



## Minutes of a meeting of Nelson Town Council held on Wednesday 10<sup>th</sup> May 2023 at the Unity Wellbeing Centre, Vernon Street, Nelson, Lancashire

**Commenced: 7.30pm - Concluded: 8.20pm**

**Councillors Present:** Councillors Mohammad Kamran Latif [Chair], Faraz Ahmad, Shabaz Ahmed, Naeem Akhtar, Iftikhar Ali, Zafar Ali, Thabasum Ruby Anwar, Husnan Arshad, Mohammad Aslam, Aqib Bashir, Sughra Bibi, Mohammad Kamran Butt, Kashif Ur Rehman Chaudhry, Tallaha Fiaz, Mohammed Rehan Hanif, Patricia Hannah-Wood, Mohammad Kamran Latif, Mohammad Ajmal Khan UI Nisa, Hassan Mahmood, Anam Nawaz, Atique Rehman, Marie Stone and Sheila Wicks

**Absent Councillors:** Councillors Mohammad Adeel Qamar and Mohammad Sufyaan Sarwar

**Non-Councillor (without voting rights):** None

**Officers:** Nick Harbour – Assistant Town Clerk [minute taker]

**Members of the Public:** Four members of the public present

2023/001 (TC)	<p><b><u>ONE MINUTE SILENCE</u></b></p> <p>The Chairman invites members to observe a one minute of silence.</p> <p>The one-minute silence was observed.</p>
2023/002 (TC)	<p><b><u>ELECTION OF TOWN COUNCIL CHAIRMAN</u></b></p> <p>To elect a Town Council Chairman for 2023/24 municipal year</p> <p>Proposed by Councillor Zafar Ali and Seconded by Councillor Rehman, and <b>RESOLVED:</b> That Councillor Mohammed Rehan Hanif is elected as Town Council Chair for the 2023/24 municipal year.</p>
2023/003 (TC)	<p><b><u>ELECTION OF TOWN COUNCIL VICE-CHAIRMAN</u></b></p> <p>To elect a Town Council Vice-Chairman for the 2023/24 municipal year</p> <p>Proposed by Councillor Naeem Akhtar and Seconded by Councillor Hannah-Wood, and <b>RESOLVED:</b> That Councillor Faraz Ahmad is elected as Town Council Vice-Chair for the 2023/24 municipal year.</p>
2023/004 (TC)	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>To receive and approve apologies for absence and reasons given to the Assistant Town Clerk prior to the meeting.</p> <p>Proposed by Councillor Hannah-Wood and Seconded by Councillor Zafar Ali and <b>RESOLVED:</b> That the apologies received from Councillor Mohammad Adeel Qamar are approved and accepted.</p>

2023/005 (TC)	<p><b><u>DECLARATIONS OF INTERESTS</u></b></p> <p>To receive disclosures of personal and prejudicial interests from members on matters to be considered at the meeting. Officers are required to make a formal declaration about council contracts where the employee has a financial interest.</p> <p>None.</p>
2023/006 (TC)	<p><b><u>ADJOURNMENT FOR PUBLIC PARTICIPATION</u></b></p> <p>To adjourn the meeting for 15 minutes to allow members of the public to make representation on the business of the agenda for the meeting. No resolutions can be under public participation.</p> <p>Four members of the public present – no questions raised at this stage.</p>
2023/007 (TC)	<p><b><u>MINUTES</u></b></p> <p>To approve the draft minutes of the Town Council meeting held on 08 March 2023 (previously circulated).</p> <p>Proposed by Councillor Zafar Ali and Seconded by Councillor Hannah-Wood and  <b>RESOLVED:</b> That the draft minutes of the Town Council meeting held on the 08 March 2023 be confirmed as a true record and be signed by the Chair.</p>
2023/008 (TC)	<p><b><u>COMMITTEE MINUTES</u></b></p> <p>To confirm the receipt of committee minutes previously circulated:</p> <ul style="list-style-type: none"> <li>• Finance and General Purposes Committee 22 March 2023</li> </ul> <p>Proposed by Councillor Zafar Ali and Seconded by Councillor Mohammad Kamran Latif, and  <b>RESOLVED:</b> That the draft minutes listed above are approved as a true and accurate record.</p>
2023/009 (TC)	<p><b><u>REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES, STAFF AND OTHER LOCAL AUTHORITIES</u></b></p> <p>To review and adopt the Scheme of Delegation that contains the delegation arrangements to staff, committees and sub-committees of the Town Council in accordance with the Local Government Act 1972, s101. The Scheme of Delegation contains the terms of reference for each standing committee.</p> <p>Note: Unlike a principal authority, the composition of the committees and sub-committees of a local council is not required to represent the same proportions in which the council as a whole may be politically divided. (The Local Government (Committees and Political Groups) Regulations 1990).</p> <p>Proposed by Councillor Zafar Ali and Seconded by Councillor Hannah-Wood, and  <b>RESOLVED:</b> That the existing structures used in the year 2022-23 for the delegation arrangements to committees, sub-committees, staff and other local authorities be used for the upcoming year 2023-24.</p>
2023/010 (TC)	<p><b><u>APPOINTMENT OF COMMITTEES</u></b></p> <p>To appoint members to committees in accordance with the Scheme of Delegation.</p> <ul style="list-style-type: none"> <li>• Environmental Improvement Committee 8 members and Ex-Officio</li> <li>• Finance and General Purposes Committee 8 members and Ex-Officio</li> <li>• Events, Promotional and Marketing Committee 9 members and Ex-Officio</li> <li>• Personnel Committee 5 members and Ex-Officio</li> <li>• Unity Wellbeing Management Committee 8 members and Ex-Officio</li> </ul>

