MINUTES OF A MEETING
OF THE EXECUTIVE
HELD AT NELSON TOWN HALL
ON 27th AUGUST 2026

PRESENT –

Councillor A. Mahmood (in the Chair)

Councillors

Z. Ali
M. Ammer
M. Hanif
D. Lord
B. Newman

Also in attendance:

Councillors D. Cockburn-Price, S. Cockburn-Price, A. Sutcliffe and G. Whittaker

Officers in attendance

Dean Langton	*Chief Executive*
Phillip Spurr	*Director of Place*
Karen Spencer	*Director of Resources*
Howard Culshaw	*Head of Legal and Democratic Services*
Neil Watson	*Assistant Director Planning, Licensing and Regulatory Services*
Sarah Whitwell	*Head of Housing and Environmental Health*
Ryan Gifford	*Senior Regeneration Officer*
Jane Watson	*Democratic Services Manager*

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46. DECLARATIONS OF INTEREST

Members were reminded of the legal requirements concerning the declaration of interests.

Members' attention was also drawn to the requirements of the Council's Code of Conduct relating to the disclosure of Other Registerable Interests and Non-Registerable Interests.

The following person declared a pecuniary interest in the item indicated for the reason stated: -

Councillor A. Mahmood	Trafalgar House, Nelson	Board Member of Penbrook	Minute No. 50

The following persons declared an Other Registerable Interest in the items indicated for the reasons stated: -

Councillor Z. Ali	Asset Transfers to Town and Parish Councils	Member of Nelson Town Council	Minute No. 49
Councillor M. Hanif	Asset Transfers to Town and Parish Councils	Member of Brierfield Town Council	Minute No. 49

Councillor D. Cockburn-Price	Asset Transfers to Town and Parish Councils	Member of Colne Town Council	Minute No. 49
Councillor S. Cockburn-Price	Asset Transfers to Town and Parish Councils	Member of Colne Town Council	Minute No. 49
Councillor Z. Ali	Trafalgar House, Nelson	Involved in an organisation which has a potential proposal for the occupation of the premises after its completion	Minute No. 50

47. PUBLIC QUESTION TIME

A resident from Nelson asked a number of questions relating to the new cemetery site on Halifax Road, Nelson. He felt the Council had not been open and transparent throughout the process for developing a new cemetery and asked questions relating to bore holes, active wells and the water table, along with comments about the suitability of the consultants.

In response the Leader confirmed that the Council had been open and transparent with the process of developing the new cemetery site. He asked the resident to submit his questions to him, and he would respond as had been done with other questions which had been submitted throughout the process of this development.

48. MINUTES

RESOLVED

That the Minutes of the meetings held on 23rd July 2026 be approved as a correct record and signed by the Chair.

49. PROPOSED ASSET TRANSFERS FOR TOWN AND PARISH COUNCILS WAVE 2 – INCORPORATING POSITION UPDATE ON WAVE 1

A report was submitted which provided an update on progress of Wave 1 asset transfers. Since approval, instructions had been issued to Legal for the bulk of Wave 1 assets, marking the transition from programme assessment to implementation. A large proportion of transfer documents had been drafted in readiness for transfer to the relevant Town and Parish Councils.

Although the delivery was progressing on a rolling basis, the programme continued to be affected by evolving positions from individual Town and Parish Councils. They had also asked for additional asset specific financial information to support their decision-making relating to a number of issues set out in the report.

Work was now progressing on Wave 2 assets, comprising 79 assets in total. This included 48 red category assets with a total book value of c£985,000. It was noted these figures did not include any uplift in value arising from the 2026 garage rental increase approved and published in the 2026 fees and charges structure.

A further 9 assets were yet to be categorised, which required a greater degree of investigation due to complexity.

It was acknowledged that due diligence was underway to establish and verify key matters including ownership boundaries, existing occupations, income arrangements, legal matters etc.

RESOLVED

(1) That progress made following approval of Wave 1, comprising 78 Green and Amber assets, and that most assets had now had Valuation Report instructions issued to Legal be noted.

(2) That the proposed progression of Wave 2, as outlined in the report, be agreed. This included assets categorised Red and the additional assets identified as Wave 2 set out in the annexe schedule attached to the report.

