executive, in consultation with the Leader, to consider the future recommendations made by the Board and to agree funding allocations and related project conditions. Furthermore, they agreed that further viability work in respect of residential development at Pendle Rise should be undertaken by the Board.

There was discussion about the additional recommendation from Policy & Resources about residential development and assurance was given that this was not intended to delay progress of the project. Further information would be provided to the next Board about work that had been done on viability.

The draft Business Case for the Revitalised Nelson project had been prepared and submitted to both the Project Appraisal Sub-Group of the Board and the external appraisers. Both had raised queries which had since been responded to. The external appraisers were now working through the revised Business Case and would submit their final report to the Board's next meeting.

Preparatory work was underway for the acquisition of Pendle Rise by Compulsory Purchase (CPO) and s16 Notices had been sent out to all known interests. It had been intended to make the CPO in December, 2022 but it would now be January, 2023.

A final report in respect of the Trafalgar House project had been prepared by David Morley Architects and would be presented to the Policy & Resources Committee on

15th December, 2022. It was anticipated that the existing tenants of Pendle Rise could be supported through the delivery of this project.

AGREED

- (1) That the progress on Revitalised Nelson be noted.
- (2) That the final report on the Business Case for the Revitalised Nelson project be submitted to the next meeting.
- (3) That the viability work already undertaken in respect of Pendle Rise be taken to a future meeting the Policy & Resources Committee in response to their request of 24th November, 2022.
- (4) That a copy of David Morley Architects' final report in respect of the Trafalgar House project be circulated to Board Members.
- (5) That Board Members be reminded of the timescales associated with Compulsory Purchase Orders at the next meeting.

6. ANY OTHER BUSINESS

The Chairman raised the issue of capacity given that J. Whittaker would soon be retiring from the Council and sought assurance from the Council that the post and the Programme Management post would be filled as soon as possible to ensure that the Town Deal programme and projects could be delivered.

The Chief Executive advised the Board that at the Full Council meeting on 8th December, 2022, Members resolved that P. Spurr be appointed to the post of Director (Place). The new Director had a lot of experience and knowledge that would be relevant to the Town Deal and would join the Council at the end of February, 2023.

The Chief Executive then assured the Board that both immediate needs and what would be needed in the longer term was being looked at as a matter of priority. Internal staff resources and external project management resource were being brought in.

Chairman _____