Proposed by Councillor Thabasum Ruby Anwar and Seconded by Councillor Zafar Ali, and **RESOLVED:** That the below committee membership and representation on outside bodies for 2023-24 be approved:

Environmental Improvements

Membership: x8 members

Ali, Zafar  
Anwar, Thabasum Ruby  
Arshad, Husnan  
Bibi, Sughra  
Hannah-Wood: Patricia  
Qamar, Mohammad Adeel  
Rehman, Atique  
Wicks: Sheila

Events, Promotional & Marketing

Membership: x9 members

Ahmad: Faraz  
Ahmed, Shahbaz  
Akhtar, Naeem  
Ali: Zafar  
Bibi, Sughra  
Hannah-Wood: Patricia  
Nawaz, Anam  
Rehman: Atique  
Sarwar, Mohammed Sufyaan

Finance & General Purposes

Membership: x8 members

Ahmed, Shahbaz  
Akhtar, Naeem  
Ali: Zafar  
Hanif, Mohammed Rehan  
Latif: Mohammed Kamran  
Nawaz, Anam  
Rehman, Atique  
Sarwar, Mohammed Sufyaan

Personnel Committee

Membership: x5 members

Ali: Zafar  
Anwar, Thabasum Ruby  
Latif: Mohammed Kamran  
Sarwar, Mohammed Sufyaan  
Wicks: Sheila  
Ahmad: Faraz (Ex-Officio)  
Hanif, Mohammed Rehan (Ex-Officio)

Unity Well Being Management

Membership: x8 members

Ahmad: Faraz  
Ali: Zafar  
Hannah-Wood: Patricia  
Khan Ul Nisa, Muhammad Ajmal  
Qamar, Mohammad Adeel  
Rehman: Atique

Nelson Area committee

Hanif, Mohammed Rehan

Town Centre Partnership / Town Team/ Town Deal

Ali: Zafar

Sports and Youth Activities Working Group

Arshad, Husnan  
Khan Ul Nisa, Muhammad Ajmal  
Bibi, Sughra  
Hanif, Mohammed Rehan  
Qamar, Mohammad Adeel

	<p>Rehman: Atique Sarwar: Mohammed Sufyaan Ahmed, Shahbaz</p> <p>The Assistant Town Clerk highlighted that there were still two vacancies to fill on the Unity Well Being Management Committee. Volunteers were requested. The only forthcoming proposal was from Councillor Latif:</p> <p>Proposed by Councillor Mohammad Kamran Latif and Seconded by Councillor Nawaz, and <b>RESOLVED:</b> That Councillors Mohammad Kamran Latif and Anam Nawaz are appointed to the Unity Well Being Management Committee.</p>
2023/011 (TC)	<p><b><u>ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS</u></b></p> <p>11.1 To review and adopt the Standing Orders inclusive of the policies and procedures listed in Appendix B (copies provided in the Councillor's Handbook).</p> <p>Proposed by Councillor Zafar Ali and Seconded by Councillor Mohammad Kamran Latif, and <b>RESOLVED:</b> That the Standing Orders inclusive of the policies and procedures listed in Appendix B are adopted.</p> <p>11.2 To review and adopt the Financial Regulations (based on the model produced by NALC)</p> <p>Proposed by Councillor Zafar Ali and Seconded by Councillor Hannah-Wood, and <b>RESOLVED:</b> That the Financial Regulations (based on the model produced by NALC) are adopted.</p>
2023/012 (TC)	<p><b><u>ASSET REGISTER REVIEW</u></b></p> <p>12.1 To review the existing Asset Register Policy.</p> <p>Proposed by Councillor Hannah-Wood and Seconded by Councillor Zafar Ali, and <b>RESOLVED:</b> That the Asset Register Policy is approved as the already existing version states.</p> <p>12.2 To review the updated Asset Register for the financial year 2023/24.</p> <p>Proposed by Councillor Zafar Ali and Seconded by Councillor Hannah-Wood, and <b>RESOLVED:</b> That the Asset Register for the financial year 2023/24 is approved as presented at this meeting.</p> <p>The Assistant Town Clerk noted that a leaf blower had been purchased earlier in the day which will need adding to the list. This will be in place ready for the next review of the asset register.</p>
2023/013 (TC)	<p><b><u>REPORTS FROM BOROUGH AND COUNTY COUNCILLORS</u></b></p> <p>To receive reports from the Borough or County Councillors</p> <p><b><u>Borough Council</u></b></p> <p>Councillor Ahmad gave a brief update to Members from the recent Nelson Area Committee meeting. A handful of small planning applications were approved. Councillors at that meeting were disappointed with no police presence again at the meeting. Pendle Borough Council staff will be requesting that they attend future meetings to work together with the Borough</p>

