

Enquiries to: Jo Pierson

Direct Dial: 024 7637 6360

Direct Email: [joanne.pierson@nuneatonandbedworth.gov.uk](mailto:joanne.pierson@nuneatonandbedworth.gov.uk)

Date: 1 December 2023

Our Ref: TDB/JP

Dear Sir/Madam

A meeting of the **TOWN DEAL BOARD** will be held on Friday 8 December 2023 at 10.00 am, at Nuneaton Museum, Riversley Park, Nuneaton, CV11 5TU.

Yours faithfully

BRENT DAVIS

Chief Executive Officer

To: All Members of the Town  
Deal Board

Sean Farnell (Chair), Marion Plant  
(Vice-Chair).  
Councillors Peter Butlin (WCC), Jeff  
Clarke (WCC), Clare Golby (NBBC),  
Chris Watkins (NBBC) and Kris  
Wilson (NBBC).  
Amanda Bourne, Uly Lyons,  
Jet Jones, Marcus Jones (MP), Jenni  
Northcote, Lindsey Randle, Les  
Ratcliffe and Alison Thompson.

## **A G E N D A**

1. **ANNOUNCEMENTS**

Please make sure all your mobile phones are turned off or set to silent.

2. **APOLOGIES** - to receive apologies for absence from the meeting.

3. **MINUTES** - of the meeting held on 29 September 2023 attached (Page 4).

4. **DECLARATIONS OF INTERESTS** - To receive declarations of Disclosable Pecuniary and Other interests in accordance with the Members' Code of Conduct.

**Declaring interests at meetings**

If there is any item of business to be discussed at the meeting in which you have a disclosable pecuniary interest or non- pecuniary interest (Other Interests), you must declare the interest appropriately at the start of the meeting or as soon as you become aware that you have an interest.

Arrangements have been made for interests that are declared regularly by Board Members to be appended to the agenda (**Page 8**). Any interest noted in the Schedule at the back of the agenda papers will be deemed to have been declared and will be minuted as such by the Committee Services Officer. As a general rule, there will, therefore, be no need for those Board Members to declare those interests as set out in the schedule.

There are, however, TWO EXCEPTIONS to the general rule:

1. When the interest amounts to a Disclosable Pecuniary Interest that is engaged in connection with any item on the agenda and the Board Member feels that the interest is such that they must leave the room. Prior to leaving the room, the Board Member must inform the Chair of the meeting that they are doing so, to ensure that it is recorded in the minutes.
  2. Where a dispensation has been granted to vote and/or speak on an item where there is a Disclosable Pecuniary Interest, but it is not referred to in the Schedule (where for example, the dispensation was granted by the Council's Monitoring Officer immediately prior to the meeting). The existence and nature of the dispensation needs to be recorded in the minutes and will, therefore, have to be disclosed at an appropriate time to the meeting.
5. **SIMPLIFICATION PATHFINDER** -presentation by the Programme Manager (NBBC).
6. **GOVERNANCE AND MEETING ARRANGEMENTS** – Programme Manager (NBBC).

7. HIGHLIGHT REPORT – presented by the Programme Manager (NBBC) – (attached).

8. ANY OTHER BUSINESS

9. EXCLUSION OF THE PUBLIC AND PRESS

Recommended that under section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following item, it being likely that there would be disclosure of exempt information of the description specified in paragraph (iii) of Part I of Schedule 12A to the Act.

10. RISK REGISTER – presented by the Programme Manager (NBBC) – attached.

11. DATE OF NEXT MEETING

Friday 16 February 2024 at 10.00 am, Location – TBC

Future meeting dates:

Friday 17 May 2024

Friday 6 September 2024

Friday 15 November 2024

**NUNEATON AND BEDWORTH BOROUGH COUNCIL**

**NUNEATON TOWN DEAL BOARD**

**29 September 2023**

A meeting of the Town Deal Board was held on Friday 29 September 2023. The meeting was held at Nuneaton Museum, Riversley Park.

