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| Minutes of | Leyland Town Deal Advisory Board |
| Meeting date | Wednesday, 8 December 2021 |
| Members present: | Councillors Paul Foster, Bill Evans and Jane Bell, SRBC Charles Hadcock – Roachbridge Ltd. Jeremy Clay – Bodycare Stores Tim Cahill, Runshaw College Claire Lowe, UCLAN Christine Holmes, Leyland United Reformed Church Adrian Walsh, Leyland Trucks Paul Foster – Federation of Small Businesses Nik Puttnam – Maple Grove Developments Katherine Fletcher MP |
| Officers: | From SRBC: Jonathan Noad, Director of Planning and Development Mark Lester, Director of Commercial Portia Taylor-Black, Business Engagement Officer Jennifer Clough, Investment and Skills Manager Clare Gornall, Democratic and Member Services Officer |

19 Apologies for absence

Apologies were received from:-

Anne Marie Parkinson, LEP
Neil Conlon, Conlon Construction
Peter Gardner, C&W Berry

20 Declarations of interest

Nik Puttnam, Maple Grove Developments declared a conflict of interest in the items Financial Update and Procurement Strategy on the agenda in that his company may wish to submit a bid for contracts. He left the meeting prior to these items and did not participate in the discussion on these matters.

Claire Lowe, UCLAN declared a conflict of interest in agenda item 'Update on Appointment of Chair' in that one of the candidates was an honorary fellow of UCLAN. She therefore abstained from voting on the matter.

21 Update on Appointment of the Chair

Members were informed that two applications for the position of Chair of the Board had been received, as follows:-

Adrian Walsh – Leyland Trucks
Charles Hadcock – Roachbridge Ltd

Each candidate gave a five minute presentation to the Board in support of their application.

It was suggested that it was in the interests of members that their votes in respect of the above candidates be submitted outside the meeting in order that they be kept confidential.

RESOLVED:-

- i) That members present submit their vote via email after the meeting to Jonathan Noad and Clare Gornall at South Ribble Borough Council, and
- ii) that all Board members be informed of the outcome via email.

22 Minutes of the last meeting held on 16 November 2021

RESOLVED:- That the minutes of the meeting held on 16 November 2021 be agreed as a correct record.

23 Updates on Consultation

Portia Taylor-Black, Business Engagement Officer gave a presentation updating the Board on feedback received during the recent consultation on Town Deal projects during November and early December 2021.

The presentation summarised the key themes and priorities identified.

RESOLVED:-

That detailed information on the consultation feedback be circulated to the Board following the meeting.

(Nik Puttnam, Maple Grove Developments left the meeting at this point).

24 Financial Update

Portia Taylor-Black, Business Engagement Officer gave a financial update on funding for the Town Deal Projects.

RESOLVED:- That the financial update be noted.

25 Procurement Strategy Review

Portia Taylor-Black, Business Engagement Officer gave a update on the Procurement Strategy outlining the various procurements for the Town Deal projects.

Members of the Board were mindful of the risks associated with increasing costs.

Councillor Paul Foster indicated that the Procurement Strategy would be submitted to SRBC Cabinet on 19 January 2021 for approval.

RESOLVED:- That the Procurement Strategy be noted.

26 Next steps

Portia Taylor-Black, Business Engagement Officer gave a update on the timescale of activity over the coming months, up until the submission of the Business Case in March 2022.

RESOLVED:-

That the update be noted.

27 Date of next meeting

The next meeting of the Board will be held on Thursday, 6 January 2022 at 8.00am.

Chair

Date