

**MINUTES OF A MEETING OF THE  
NELSON LONG TERM PLAN BOARD  
HELD ON 19<sup>th</sup> APRIL 2024  
AT THE YES HUB, SCOTLAND ROAD, NELSON AND VIA TEAMS**

**In Attendance:**

Councillor Zafar Ali	Nelson Town Council
Rauf Bashir	Building Bridges
Claire Bennett	Positive Action in the Community
Christine Blythe	Burnley, Pendle and Rossendale CVS
Sajad Butt	3B Systems
Dr. Irfan Chaudhary	Health Representative
James Cooper	Lancashire Constabulary
Imam Afaq Khan	Faith Representative
Councillor Asjad Mahmood	Pendle Borough Council
Mike Nuttall	Brookhouse Group
David Rothwell	Deputy Principal, Nelson and Colne College
Rose Rouse	Chief Executive, Pendle Borough Council
Andrew Stephenson	Member of Parliament
County Councillor Ashley Sutcliffe	Lancashire County Council

**Consultants:**

Matt Baker	Reimagine Place
Laura Bell	Reimagine Place
Lauren Newby	Ekosgen

**Officers in Attendance:**

Iftikhar Bokhari	Head of Economic Growth, Pendle Borough Council
Sandra Farnell	Programme Manager, Pendle Borough Council
Phillip Spurr	Director of Place, Pendle Borough Council
Jane Watson	Democratic Services Manager, Pendle Borough Council

**1. APPOINTMENT OF CHAIR**

**AGREED**

That Claire Bennett be appointed Chair of the Board for the next 12 months.

Claire Bennett (in the Chair)

**2. APPOINTMENT OF VICE CHAIR**

**AGREED**

That Sajad Butt be appointed Vice Chair of the Board for the next 12 months.

### **3. WELCOME AND INTRODUCTIONS**

The Chair welcomed all members to the meeting and invited those present to introduce themselves.

### **4. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Lisa O'Loughlin and Inspector Richard Ogdin.

### **5. DECLARATIONS OF INTEREST**

Members were reminded of the requirement to declare any interest they had on any item of business on the agenda. They were also reminded to complete the Declarations of Interest form if they hadn't already done that.

### **6. GOVERNANCE AND DECISION MAKING**

Members considered a report on governance and decision-making arrangements for the Nelson Long Term Plan Board. This included the Terms of Reference and Code of Conduct.

It was noted that there were still two vacancies, one for a business representative and one from the cultural, arts, heritage and sporting organisations but every effort was being made to fill these vacancies as soon as possible.

The Board also acknowledged that it needed to be a conduit to other hubs of communities and their essential input as they may not necessarily be able to access or find it appropriate, due to the formality and/or timings of the Board meetings. This included the business sector and community groups.

### **AGREED**

- (1) That membership of the Board be noted.
- (2) That subject to the inclusion of the following in the Code of Conduct:

“You must, as a minimum, attend 50% of Board meetings in a 12-month period. Absenteeism from 3 consecutive meetings will lead to removal from the Board.”

the Code of Conduct and Terms of Reference be approved.

### **7. LONG TERM PLAN FOR TOWNS**

The Director of Place gave a presentation which provided an overview on the Nelson Long Term Plan.

A requirement of the Board was to prepare an Investment Plan for submission to the Government by 1<sup>st</sup> August 2024.

Nelson would benefit from funding and support of up to £20m to deliver this Plan over 10 years. Within that fund 3 intervention themes had been identified:

- Safety and Security
- High Streets, Heritage and Regeneration
- Transport and Connectivity

There was significant flexibility to tailor the Long-Term Plan across these 3 themes. There was no requirement as to how towns utilised the funding, but it was expected that there would be at least one intervention per theme.

As the Board was a community-led institution, with the Council acting as the accountable body, it was important that the priorities identified in the investment plan reflected the needs of the community. It was felt it was important to look at what was already being done, build on these and to try not to duplicate work but dovetail where appropriate. It was also felt that the priorities should add value with a focus on co-ordinating existing strategies if needed.

To ensure the Investment Plan was submitted to Government by 1<sup>st</sup> August deadline, it was proposed that a draft Plan be submitted to the Board for consideration in June followed by submission to the Council's Executive and Full Council meetings (for information) in June/July.

## **8. PROGRAMME INITIATION DOCUMENT (PID)**

It was reported that Programme Initiation Document was under development and a draft would be submitted to the next meeting for consideration.

## **9. CONSULTANTS INTRODUCTION**

Consultants had been engaged to co-ordinate the preparation of the Long-Term Plan. The Team included Ekosgen, Reimagine Place, Open and WSP.

Lauren Newby from Ekosgen gave a presentation on how the team of consultants would be co-ordinating the Plan along with Matt Baker and Laura Bell from Reimagine Place.

Their approach was set out in four stages:

- |         |                                |
|---------|--------------------------------|
| Stage 1 | Study Mobilisation             |
| Stage 2 | Developing the Case for Change |
| Stage 3 | Developing the Plan            |
| Stage 4 | Drafting the Plan              |

It was reported that the vision, objectives and long-term priorities for the Plan would be submitted to the next meeting.

It was important that the stakeholder mapping was progressed along with a public engagement plan to enable the community to be involved as soon as possible and to ensure the Government's deadline of 1<sup>st</sup> August for the submission of the Investment Plan was met.

It was suggested that some funding support be identified to help the community groups facilitate engagement within their service areas. It was important that all avenues of engagement were considered to ensure the priorities within the communities were identified. Reference was also made to people's perceptions and the need to ensure that this was managed effectively to encourage feedback.

Further suggestions were put forward whereby engagement could be encouraged by using the library and through the Older People Fairs supported by the MP and Lancashire Talking which was supported by the Police.

A draft plan was to be submitted to the Board in June with a designed plan presented at the July meeting.

## **10. COMMUNICATIONS, BRANDING AND WEBSITE**

Work was ongoing with the communications, branding, and website development for the Nelson Long Term Plan. A micro site was to be mobilised next week for the on-line consultation exercise element. Members were reminded to submit their bios for inclusion on the website along with a photograph of themselves.

The Government had yet to publish any guidance on branding, development was therefore ongoing for an interim logo that could be used, and it was felt it should include reference to community spirit along with a vision statement.

### **AGREED**

That sign off of elements relating to communications and branding be submitted to Sandra Farnell, the Programme Manager for agreement by the Chair and Vice-Chair.

## **11. DATES OF FUTURE MEETINGS**

### **AGREED**

That meetings be held on the following dates at 10.00 a.m. at the YES Hub, Scotland Road, Nelson:

10<sup>th</sup> May 2024  
14<sup>th</sup> June 2024  
19<sup>th</sup> July 2024  
20<sup>th</sup> September 2024

Chair \_\_\_\_\_