(3) That it be agreed that Wave 2 assets be transferred in existing use, as categorised in the current held Asset Register with a covenant to protect the use for future benefit of residents and stakeholders. Alternative use for community benefit would be considered on a case-by-case basis.

(4) That it be agreed that the Asset Transfer Programme continues to be delivered through a controlled, phased wave-based approach, with only assets approved through the agreed governance process progressing to legal completion.

(5) That it be noted that the detailed asset-specific historic maintenance costs, future maintenance budgets and management costs were not available in all cases because current expenditure was held within generic operational budgets. Any future management cost information could therefore be provided only on an estimated basis. A high-level estimate of costs for various asset categories had previously been provided with the original asset list.

(6) That an end stop date of 30th September 2026 be agreed for expressions of interest from Town and Parish Councils to prevent the transfers becoming protracted due to lack of timely engagement. Such replies should include formal decision making for audit purposes.

REASON

Transfer was considered appropriate subject to covenants that protect existing use or alternative community use.

(Councillor A. Mahmood declared a pecuniary interest in the following item and withdrew from the meeting).

(Councillor Z. Ali declared an Other Registerable Interest in the following item and withdrew from the meeting).

Councillor M. Hanif (in the Chair)

50. TRAFALGAR HOUSE, NELSON – CONTRACTOR APPOINTMENT

The Executive received a report which provided an update on the outcome of the contractor procurement exercises to deliver the renovation of Trafalgar House, Nelson.

It was noted that to comply with the Construction Industry Scheme's rules and regulations the employer for the contract must be the Council rather than Penbrook Limited, as the Council was already registered for the scheme.

Due to the urgency of the works and due to the condition of the building an exemption to the Contract Procedure Rules to issue an open tender had been agreed by the Director of Resources. However, a competitive process across three specialist demolition contractors was carried out as part of the selection process.

It was noted that due to the specialist nature of the demolition, there was a need for two separate work packages and therefore two separate building contracts. One for the specialist demolition and the other for the renovation of the retained structure. As a result, the Director of Resources granted a waiver to the Contract Procedure Rules but to ensure value for money was achieved five contractors were invited to tender and the results were detailed in the report.

RESOLVED

(1) That it be agreed that the Council acts as employer for the contractors to carry out the construction work on Trafalgar House, with Penbrook Developments Limited acting as Managing Agent for the Council.

(2) That a waiver of the contract procedure rule requiring an open tender and, as set out in 3.7 of the report following a competitive process, be approved and the contract be awarded to Fox Brothers (Leyland) Limited to carry out the partial demolition of Trafalgar House.

(3) That a waiver of the contract procedure rule requiring an open tender and, as set out in 3.11 of the report following a competitive process, be approved and the contract for the renovation of the retained portion of Trafalgar House be awarded to Radcliffe Construction Limited.

REASON

To improve the condition of a vacant building.

Councillor A. Mahmod (in the Chair)

51. PRIDE IN PLACE IMPACT FUND AND UK SHARED PROSPERITY FUND

A report informing the Executive of the recommendations and resolutions of Area Committees in respect of Pride in Place Impact Fund and the UK Shared Prosperity Fund was submitted for consideration with a request agreement be secured as to the way forward.

RESOLVED

(1) That the recommendations of Nelson, Brierfield and Reedley Committee, West Craven Committee and Colne and District Committee be noted in respect of Pride in Place Impact Fund and approval be granted for the funding allocations as set out in Appendix A attached to the report and subject to (2) below.

(2) That it be agreed in principle that in relation to Colne and District Committee the allocation of funding from the prospective underspend on the war Memorial Public Realm and any such unused funds be only defrayed on other schemes once the final costs were confirmed.

(3) That the recommendations of Nelson, Brierfield and Reedley Committee and West Craven Committee be approved.

(4) That delegated authority be granted to the Chief Executive, in consultation with the Leader and Deputy Leader of the Council for any further adjustments to both the Pride in Place Impact Fund and the UK Shared Prosperity Fund.

REASON

To update the Executive on the current position with both funding streams.