	<p>Council.</p> <p>Members noted the update.</p> <p><u>County Council</u></p> <p>No County Councillors present to provide an update.</p>
2023/014 (TC)	<p><b><u>CLIMATE EMERGENCY ISSUES</u></b></p> <p>An item to identify and consider council initiatives which will help deal with the climate emergency through Nelson Town Council's functions, facilities and any other remit.</p> <p>The Climate Emergency Issues Working Group had not met since the last meeting of the Council so no new update was available.</p> <p>Councillor Hannah-Wood did inform Members present that a meeting was due to take place in the next couple of weeks and an update can be provided to Members at the next Full Council meeting.</p> <p>Members noted the update.</p>
2023/015 (TC)	<p><b><u>POLICE UPDATE</u></b></p> <p>To receive an update from PCs Jemima Hill and/or Thomas Schofield around the latest issues happening in and around Nelson and to discuss the most recent crime figures for Nelson</p> <p>Unfortunately, no Police were in attendance at this meeting to provide an update and no crime figures had been received at the office.</p> <p>The Police were also not in attendance at the most recent meeting of Pendle Borough Council.</p> <p>Members requested that the Assistant Town Clerk again contact the Police to ask that they attend future meetings to work together with the Town Council.</p> <p>Members noted the update.</p> <p><b>ACTION:</b> The Assistant Town Clerk contact Nelson Police Team to request that they start to attend meetings again and provide crime statistics for Members to review.</p>
2023/016 (TC)	<p><b><u>NELSON TOWN DEAL</u></b></p> <p>To discuss the Nelson Town Deal and prepare for ways to which Nelson Town Council can assist with the process.</p> <p>Councillor Ali stated that no recent meetings had taken place in relation to the Town Deal due to Purdah.</p> <p>A planning application has been submitted for plans at the Pendle Rise Shopping Centre which is linked to the Town Deal. Decisions around this will take a few weeks.</p> <p>A number of Pendle Borough Councillors who were working on the Town Deal project have now left the authority which is also causing some delays in certain processes whilst they are replaced.</p> <p>Town Deal meetings are open to the public should they wish to attend in the future. Councillor Ali attends all these meeting and will provide an update at the next Town Council meeting.</p>

