

NELSON TOWN DEAL BOARD

TERMS OF REFERENCE

1 INTRODUCTION

- 1.1 In September 2019, the former government announced a £3.6bn Towns Fund to drive economic development, with a focus on urban regeneration, skills and enterprise infrastructure, and connectivity. Nelson Town Deal Board (“the Board”) was established in February 2020 to develop and implement a Town Investment Plan to support a Town Deal. The area covered by the Board is the Nelson Built-up Area, as defined by the Office for National Statistics.
- 1.2 The Nelson Town Deal programme began in 2021 and was initially planned to finish in March 2026. In September 2025, the Ministry for Housing, Communities and Local Government (MHCLG) announced broad changes to Town Deals, including extending the funding to March 2028 and giving Town Deal Boards the power to change or cancel projects and add new projects without seeking prior approval from MHCLG.
- 1.3 Most of the Town Deal projects are still expected to complete by 31 March 2026, but Revitalised Nelson and Accessible Nelson are expected to complete by 31 March 2027.

2 PURPOSE OF THE NELSON TOWN DEAL BOARD

- 2.1 From April 2026, the Board’s purpose is to oversee the completion of the remaining Nelson Town Deal projects and closure of the programme.

3 FUNCTIONS AND RESPONSIBILITIES

- 3.1 The Board will be responsible for:
 - Supporting the close-out of projects
 - Supporting the progression and completion of Pendle Rise Shopping Centre and Trafalgar House
 - Deciding upon the reallocation of any unspent funds and where appropriate oversee project delivery by March 2027
 - Ensuring that the local community, including the business community, can be involved in the development of strategies and proposals for the town
 - Providing recommendations to Pendle Borough Council on strategies and investment proposals
 - Ensuring that Town Deal proposals align with the Nelson Pride in Place programme
 - Influencing stakeholders to ensure investment in the town
 - Identifying other sources of funding to deliver the aims of the Investment Plan
 - Monitoring delivery of the Investment Plan, and reporting to Government as required

- Other matters deemed to impact on the economic growth of Nelson which may be identified from time to time

4 MEMBERSHIP

- 4.1 The Partnership will conduct its business through a Board with the Membership and representation set out in the table below:

Board		
	No. of seats	Appointments
Independent Chair	1	To be appointed by the Board
Pendle Borough Council	4	
Lancashire County Council	1	
Nelson Town Council	1	
Member of Parliament	1	
Business representatives	4	
Community/voluntary sector representatives	3	
East Lancashire Learning Group	1	
Lancashire Constabulary	1	
Health Sector Representative	1	
Notes		
Vice Chair – will deputise for the Independent Chair as required and be nominated from the Pendle Borough Council seats.		
Advisors - as may be required and invited.		

- 4.2 Organisations on the Board will appoint representatives. An organisation can change its representative(s) at any time and written notice of any such change must be sent to the Chair of the Board and the Chief Executive of Pendle Borough Council. Organisations may also send substitutes to individual meetings.
- 4.3 Advisors will be invited as required. Advisors do not have a vote.
- 4.4 Members of the Board going forward will be appointed or re-appointed at the meeting on 13 February 2026. Membership of the Board will be to 31 March 2027 or until the Members agree to dissolve the Board, if that occurs before this date.

5 SECRETARIAT

- 5.1 Pendle Borough Council, as Lead Council, will provide a secretariat function which will involve organising meetings, preparing and circulating agendas and producing minutes.
- 5.2 Agendas and accompanying reports shall be published at least five clear working days in advance of a meeting and sent to all Members of the Board.
- 5.3 Agendas and reports will be published on Pendle Borough Council's website unless it is agreed by the Chair that these items are of a confidential nature and need to be dealt with as a 'Part 2 Item' with press and public excluded.
- 5.4 Minutes of all meetings (including Part 2 Items) will be public documents.

6 MEETINGS OF THE BOARD

- 6.1 The Board shall meet at least four times a year on such days and times as agreed by the Members. These dates and times may be varied at the discretion of the Chair and the nature of the business to be discussed. Meetings will be advertised and will be held in public. The Board may agree a motion to exclude the public for some agenda items on the grounds that it is necessary due to commercial, financial, legal or personal confidentiality.
- 6.2 An Annual General Meeting of the Board will be held in Spring each year.
- 6.3 An extraordinary meeting can be called at no less than 14 days' notice if a minimum of five Members wish to do so.
- 6.4 Conduct of the meeting shall be by the usual conventions of public authorities. The rulings of the Chair shall be final.
- 6.5 In the absence of the Chair, the Vice-Chair will Chair the meeting. In the absence of the Chair and Vice-Chair, Members present will elect one of their number to be the Chair for that meeting.

7 VOTING

- 7.1 Where a decision is required, the Board shall try to reach a consensus view. Where this is not possible there will be a vote.
- 7.2 Each Member listed in paragraph 4.1 shall have one vote.
- 7.3 Voting shall be by show of hands of Board Members and shall be by simple majority.
- 7.4 In the event of a tied vote, the Chair shall have a second or casting vote.

8 QUORUM

- 8.1 No business shall be undertaken at any meeting unless there are a minimum of five Members present, including one representative from Pendle Borough Council.

9 CONFIDENTIALITY

- 9.1 All papers marked as confidential and all discussions at meetings in relation to confidential items shall not be disclosed outside the Board.

10 DECLARATIONS OF INTEREST

- 10.1 The Members recognise that it is essential that the business of the Board is conducted in an open and transparent manner.
- 10.2 Members must therefore declare a personal interest in any item on the agenda. The following interests must be entered by each Member in the register of personal interests referred to in paragraph 10.5 and also declared each time an item comes up for discussion at a meeting of the Board:

- Ownership or any other interest in any property within the area referred to in paragraph 1.1.
- Directorship of, ownership of or employment by any company or partnership owning or occupying any property within the area referred to in paragraph 1.1 or carrying out work within that area

- 10.3 Declaration involves stating the interest and the nature of the interest. Once the interest is declared, then a Member may speak on the item but must not vote on it.
- 10.4 Members do not have an interest by virtue of employment by or Membership of a body which is represented on the Board.
- 10.5 A Register of Interests shall be established and completed by all Members of the Board. This shall be made available to the Chair at all meetings.

11 CONDUCT OF BOARD MEMBERS

- 11.1 All Members of the Board are expected to adhere to the Nolan Principles¹.
- 11.2 Elected Members of Pendle Borough Council are bound by that Council's Code of Conduct while at meetings of the Board.
- 11.3 The Board will align itself with the governance standards and policies of Pendle Borough Council as Lead Council, including those policies on whistleblowing and complaints.

12 APPOINTMENT OF OFFICERS AND LEAD AUTHORITY FOR ACCOUNTABLE BODY STATUS

- 12.1 The Chief Executive of Pendle Borough Council shall act as Secretary of the Board for the purposes of coordinating advice to the Board and arranging for the servicing of meetings. This function may however be delegated to the Director of Place, supported by such other officers as may be appropriate.
- 12.2 The Board will appoint Pendle Borough Council as lead organisation to carry out the role of Accountable Body for the Towns Fund and to approve funding proposals.

13 CHANGES TO THE TERMS OF REFERENCE

- 13.1 The Terms of Reference of the Board may be amended by the Board at any meeting subject to a majority vote. 7 days' notice must be given of any proposed changes to the Terms.

¹ <https://www.gov.uk/government/publications/the-7-principles-of-public-life>