Present: Sean Farnell (CWLEP) – Chair, Councillor Jeff Clarke (WCC), Marcus Jones MP, Alison Thompson, Marion Plant, Les Ratcliffe, Councillor Clare Golby (NBBC)

Officers in attendance: Tom Shardlow (NBBC), Sandy Johal (NBBC), Ian Andrews (NBBC), Catherine Marks (WCC), Jo Pierson (NBBC) – Mins

Apologies: Patricia Willoughby (leaving WMCA), Lindsey Randle, Dr. Julie Nugent (WMCA), Tony O’Callaghan, Jet Jones, Stuart Noss, Amanda Bourne, Councillor Chris Watkins (NBBC), Councillor Peter Butlin (WCC), Kerry Elkins, Councillor Kris Wilson (NBBC)

Tour of the Museum and project update was given by Catherine Nisbet. The Chair and board members expressed their thanks to Catherine.

TDB185 Chair’s welcome and announcements

The Chair welcomed Board members to the meeting.

TDB186 Minutes

The minutes of the meeting held on 19 May 2023, were confirmed and signed by the Chair.

TDB187 Declarations of Interests

Board members’ interests for the meeting were as set out in a Schedule of Declarations of Interests, attached to the agenda.

Updates were received from Councillor Clarke and Marcus Jones MP.

**ACTION:** Declarations of Interests to be updated.

TDB188 Simplification Pathfinder

Authorities who are in receipt of funding from all three funds ie Towns Fund, Future High Streets Fund and LUF, have been given the opportunity to take part in the Governments simplification pathfinder pilot project. NBBC has been selected as one of those authorities to take part. The scheme will allow monies up to £5M to be

moved between projects without seeking approval, giving NBBC greater flexibility to manage the projects.

To take part, a draft Investment plan will be submitted to Government, which will come to the next board meeting once Government have approved it. The board will need to widen its stakeholders to encompass the other funding streams (Transforming Nuneaton, Transforming Bedworth, Bedworth Physical Activity Hub). The Terms or Reference are currently being looked at these will also be shared with the board.

Concerns were raised on the potential size of the new board. It was felt overall that it was a positive and a good opportunity. The board would like a presentation to cover all the projects that would sit under this new board and a graphic displaying where they all are.

There will need to be a process in place for moving monies around, however there is some guidance in a Technical document the government have provided.

**ACTION:** Investment plan, terms of reference project presentation at the next board meeting.

TDB189

#### Highlight Report

The Regeneration Programme Manager (NBBC) submitted a Highlight Report to update Board members on the status of the Towns Fund programme and individual projects. The report detailed the overall Towns Fund programme financial status, the key risks and upcoming activities.

- Digital Skills – MP confirmed NW&SLC are awaiting a response from NBBC's solicitors regarding the lease.
- George Eliot VC - Issue with lease, the Trusts architect, who is retired, his insurance has lapsed. The Trust had a Board meeting this week and they have agreed to appoint a local architect from Coventry. Currently looking to see if they can use the previous plans or if they have to start from scratch.
- Saints - First floor refurb works – there were no returns to the tender process (contractors stated they had a lack of capacity). Two contractors have expressed an interest, they have been asked to submit a tender within the next week or so.
- Museum/Parks - on the stage to go out to procurement, however at the moment an internal review is taking place on all capital projects to see which may be sacrificed to save the critical projects. Bridge to Living is one of the critical projects and we are awaiting a decision on it. That project is linked to the Museum/Park project so there may be an impact. Take time now to ensure resources/finances are all in place as the project is still well within timelines to be delivered.
- Wheat Street - County are re-costing projects in light of the current climate. CM confirmed the project has gone through process audit and is

- progressing.
- Corporation Street - similar positive to above
- Weddington Road - gone through design phases, at next step of holding stakeholder workshop to get feedback.
- E-mobility - progressing well. BP pulse re-engaged with design element. Designated areas for EV charging points (multi-storey car park in Grayson Place).
- Visiting Nuneaton – the project has now been closed down.

