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Date: 19<sup>th</sup> May, 2022

Our Ref: WEB

Dear Sir/Madam,

A meeting of the **TOWN DEAL BOARD** will be held on Friday, 27<sup>th</sup> May, 2022, commencing at 10.00 am.

This meeting will be held virtually via MS Teams.

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, Alison Thompson and  
Patricia Willoughby.

## AGENDA

### 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 25<sup>th</sup> March, 2022 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 7**). 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. BUSINESS CASE UPDATE - verbal update from the Programme Manager (NBBC).

### 6. HIGHLIGHT REPORT – report of the Programme Manager (NBBC), to follow.

### 7. ONGOING ROLE OF THE TOWN DEAL BOARD – report of the Programme Manager (NBBC), to follow.

### 8. COMMUNICATIONS & ENGAGEMENT PLAN – for information, to follow.

### 9. ANY OTHER BUSINESS

10. 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.

11. RISK REGISTER – presented by the Programme Manager, to follow.

**NUNEATON AND BEDWORTH BOROUGH COUNCIL****NUNEATON TOWN DEAL BOARD****25<sup>th</sup> March, 2022**

A meeting of the Town Deal Board was held on Friday, 25<sup>th</sup> March, 2022. The meeting was held virtually.

**Present**

Sean Farnell (CWLEP) – Chair

Present: Councillor Peter Butlin (WCC), Councillor Jeff Clarke (WCC), Councillor Clare Golby (NBBC), Jet Jones (Community Sector), Marcus Jones (MP), Uly Lyons (Education Sector), Marion Plant (Education Sector), Lindsey Randle (Local Business Sector), Les Ratcliffe (CWLEP), Alison Thompson (WCAVA), Patricia Willoughby (WMCA), Councillor Kris Wilson (NBBC).

Officers in attendance: Ian Andrew (NBBC), Wendy Bolton (NBBC), Dawn Dawson (NBBC) and Tom Hobbs (NBBC), Catherine Marks (WCC).

Apologies: Brent Davis (NBBC).

TDB124 **Chair's welcome and announcements**

The Chair welcomed Board Members to the meeting.

TDB125 **Minutes**

**RESOLVED** that the minutes of the meeting held on 28<sup>th</sup> January, 2022, be confirmed and signed by the Chair.

TDB126 **Declarations of Interests**

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

**RESOLVED** that declarations of interest be as set out in the schedule attached to these minutes.

TDB127 **Business Case Submission**

The Programme Manager (NBBC) gave a verbal update on the status of business case submissions.

Eight business cases had been submitted to government on time and as required, following a review by CWLEP and the Assurance Panel. It was anticipated that a response would be received from government in

approximately 6-8 weeks. Following approval it was anticipated funding would be released at the beginning of June, ready for projects to commence delivery.

The Re-imaging Nuneaton Museum and Art Gallery project had been merged with Parks Revival and the business case was being prepared for submission in July, as agreed with government.

Councillor Wilson notified members that at the budget meeting held on 14<sup>th</sup> February, 2022, Nuneaton and Bedworth Council approved £200k of funding to expand the NBBC regeneration team by four staff members.

**RESOLVED** that

- a) the contents of the update be noted; and
- b) thanks be expressed to all those involved in business case development, assurance and submission.

TDB128 Highlights Report

The Programme Manager (NBBC) submitted a Highlight Report to update the Board on the status of the Towns Fund programme. The report detailed the overall Towns Fund programme and financial status as at March 2022, the key risks and upcoming activities. The report also provided a status update on each individual Towns Fund project.

The impact and mitigation of increasing energy and inflation costs on project delivery was considered. It was agreed that early engagement with contractors was to be encouraged where possible.

A funding profile had been agreed with government; funding would come from government to NBBC who would then transfer funds out to projects. A funding agreement had been put in place to enable funds to be transferred to Warwickshire County Council.

The Programme Manager confirmed that the Finance team and KPMG were looking at the issue of VAT.

**RESOLVED** that

- a) that the contents of the highlight report be noted; and
- b) once agreed the Programme Manager to confirm the VAT arrangements with projects.

TDB129 Communications and Engagement Plan

The Programme Manager (NBBC), submitted an updated rolling masterplan of Towns Fund Communications and Engagement, for information. The live document detailed anticipated communication and engagement opportunities for specific projects. An officer group had been established to monitor the delivery of the plan.

An additional piece of work would be undertaken to highlight the submission of project business cases, the progress made to the delivery phase of the programme, and how as a package the programme linked to the wider activities in the town centre.

Given the timing of a recent announcement by the Department of Transport, the Chair also suggested that the EV Charging point project also be highlighted in communications.

**RESOLVED** that

- a) the contents of the rolling masterplan be noted; and
- b) the two additional items above be added to the plan.

TDB130 Any Other Business

None

TDB131 Exclusion of the Public and Press

None in attendance.

**CONFIDENTIAL ITEM**

TDB132 Risk Register

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

**RESOLVED** that the contents of the Risk Register be noted.

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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> </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 Warwickshire County Council – Cabinet Member for Transport and Planning</li> <li>Owner of a property in Nuneaton</li> </ul>	<ul style="list-style-type: none"> <li>Chairman A5 Partnership</li> <li>Member A46 Partnership</li> <li>Coventry Station Masterplan Partnership/ Knuckle Board</li> <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 Bodies:</p>	

Name of Board Member	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	<ul style="list-style-type: none"> <li>Spouse: employed by RS Components</li> </ul>	<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> </ul>	
<b>Marcus Jones MP</b>	<ul style="list-style-type: none"> <li>Member of Parliament for Nuneaton</li> <li>HM Government 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 Care Officer WNCCG &amp; CRCCG</li> </ul>		



Name of Board Member	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
<b>Marion Plant (Vice-Chair)</b>	<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</li> <li>• 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 NBBC for services to support the voluntary and community sector</li> <li>• Leases: Newtown Centre, Newtown Road, Nuneaton, CV11 4HG and 1 Donnithorne Avenue,</li> </ul>	<ul style="list-style-type: none"> <li>• Trustee, Milby Nursery and Kids Club</li> </ul>	

Name of Board Member	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	Nuneaton, CV10 7AF <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>	Representative on the following outside bodies: <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>	