52. CAR PARKING – NELSON

The Executive received a report advising that the Councils draft Car Parking Strategy was currently on hold whilst decisions were made regarding the Council's asset transfer programme due to the fact that several car parks may be transferred to the relevant Town and Parish Council.

However, some issues had arisen which needed urgent attention regarding car parks in Nelson. Lancashire County Council's Accessible Nelson Scheme had caused parking issues for the business on Scotland Road with the loss of car parking spaces. It was proposed that the site of the former scout hut at the junction of Scotland Road and Charles Street, Nelson be converted to a car park to alleviate this problem.

Members welcomed the proposed changes.

RESOLVED

(1) That the conversion of Clayton Street/Calder Street car park, Nelson into a split-use car park with half short-stay and half long-stay parking sections be approved.

(2) That the construction of a new car park (to be designated as short stay) by Lancashire County Council at the site of the former scout hut location on Charles Street, Nelson be approved.

(3) That the conversion of New Brown Street and Broadway car parks in Nelson from short-stay to long-stay be approved.

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REASON

To improve car parking issues in the area.

53. DIGITAL APPROACH FOR ELECTED MEMBERS

A report seeking approval to introduce a digital by default, paperless approach to Council, Executive, Committee and Working Group meeting papers for Elected Members, supported by Council-issued devices, appropriate information governance controls and a phased implementation programme was submitted for consideration.

The proposal was to provide each elected Member with a Council-managed iPad, protective case, charger and the required applications to read, search, download and annotate meeting papers. Any confidential papers would be emailed separately (as was the case now).

Practical support would be provided from IT and Democratic Services whilst digital access was new, including guidance on handover of devices, drop-in sessions, one-to-one assistance where needed, short user guides and a clear route for reporting issues.

It was proposed that by January 2027 the iPads be rolled out to all Members with digital by default arrangements embedded by February 2027.

There was a discussion about providing paper in exceptional circumstances where appropriate.

RESOLVED

(1) That the roll out of digital by default meeting papers for Elected Members be approved and introduced as soon as possible, subject to procurement, budget confirmation and Member support arrangements being in place.

(2) That Committee papers be issued electronically by default, with printed papers provided only by exception where required for accessibility, reasonable adjustment or statutory/public access requirements.

(3) That the provision of suitable Council-managed devices for Elected Members be approved, supported by appropriate mobile device management, security controls, asset registration, acceptable use requirements and Information Security/Information Governance compliance.

(4) That the Chief Executive be granted delegated authority for final implementation arrangements, including device specification, support model, disclaimer wording and go-live date.

REASON

The proposal would reduce avoidable printing, postage and staff administration time, improve access to current and historical meeting papers, support more efficient democratic processes, and strengthen readiness for Local Government Reorganisation by adopting consistent digital working practices.

54. DEVELOPING THE LOCAL PLAN (FIFTH EDITION) ESTABLISHING A LOCAL PLAN WORKING GROUP

The Executive were asked to consider setting up a politically balanced Member Working Group to informally help steer the preparation and content of the fifth edition of the Local Plan.

The purpose of the Group would be for officers to brief Members on progress of the development of the Plan and to provide a forum for concerns of Members as well as being a critical friend for officers who would be responsible for producing the version that would be presented to Council for approval.

RESOLVED

That a politically balanced working group of 9 Members be set up to provide a membership link for progressing the fifth edition Local Plan and to have an informal input into the development of the Local Plan.

REASON

To keep Members up to date with progress of the Plan and what any emerging evidence was pointing to.

55. PLAYGROUND FUND

The Executive received, for information, a report advising that Nelson had been selected to receive £270,000 to upgrade or create 3 playgrounds. The report set out details of the criteria for funding along with recommendations for which play areas should be improved.

Officers had carried out a condition survey of the existing playgrounds within the defined area in order to recommend which sites should be allocated funding. As a result, Poplar Street, Lomeshaye Park and Clough Head in Nelson achieved the most funding criteria requirements based on proximity of built-up area, condition of existing playground and potential to create viable improvements for the community.

RESOLVED

(1) That it be noted that the funding allocation as per the funding prospectus as set out in Appendix 1 attached to the report had been accepted.