A discussion took place around deadlines for spending the funding, whether the projects will meet those deadlines, what are the exit strategies, who will be accountable. Internal review of all projects taking place as stated above, along with continued close working with project leads and programme boards.

It was agreed that the risk register needs to capture the deadline dates.

Clarification is to be sought on whether it is just the funding that needs to be spent by the Government deadlines or the works completed.

**ACTION:** Update risk register to include spending deadlines. Clarification on funding/works completion deadlines (SJ)

TDB190

Any Other Business

- a) Press attending these meetings – a discussion took place, and it was agreed the press be invited once a review of all the projects has been completed.
- b) Communications – updating of My Town Nuneaton website has been paused until we have a clearer idea of where the projects are going. Will do a complete revamp once the Simplified Pathfinder pilot is in place.
- c) Date of Februarys 2024 meeting to be changed due to Chair and Vice Chair holidays.

**ACTION:** Press to be invited, all comms to be updated once pathfinder in place and date of above meeting to be changed.

TDB191

Exclusion of the Public and Press

Under Section 100A(4) of the Local Government Act 1972, the public and press were excluded from the meeting during consideration of the following items, it being likely that there would be disclosure of exempt information on the description specified in paragraph (iii) of Part I of Schedule 12A to the Act.

## CONFIDENTIAL ITEM

### TDB192 Risk register

The Programme Manager (NBBC) submitted an updated Programme Risk Register. The Board considered the specific risks raised by the updated register.

- Item 7 – capital costs – showing as amber – costs being refined - have a good procurement team and contingencies are in place.

There are three high yellows:

- Item 9 – reputation
- Item 12 – external events
- Item 16 – Contractor insolvency

A discussion took place around Item 16. Due diligence is carried out as part of the Councils procedures. The Board would like a statement/credit check carried out on the contractors doing the projects as some are involved in multiple projects.

**ACTION:** Board to be given some assurances around contractor insolvency.

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Chair of the Board

**SCHEDULE OF DECLARATIONS OF INTERESTS - TOWN DEAL BOARD**

<b>Name of Board Member</b>	<b>Disclosable Pecuniary Interest</b>	<b>Other Personal Interest</b>	<b>Dispensation</b>
<b>Amanda Bourne</b>	<ul style="list-style-type: none"> <li>Managing Director, FindaBiz Ltd</li> </ul>	<ul style="list-style-type: none"> <li>Vice Chair, Nuneaton BID Steering Group</li> <li>Secretary, Nuneaton Business Alliance</li> <li>FSB Representative Nuneaton and Bedworth</li> <li>Representative Warwickshire Town Forum</li> <li>TC Partnership</li> </ul>	
<b>Councillor Peter Butlin</b>	<ul style="list-style-type: none"> <li>Elected Member: Warwickshire County Council</li> </ul>	<p>Appointed to the following outside bodies:</p> <ul style="list-style-type: none"> <li>Coventry &amp; Warwickshire Local Enterprise Partnership (CWLEP)</li> <li>Eastern Shires Purchasing Organisation (ESPO) Management Committee</li> <li>Eastern Shires Purchasing Organisation - Finance and Audit Sub-Committee</li> <li>Local Government Association (LGA)</li> <li>Local Government Association County Councils Network (CCN)</li> <li>Warwickshire Solihull and Coventry Local Access Forum</li> </ul>	
<b>Councillor Jeffrey Clarke</b>	<ul style="list-style-type: none"> <li>Senior Caseworker, Office of Marcus Jones MP</li> <li>Elected Member of Warwickshire County Council – Communities Overview and Scrutiny Committee</li> <li>Owner of a property in Nuneaton</li> </ul>	<ul style="list-style-type: none"> <li>Executive Member Nuneaton Conservative Association</li> </ul>	
<b>Sean Farnell FCA (Chair)</b>	<ul style="list-style-type: none"> <li>Burgis &amp; Bullock, Chartered Accountants</li> <li>Burgis &amp; Bullock Management Ltd (dormant)</li> <li>Burgis &amp; Bullock Ltd (dormant)</li> <li>CCWP Ltd (dormant)</li> <li>Burgis &amp; Bullock (Audit) Ltd (dormant)</li> <li>Burgis &amp; Bullock Corporate Finance Ltd</li> <li>BB-BMG Limited</li> </ul>	<ul style="list-style-type: none"> <li>Coventry &amp; Warwickshire Reinvestment Trust Ltd</li> <li>Coventry &amp; Warwickshire Local Enterprise Partnership Ltd</li> <li>Growth Hub Business Solutions Ltd</li> </ul>	
<b>Councillor C. Golby</b>	<ul style="list-style-type: none"> <li>IPT Administration Manager, Galliford Try</li> <li>Elected Member of Warwickshire County Council</li> </ul>	<ul style="list-style-type: none"> <li>Bermuda Bridge Action Group</li> <li>Bermuda Phoenix Community Centre Management</li> </ul> <p>Member of the following Outside</p>	



