

<b>NAME OF MEETING:</b>	Town Board Meeting
<b>DATE/LOCATION:</b>	Futures Park, Bacup, OL13 0BB 06/05/2026
<b>ATTENDEES:</b>	Alyson Barnes (AB), Andy Schofield (AS), Charlotte Scheffman (CS), Clive Balchin (CB), David Motley (DM), David Smurthwaite (DS), Deyrick Allen (DA), Iain Taylor (IT), Jaid Flatley (JF), Jacob Landers (JL), Jan Shutt (JS), Jodie Oatway (JO), Karl Gornell (KG), Kimberly Howarth (KH), Leonie Ford Miah (LFM) Lynn Smith (LS), Megan Eastwood (ME), Nicola Avery (NA), Nick Harris (NH), Peter Terry (PT), Samantha Sandford (SS)
<b>APOLOGIES:</b>	Andy MacNae MP (AM), Barbara Ashworth (BA), Stephen Anderson (SA)
<b>MINUTE TAKER:</b>	Jodie Oatway (JO)

Item	
<b>1</b>	<p><b>Welcome and apologies</b> IT opened the meeting and shared apologies.</p> <p>This meeting represented an important milestone, reflecting the significant work undertaken to develop the programme of activity.</p> <p>The Board welcomed Karl Gornell, Delivery Lead from MHCLG, who joined the session.</p> <p>IT thanked the team for the considerable effort in reviewing the papers and for committing the resources necessary to prepare the report.</p> <p>IT thanked Alyson for chairing the previous meeting.</p> <p>The minutes of the previous meeting were accepted and agreed.</p> <p>Actions were picked up and addressed during the course of the agenda.</p>
<b>2</b>	<p><b>Update from Government</b></p> <p>Board members were informed that the new programme logo has been announced alongside branding guidance. All meetings, agendas, reports and related documentation will now include the logo in the top right-hand corner.</p>

Early feedback on the Regeneration Plan has been positive, with government recognising the clear link between community engagement and the programme's vision.

It was noted that the Memorandum of Understanding (MoU) will be issued once the Regeneration Plan has been moderated and approved by government.

An update was provided on monitoring requirements. The first submission is due in April 2026, with the portal opening on Wednesday 1 April and closing at midnight on Thursday 30 April. The Council will submit the return as the accountable body. Information will be required on:

- Capacity funding activities
- Projects delivered using programme funding
- Projects planned using programme funding
- Neighbourhood Board details
- Forecast capacity funding spend
- Forecast programme delivery funding spend
- Outputs

Board members were advised that the monitoring portal will reopen every six months.

By Year 3 the Board is encouraged to transition towards a community-led delivery model. Guidance will be shared when available.

### 3 Project recommendation report

ME presented the project recommendation paper to the Board.

**Decision: The report and its recommendations were approved.**

**NB: Whilst subgroups agree the delivery plans – recommendations must still be provided to the board.**

#### Procurement and Delivery

The Board heard that delivery and procurement routes will be agreed as projects develop. Depending on the project, this may involve tender processes, grant funding agreements, or further development through full business cases where required.

#### Actions

- Delivery partners to be invited to present proposals to the Board as projects progress.
- A future agenda item to consider digital innovation opportunities within the programme.
- A shared workspace to be established to support document sharing and programme coordination.
- Finance report as a standing item on the board

<p><b>4</b></p>	<p><b>The Cocoon Presentation</b>  The Board received an update on activity delivered by LFM.</p> <p>Board members heard that the programme builds on existing creative activity, including music and instrument training, with the aim of widening participation and attracting more young people. The programme is designed to be open and inclusive, including those who may not wish to participate in school-based activities and aims to link with other organisations and venues across the Valley.</p> <p>Board members heard that an event is planned for 24 April to showcase the skills young people have developed through the programme. A sound engineering course has also been delivered, with strong interest from young people and participants will have the opportunity to apply their skills at a live music event in April. Future activity will include additional sound engineering sessions, jam sessions, mentoring and guest speakers from the music industry.</p> <p><b>The Cocoon</b></p> <p>The Board received an update on the development of The Cocoon concept. The initiative is being developed in partnership with the Wayne Hemingway group and is intended to create a central space where young people can access information about opportunities, develop skills and connect with local organisations.</p> <p>Board members heard that the concept is being co-created with young people and local professionals, with opportunities for mentoring and work experience in areas such as retail, design and media. Several workshop series are planned as part of the development phase.</p> <p>It was agreed that representatives from the Wayne Hemingway group will be invited to present to the Board at a future meeting.</p> <p><b>Staghills and Edgeside</b></p> <p>The Board heard that further engagement activity is planned within the Staghills and Edgeside area, including surveys taking place over the Easter holiday period. The feedback gathered will help inform proposals relating to community activity, including ideas such as a creative showcase and use of the community hut.</p>
<p><b>5</b></p>	<p><b>Capacity Funding update</b>  The Board received an update on activity being progressed through the 2025–26 capacity funding allocation.</p> <p>Technical and survey work is underway in relation to the Heritage Arcade project, including transport, mechanical and electrical and topographical surveys to inform design and layout considerations. Procurement for landscape architect support is also being progressed and community engagement will take place as proposals develop. A meeting with a potential investor is scheduled to discuss design principles and parking requirements will need to be considered as part of the design process.</p>

	<p>Initial engagement with businesses has begun to explore the feasibility of establishing a Business Improvement District (BID) in Rawtenstall. Groundwork is gathering views from local businesses on the town centre and future priorities, with further engagement planned through the Chamber of Commerce. Findings will be reported back to determine whether progressing a BID proposal is viable.</p> <p>Members also received an update on Trickett’s Arcade, where discussions and correspondence with building owners and stakeholders have taken place. Work is ongoing to identify a potential strategy to address priority building condition issues.</p> <p>An update was also provided from Rossendale Leisure Trust on feasibility work supported through capacity funding. This has included assessments of football pitch quality, consideration of improvements to netball courts at Marl Pits and support for pitch improvements at the American Football club. Initial work has also been undertaken to inform proposals relating to walking and cycling routes, alongside consultation activity. Some funding has been retained to support further work linked to Marl Pits.</p>
<p><b>6</b></p>	<p><b>Upcoming Comms</b></p> <p>The Board received an overview of communications, engagement and procurement activity planned between February and May 2026 to keep residents, stakeholders and Board members informed about Pride in Place projects.</p> <p>Board members heard that activity includes community drop-in sessions, project updates, social media communications, engagement with local businesses and community groups and tender opportunities for delivery partners.</p> <p>Engagement began in February with a Waterfoot drop-in session. In March, the Economic Development team attended Rossendale Business Leaders and Rawtenstall Chamber of Commerce meetings, while communications activity highlighted approved projects and early programme activity. A tender will also open for a lead partner to deliver the community grants programme.</p> <p>In April and May, project spotlights, further drop-in sessions and youth engagement activity will take place, alongside tenders for delivery partners for the Waterfoot Town of Art programme and a creative skills programme for young people. Regular updates will continue to be shared with the Board on programme progress, risks and delivery.</p>
<p><b>7</b></p>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>- Town square planting and future proposals</li> </ul> <p>Date of next meeting: 5<sup>th</sup> June 2026  Time: 10am-12pm  Venue: Futures Park, Bacup</p>