(2) That it be noted that the proposals set out within the Officers Expression of Interest had been returned to the Minister for Housing, Communities and Local Government prior to the deadline of 17th August 2026 and that funding would be allocated to Poplar Street, Lomeshaye Park and Clough Head play areas.

REASON

To enhance play facilities and green spaces to support the promotion of health and wellbeing

56. STRATEGIC PERFORMANCE REPORT QUARTER 1 2026/27

A report on performance and budget monitoring information for the period 1st April 2026 to 30th June 2026 was submitted for consideration.

A summary of progress in delivery of the key Council Plan actions in each of the corporate priorities was provided, together with performance information relating to the 25 key performance indicators (KPIs) as set out in Appendix A attached to the report.

It was noted that 9 KPIs were performing on or above the expected service level/target,12 which were falling below the expected service level/target and 3 were falling slightly below the expected service level/target. A summary of reasons was attached to the report at Appendix C.

Updates on the Council's Revenue Budget and Capital Programme for 2026/27 were included in the report.

RESOLVED

(1) That the report be noted.

(2) That £50k be added to the 2026/27 Capital Programme resulting from the updated ICT Strategy and Delivery Plan as set out in paragraph 10.12 in the report and to be funded by prudential borrowing.

REASON

To provide an update to Members and to secure the delivery of works associated with the ICT Strategy and Delivery Plan.

57. UPDATED RISK MANAGEMENT STRATEGY

A report on the updated Risk Management Strategy was submitted for consideration.

The document defined the Council's risk appetite as an organisation and set out the responsibilities of various parties within its risk management framework. The document had been endorsed by the Corporate Governance Steering Group, Corporate Leadership Team and the Accounts and Audit Committee.

A summary of the key changes was set out in the report.

RESOLVED

That the updated Risk Management Strategy be approved for adoption.

REASON

It was considered good practice to review the Strategy.

58. ANNUAL COMPLIMENTS AND COMPLAINTS 2025/26

The Executive received, for information, a report which provided an overview of compliments and complaints received and managed by the Council during the 2025/26 financial year. It outlined changes made to the Compliments and Complaints Policy in 2025, presented complaints performance and trends across Council services, summarised improvements to complaint handling arrangements and highlighted how learning from complaints had been used to support service improvement.

59. PROPOSAL FOR A HANDYPERSON SERVICE IN PENDLE

The Executive were asked to consider reintroducing a Handyperson Service to address minor housing disrepair and safety issues before they escalated into health, wellbeing or independence concerns.

It was noted that Pendle had not had a Handyperson Service since 2010/2011 and this service had been funded by Lancashire County Council and delivered by St. Vincent’s Housing Association.

A budget of £40,000 had been approved from the Crisis and Resilience Fund to establish a Handyperson Service in Pendle for 2026/27 with the potential for a further £80,000 over 2027/28 and 2028/29, subject to funding confirmation.

The service would provide low-cost practical help to support independent living, prevent accidents, facilitate hospital discharge, reduce demand on health and social care services, and help vulnerable residents remain safely in their own homes.

The report presented delivery, eligibility and charging options and recommended that the Council commission a provider to deliver a Handyperson Service using a hybrid charging model, subject to procurement and agreement of an appropriate service level agreement or commissioning arrangement.

RESOLVED

(1) That the development of a Handyperson Service in Pendle, funded from the approved Crisis Resilience Fund budget allocation of £40,000 for 2026/27, with the potential for a further £80,000 for 2027/28 and 2028/29, subject to future funding confirmation be approved.

(2) That external commissioning as the preferred delivery model be approved and delegated authority be granted to the Director of Resources, in consultation with the Leader, to commission this work under a service level agreement.

(3) That a charging model under which eligible vulnerable residents made a customer contribution of £10 per hour towards labour costs, with materials charged at cost, to extend delivery capacity be approved.

(4) That delegated authority be granted to the Director of Resources, in consultation with the Leader, to review and adjust the hourly customer contribution where necessary in response to service demand, delivery costs or available funding.

(5) That it be agreed that the service specification should include minor practical repairs, falls prevention work, home safety and security improvements, healthy home assessments and referrals into wider housing, health and wellbeing support.