	<ul style="list-style-type: none"> <li>Spouse: employed by RS Components</li> </ul>	<b>Bodies:</b> <ul style="list-style-type: none"> <li>Coventry, Warwickshire and Hinckley and Bosworth Joint Committee</li> <li>District Leaders</li> <li>Local Enterprise Partnership</li> <li>Nuneaton and Bedworth Community Enterprises Ltd. (NABCEL)</li> <li>Nuneaton and Bedworth Home Improvement Agency</li> <li>NBBC representative on the George Eliot Hospital NHS Trust – Public/User Board</li> <li>NBBC representative on George Eliot Hospital NHS Foundation Trust Governors</li> </ul>	
<b>Jet Jones</b>	<ul style="list-style-type: none"> <li>Director of Regeneration and Community Transformation of the Diocesan Board of Finance, Church of England.</li> <li>CEO of Together for Change - Together for Change lease Saints, Nuneaton</li> <li>Director Renovate Solutions Ltd</li> <li>Spouse/Partner: Director of Renovate Solutions Ltd</li> <li>Funeral celebrant/minister – self-employed and contracted via Devalls Funeral Services</li> </ul>	<ul style="list-style-type: none"> <li>Nexus ICA</li> <li>Trustee of Bedworth Parish Church</li> </ul>	
<b>Marcus Jones MP</b>	<ul style="list-style-type: none"> <li>Member of Parliament for Nuneaton</li> <li>HM Treasurer of the Household (Deputy Chief Whip)</li> <li>Lessee: 13-17 Hollybush House, Nuneaton</li> <li>Owner of a property in Nuneaton</li> <li>Spouse/Partner: e-ppl,</li> </ul>	<ul style="list-style-type: none"> <li>Patron of Mary Ann Evans Hospice</li> <li>Honorary Member of Nuneaton Rotary Club</li> </ul>	
<b>Ulysses Lyons</b>	<ul style="list-style-type: none"> <li>CEO, Better Futures Multi Academy Trust</li> </ul>		
<b>Jenni Northcote</b>	<ul style="list-style-type: none"> <li>George Eliot Hospital NHS Trust - Director of Strategy, Service Improvement and Primary Care</li> <li>NHS Warwickshire North and NHS Coventry &amp; Rugby Clinical Commissioning Group - Chief Strategy &amp; Primary</li> </ul>		

