

Minutes of Leyland Town Deal Advisory Board

Meeting date Monday, 1 November 2021

Members present: Councillor P Foster (in the Chair) – South Ribble Borough Council
Councillor B Evans – South Ribble Borough Council
Councillor J Bell – South Ribble Borough Council
Hayley Wells-Bradshaw (on behalf of Katherine Fletcher MP)
Adrian Walsh – Leyland Trucks
Tim Cahill – Runshaw College
Shane Friend – Stone Create
Jeremy Clay – Bodycare Stores
Neil Conlon – Conlon Construction
Christine Holmes – United Reformed Church
Linda Kay – United Reformed Church

Supporting advisors and Officers: Lisa Quinn – Nicholls Group
Clare Gornall (Democratic and Member Services Officer), Mark Lester (Director of Commercial), Rachel Salter (Service Lead (Development and Business)) and Portia Taylor-Black (Business Engagement Officer) – SRBC
Jennifer Clough (Investment and Skills Manager)- SRBC
Clare Gornall (Democratic and Member Services Officer) - SRBC

1 Welcome and Introductions

The Leader of South Ribble Borough Council welcomed everyone to the meeting. It was agreed that Councillor Foster would Chair this meeting as a new Chair had yet to be appointed.

2 Apologies

Apologies were received from the following members:-

Nik Puttnam – Eric Wright Group
Rebekah Reeve – Progress Housing
Katherine Fletcher MP
Paul Foster – Federation of Small Businesses

Anna Marie Knipe – Birchall Blackburn (proposed new member)
Charles Hadcock (proposed new member)

3 Leyland Town Deal Board Minutes 27 September 2021

The draft minutes of the meeting on 27 September 2021 will be circulated at the next meeting.

4 Conflict of Interest Declarations

Councillor Foster explained that going forward it was important for members of the Board to declare any conflict of interest.

A form for this purpose had been attached to the Board Terms of Reference for members to complete and return for the record.

Christine Holmes, United Reformed Church and Neil Conlon, Conlon Construction indicated that their respective organisations may be bidding for funding in the future. Councillor Foster agreed these were good examples of when a conflict of interest would need to be declared and in such circumstances they would not participate in any decision making of the Board concerning such funding.

There were no declarations of interests made by members at the present time.

5 Progress Update - Town Deal

Rachel Salter, Service Lead (Development and Business) gave the Board an progress update on the Town Deal including that a full design team had now been appointed and arrangements for consultation / engagement.

Resolved – That the progress update be noted.

6 Board Terms of Reference

Councillor Foster referred to the Board Terms of Reference circulated with the agenda. The document ensured open and transparent governance arrangements for the Board going forward.

He queried the following paragraph 4.4

“With the prior agreement of the Chair, any Board Member may participate in a meeting by means of a conference telephone or similar communications equipment whereby all persons participating in the meeting can communicate with each other and participation in a meeting in this manner shall be deemed to constitute presence in person at such meeting and shall be entitled to vote and be counted in a quorum accordingly.”

His query was whether the Board could legally hold hybrid / virtual element of the meeting, making a comparison with Local Authority meetings where only in person attendees may legally vote.

In his view as the Board was not a Local Authority meeting, it was a strategic partnership meeting to which the Council appoints representatives and therefore should not be covered by local government legislation. However it was important this to be confirmed in writing, as members were being asked to sign up the attached document.

Resolved – That, subject to confirmation of the above, the Terms of Reference be circulated for signature and return by members of the Board by Sunday, 7 November 2021.

7 Review of Leyland Town Deal Stakeholder Engagement Plan

Rachel Salter presented the Town Deal Stakeholder Engagement Plan which included the Stakeholder Engagement Events Calendar which members were kindly asked to promote.

Tim Cahill, Runshaw College suggested that the Leyland “Christmas Lights Switch On” held on 27 November be utilised as an engagement event. Jennifer Clough confirmed that the date was during the consultation period and would be used to promote face to face engagement.

Hayley Wells-Bradshaw indicated that Katherine Fletcher MP would be happy to attend the Christmas Lights Switch On 27 November if details could be emailed to her.

Councillor Bell also suggested that she use her platform as Mayor to promote the Town Deal and engagement events.

Resolved –

1. That the Leyland Town Deal Stakeholder Engagement Plan be approved, subject to the above amendments; and
2. That any further suggestions or feedback be submitted by Sunday 7 November.

8 Review of Leyland Town Deal Communications Plan

Rachel Salter presented the Leyland Town Deal Communications Plan which included the following hashtags for use on social media:

#Leyland
#Leyland Town Deal
#Leyland Town Fund

Tim Cahill, Runshaw College also suggested #proudLeyland.

Councillor Bell mentioned that the Community Hub was also a good source of engagement.

Resolved – That the Communications Plan be approved and that any further suggestions or comments be submitted by Sunday 7 November.

9 Review of Leyland Town Deal Consultation Schedule

The Board considered the Consultation Schedule (November 2021 and February 2022) which had been discussed as part of the Stakeholder Engagement Plan.

Resolved – That the Leyland Town Deal Consultation Schedule be approved.

10 Future Board Meetings

Resolved – That the following schedule of Board meetings be approved:

- Wednesday 8 December 2021 8am-9am
Key Items for Approval: Procurement Strategy, Leyland Town Deal
- Thursday 6 January 2022 (TBC) 8am-9am
Key Items for Approval: Stage 2 Designs, Leyland Town Deal
- Wednesday 23 February 2021 8am-9am
Key Items for Input: Stage 3 Design (Consultation), Leyland Town Deal
- Wednesday 9 March 2021 8am-9am
Key Items for Approval: Stage 3 Designs (Sign Off), Leyland Town Deal
- Wednesday 16 March 2021 8am-9am
Key Items for Approval: Business Case (Sign off)

11 Any Other Business

Resolved - That the following representatives be approved as new members of the Town Deal Board:-

Charles Hadcock – Roach Bridge Mill
Anna Marie Knipe – Birchall Blackburn

Hayley Wells-Bradshaw conveyed thanks to the Board on behalf of Katherine Fletcher MP for all their hard work up to this point and that she looked forward to working with the Board in the future.

Chair

Date