REASON

To provide a valuable service and in response to funding secured.

60. LOCAL GOVERNMENT REORGANISATION WORKING GROUP

Minutes of a meeting of the Local Government Reorganisation Working Group held on 5th August 2026 were submitted for information.

61. CLIMATE EMERGENCY WORKING GROUP

Minutes of a meeting of the Climate Emergency Working Group held on 17th August 2026 were submitted for information.

62. FIREWORKS

At the request of Councillor Hanif the increased use of fireworks and the driving of loud cars in the Borough was discussed. It was acknowledged that by law fireworks could be set off prior to 11 pm but more recently they were being set off after this time and into the early hours of the morning and causing a significant disturbance within local communities. Fireworks were used to celebrate weddings, parties as well as bonfire night and New Year's Eve, but the increased use of them at unsocial hours was causing a problem.

Residents had reached out to local councillors with their concerns, and it was felt that a way forward would be to convene a multiagency meeting with the Police, Fire Service, representatives from the local community, Councillors and officers.

It was reported that the Government had recently launched a consultation on various matters relating to fireworks which was open until 7th October 2026 Fireworks and pyrotechnics in the UK - GOV.UK.

RESOLVED

(1) That a multiagency meeting be convened to discuss the antisocial use of fireworks and loud cars.

(2) That the Council submit a response to the Government's consultation on fireworks.

REASON

To address the concerns caused by the antisocial use of fireworks and loud cars.

63. TENDERS

The Executive received a report on tenders which had been received and accepted. They were also asked to agree to the retrospective exemption to the Contract Procedure Rules relating to the

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Crisis Resilience Fund and the award of a contract for delivery of the Ghyll Cemetery Extension, Barnoldswick.

RESOLVED

(1) That the retrospective exemption to the Contract Procedure Rules and the award of the contract to Citizens Advice East Lancashire to deliver the Crisis Payment Scheme across Pendle be approved.

(2) That the award of the contract for delivery of the Ghyll Cemetery Extension, Barnoldswick to A&G Landscapes and Groundworks Limited be approved.

(3) That the tenders received and accepted summarised in Appendix 1 attached to the report, be noted.

REASON

To agree the tender process and endorse the decisions made.

64. ITEMS REFERRED FROM AREA COMMITTEES

(a) Proposed Disposal of Pendle Innovation Centre, Brook Street, Nelson

At a meeting of the Nelson, Brierfield and Reedley Committee on 3rd August 2026 members considered a report on the proposed disposal of Pendle Innovation Centre, Nelson. At that meeting it was resolved:

(1) That the Executive be recommended to declare the Pendle Innovation Centre, Brook Street, Nelson surplus to requirements and placed on the open market for sale.

(2) That, subject to (1) above the Director of Resources be granted delegated authority to negotiate the sale price and terms of the disposal of the Pendle Innovation Centre, Brook Street, Nelson.

RESOLVED

(1) That the Pendle Innovation Centre, Brook Street, Nelson be declared surplus to requirements and placed on the open market for sale.

(2) That the Director of Resources be granted delegated authority to negotiate the sale price and terms of the disposal of the Pendle Innovation Centre, Brook Street, Nelson.

REASON

The disposal of the property would remove the burden of costs incurred whilst vacant and generate a capital receipt.

65. FORWARD PLAN

The Executive's Work Programme and Forward Plan of key decisions for the four-month period commencing 1st August 2026 was submitted for information.

66. EXCLUSION OF PUBLIC AND PRESS

RESOLVED

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 the next items of business when it was likely, in view of the nature of the proceedings or the business to be transacted that there would be disclosure of exempt information which was likely to reveal the identity of an individual.

67. EMPTY PROPERTY UPDATE

A report providing an update on action taken since the Enforced Sale Procedure and Empty Homes Strategy were developed earlier in 2026 was submitted for consideration. It covered long-term empty properties in Pendle, including prosecutions, proposed compulsory purchase orders, enforced sales and acquisitions by agreement.

RESOLVED

That the current position and proposed action for each property set out in the report be noted.

REASON

To address the issue of empty properties in the Borough.

Chair ____