<b>Marion Plant (Vice Chair)</b>	<p>Care Officer WNCCG</p> <ul style="list-style-type: none"> <li>Principal &amp; Chief Executive, North Warwickshire and South Leicestershire College</li> <li>North Warwickshire and South Leicestershire College Property/land Nuneaton academies within the Midlands Academies Trust: Hartshill School, The Nuneaton Academy and George Eliot School</li> <li>Long lease for part of the site from Warwickshire County Council for The Nuneaton Academy</li> <li>Spouse/Partner: Relations Relations Manager, Christian Aid</li> </ul>	<ul style="list-style-type: none"> <li>Chief Executive Officer, The Midland Academies Trust</li> <li>Director, South Leicestershire Colleges Enterprises Ltd</li> <li>Director, NWHC Services Ltd</li> <li>Director, The Learning Chain Ltd</li> <li>Director, Coventry &amp; Warwickshire Local Enterprise Partnership Ltd</li> <li>Director, The Skills Show Ltd</li> <li>Director &amp; Deputy Chair, Worldskills UK</li> <li>Board Member, National Society Council, Church of England</li> <li>Member, Colleges West Midlands</li> <li>Member, Skills Advisory Panel, WMCA</li> <li>Programme Board Member, Leicester and Leicestershire Local Enterprise Partnership Ltd</li> <li>Member, ESFA Skills Advisory Group</li> <li>Governor &amp; Chair of Academic Affairs Committee, Coventry University</li> </ul>	
<b>Lindsey Randle</b>	<ul style="list-style-type: none"> <li>MIRA</li> <li>Spouse/Partner: MIRA</li> <li>Owner of a property in Hartshill</li> </ul>		
<b>Les Ratcliffe</b>	<ul style="list-style-type: none"> <li>Managing Director - Community Engagement Limited</li> <li>Director - Engineering in Motion Ltd.</li> <li>Non Executive Director - Verity Housing</li> <li>Spouse/Partner: Director Community Engagement Ltd</li> </ul>	<ul style="list-style-type: none"> <li>Chairman – Coventry &amp; Warwickshire Place Board</li> <li>Board Member – CWLEP Growth HUB</li> <li>Deputy Lieutenant – West Midlands Lieutenancy</li> <li>Board Member – Coventry &amp; Warwickshire NSPCC Business Group</li> </ul>	
<b>Alison Thompson</b>	<ul style="list-style-type: none"> <li>Area Manager, Warwickshire Community and Voluntary Action</li> <li>WCAVA NBBC Lease Newtown Centre</li> <li>Service Level Agreement between WCAVA and NBBS for services to support the voluntary and community sector</li> <li>Leases: Newtown Centre, Newtown Road, Nuneaton, CV11 4HG and 1 Donnithorne Avenue, Nuneaton, CV10 7AF</li> </ul>		

	<ul style="list-style-type: none"> <li>• Spouse/Partner: A-Dec Dental UK Ltd</li> <li>• Owner of a property in Nuneaton</li> </ul>		
<b>Councillor C.M. Watkins</b>	<ul style="list-style-type: none"> <li>• Landlord of a privately rented property</li> </ul>	<p>Representative on the following outside bodies:</p> <ul style="list-style-type: none"> <li>• Nuneaton and Bedworth Community Enterprises Ltd. (NABCEL)</li> </ul>	
<b>Councillor K. Wilson</b>	<ul style="list-style-type: none"> <li>• Acting Delivery Manager HMCTS – Nuneaton &amp; Warwick County Courts</li> <li>• Elected Member of Nuneaton and Bedworth Borough Council</li> <li>• Election Expenses Paid By Nuneaton Conservative Association</li> <li>• HMCTS has a lease With The Warwickshire Police And Crime Commissioner for the Warwickshire Justice Centre</li> <li>• As Deputy Chairman of Nuneaton Conservatives we have a lease to occupy an office at Hollybush House, Bond Gate, Nuneaton</li> </ul>	<ul style="list-style-type: none"> <li>• Director Of Nuneaton And Bedworth Community Enterprises Ltd</li> <li>• Representative on Transforming Nuneaton Board</li> <li>• Deputy Chairman Of Nuneaton Conservative Association</li> </ul>	
<b>Patricia Willoughby</b>	<ul style="list-style-type: none"> <li>• Head of Policy (Housing &amp; Regeneration), West Midlands Combined Authority</li> <li>• Spouse: Director, Process Technique Ltd</li> </ul>	<ul style="list-style-type: none"> <li>• Wolverhampton Town Fund Board</li> </ul>	