	Members noted the update.
2023/017 (TC)	<p><b><u>BACK STREET PROJECT</u></b></p> <p>17.1 To receive an update in relation to the Back Streets Project.</p> <p>Councillor Ali gave an update to Members around the latest in relation to the Back Street Project.</p> <p>Unfortunately, not much movement has been made on the project in recent weeks due to a number of circumstances out of the Town Council's control. Purdah has been in place so no Town Council meetings have taken place since early March.</p> <p>Lancashire County Council have also intervened in the process by putting in place new regulations on how submissions are put forward to work on adopted streets. The County Council now only meet once a year to approve any streets which are put forward to them, and this meeting is not due to take place until October 2023. The Town Council and Borough Council are currently in negotiations with County to look at ways of speeding this process up.</p> <p>Staffing issues at Pendle Borough Council may also slow down the process for unadopted streets. The Highways Team are currently operating with under 50% of their workforce.</p> <p>Residents have submitted requests for their back streets to be considered at various locations in the town, including Scotland Road, Albert Street, Stanley Street, Arthur Street and Carr Road. Site visits need to be arranged for these streets between the Pendle Borough Council Highways Team and the Ward Councillors for the locations of the streets in question. If they are considered to be in particularly bad condition, they will be brought to a future meeting of the Full Council to consider whether to obtain costings to get them to be repaired.</p> <p>Some already identified streets are in the queue to be tendered and Councillors are asked to assure residents that the streets they identify will be considered at some stage, but due to financial limitations and the above named circumstances that have arisen that the process is unfortunately quite drawn out.</p> <p>Members noted the update.</p> <p>17.2 To consider the approval of funding for works at Back Every Street, Back Pendle Street and Back Ball Street following the recent tender sent out to local contractors for works to these named sites (see attached for costings).</p> <p>Proposed by Councillor Ahmad and Seconded by Councillor Aslam, and  <b>RESOLVED:</b> That approval is given to carry out works at Back Every Street, Back Pendle Street and Back Ball Street and that Pendle Borough Council are instructed to award the contract to O'Callahan's for £16,226.36.</p>
2023/018 (TC)	<p><b><u>RISK MANAGEMENT POLICY</u></b></p> <p>To receive and review an updated Risk Management Policy for the forthcoming year 2023/ 24.</p> <p>No new changes had been made since the last review in March 2023.</p> <p>Proposed by Councillor Hannah-Wood and Seconded by Councillor Wicks and  <b>RESOLVED:</b> That the Risk Management Policy is approved as presented at this meeting.</p>
2023/019 (TC)	<p><b><u>HEY STREET ROPE CLIMBING NET</u></b></p> <p>To consider approval for the repairs to the rope climbing net at Hey Street Play Area. The cost of repairs for quotes received from Pendle Borough Council is £1,475.96.</p>

	<p>Proposed by Councillor Faraz Ahmad and Seconded by Councillor Aslam and  <b>RESOLVED:</b> That £1,475.96 is allocated for the repairs to the rope climbing net at Hey Street Play Area.</p>
2023/020 (TC)	<p><b><u>TRAFFIC CALMING MEASURES AT CHAPEL HOUSE ROAD</u></b>  To discuss the possibility of installing traffic calming measures at Chapel House Road.</p> <p>The Town Council had previously discussed considering installing some traffic calming measures on Chapel House Road. The area has been identified as particularly bad in the town for motoring offences and a large number of accidents have taken place in the surrounding area.</p> <p>Lancashire County Council and Pendle Borough Council have also had numerous complaints received by residents in relation to the area. Lancashire County Council had investigated the possibility of installing some new measures, but stated that they could not put any funding towards it as it is an amenity scheme and therefore would not meet their funding criteria. They did however provide estimates for the following works:</p> <p><i>Chapel House Road (Halifax Road to Railway Street) £158,000  Based on 4 junction tables (at crossroad junctions inc. footway works), 1 flat top road hump, signage and removal of existing block paving at junctions</i></p> <p>This of course is a substantial amount of money for the works and further conversations would need to take place if the project is something which Councillors would like to consider at a later date.</p> <p>Proposed by Councillor Zafar Ali and Seconded by Councillor Hannah-Wood and  <b>RESOLVED:</b> That conversations take place with Pendle Borough Council to see if they would be able to provide any funding to go towards the project before any further decisions are made by this Town Council, and that discussions would also need to be had around the design of the scheme.</p>
2023/021 (TC)	<p><b><u>TRANSFERRED SERVICES</u></b>  To receive reports and consider any actions required in relation to transferred services.</p> <p><u>CCTV monitoring</u></p> <p>The Assistant Town Clerk reported that CCTV monitoring report for March and April had been received and circulated to Members. No major issues were identified.</p> <p>The update was noted.</p> <p><u>MUGAS and Play Areas</u></p> <p>Works are also due to commence on the Bradshaw Street MUGA in mid-May to increase the height of the fencing to stop balls going over into neighbouring gardens.</p> <p>Hey Street needed the rope climbing equipment repairing which was approved earlier in this meeting.</p> <p>Members noted the update.</p> <p><u>Parks Services</u></p> <p>Councillors asked that Phil Riley be invited to the next meeting of the Council to discuss changes made to original plans at Walverden Park in relation to the cricket nets.</p>

	<p>Members noted the update.</p> <p><b>ACTION:</b> The Assistant Town Clerk to ask Phil Riley along to the next Full Council meeting to discuss the change of location of the cricket nets at Walverden Park.</p>
2023/022 (TC)	<p><b><u>ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA</u></b></p> <p>To notify the Assistant Clerk of any matters for inclusion on the agenda of the next meeting.</p> <p>None.</p>
2023/023 (TC)	<p><b><u>DATE OF THE NEXT TOWN COUNCIL MEETING</u></b></p> <p>The date of the next meeting of the Council is due to be held on Wednesday 14<sup>th</sup> June 2023.</p> <p>Members noted the date of the next meeting.</p> <p>There being no further business to discuss, the meeting was closed by the Chair at 8.20pm.</p>