

Enquiries to: Wendy Bolton  
Direct Dial: 024 7637 6183

Direct Email: [wendy.bolton@nuneatonandbedworth.gov.uk](mailto:wendy.bolton@nuneatonandbedworth.gov.uk)

Date: 26<sup>th</sup> November, 2021

Our Ref: WEB

Dear Sir/Madam,

A meeting of the **TOWN DEAL BOARD** will be held on Friday, 3<sup>rd</sup> December, 2021 commencing at 10.00 am.

Due to government guidance on social-distancing and the Covid-19 virus, this meeting will be held virtually via MS Teams.

Yours faithfully,

BRENT DAVIS

Executive Director - Operations

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 1<sup>st</sup> October, 2021, attached (Page 3).

### 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 6**). 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. INTRODUCTION: NEW PROGRAMME MANAGER

### 6. COMMUNICATIONS PROVIDER – report of the Director – Regeneration & Housing (NBBC) to follow CONFIDENTIAL

### 7. COMMUNICATIONS PLAN – report of the Director – Regeneration & Housing (NBBC) to follow.

### 8. DELIVERY PLAN UPDATE - – report of the Director – Regeneration & Housing (NBBC) to follow. CONFIDENTIAL

### 9. ANY OTHER BUSINESS

**NUNEATON AND BEDWORTH BOROUGH COUNCIL****NUNEATON TOWN DEAL BOARD****1<sup>st</sup> October, 2021**

A meeting of the Town Deal Board was held on Friday, 1<sup>st</sup> October, 2021. Due to Government guidance on social-distancing and the Covid-19 virus this meeting was held virtually.

**Present**

Sean Farnell (CWLEP) – Chair  
Marion Plant (Education Sector) – Vice-Chair

Councillor Peter Butlin (WCC), Jet Jones (Community Sector), Marcus Jones, (MP), Dr Julie Nugent (WMCA), Alison Thompson (WCAVA), Patricia Willoughby (WMCA) and Councillor Jeff Clarke (WCC).

Officers in attendance: I. Andrew (NBBC), W. Bolton (NBBC), D. Dawson (NBBC), A. Dent (Advent), Catherine Marks (WCC) and Jack Stevens (Arup).

Apologies: Amanda Bourne (Local SME Business Sector), B. Davis (NBBC), Uly Lyons (Education Sector), Jenni Northcote (Health Sector), Lindsey Randle (Local Business Sector), Les Ratcliffe (CWLEP) and Councillor K. Wilson (NBBC).

TDB101      **Chair's welcome and announcements**

The Chair welcomed Board Members to the meeting.

TDB102      **Minutes**

**RESOLVED** that the minutes of the meeting held on 14<sup>th</sup> May, 2021, be confirmed and signed by the Chair.

TDB103      **Declarations of Interests**

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

The Chair advised members that his interests had changed and therefore the schedule required updating.

Jet Jones declared that she was in the process of being appointed as a trustee of Nicholas Chamberlaine School.

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

TDB104 Town Investment Plan Delivery Update

The Director – Regeneration and Housing (NBBC) submitted a report to provide the Board with an update on the progress made to date with delivering business cases, following the successful Town Deal application for funding. The Heads of Terms, signed on 24<sup>th</sup> March 2021, had confirmed that funding totalling £23.2m had been awarded, in addition to the £1m Advance Funding.

Section 4 of the report detailed the key actions undertaken to date, to comply with the requirements of the funding offer and importantly, the requirement to complete all business cases and submit project specific summary documents by 24<sup>th</sup> March, 2022.

Attention was also drawn to the Government's Communications and Branding protocol, attached as Appendix 1 to the report.

The report concluded that significant progress had been achieved, and that co-operation across delivery partners had been excellent, being the key factor that had ensured that the overall Programme remained on track to deliver against deadlines.

The Chair celebrated the successes to date, highlighted that the deadline for submission of all business cases was no later than 12 months after receiving the Heads of Terms; and stated that written confirmation from the Government that funds were ready to be released had been received in September.

The Board also considered the following matters:

- The announcement that Cityfibre had included Nuneaton and Bedworth in their second roll out phase.
- The ongoing design and re-costing of projects in order to mitigate inflation in the construction industry.
- The Communications approach.
- Project delivery plans.

**RESOLVED** that

- a) the contents of the report be noted; and
- b) an updated Programme Delivery plan be submitted to the next Board meeting.

TDB105 Any Other Business

- a) Assurance Process timeframes – to be discussed further at the next project leads meeting and included in the Programme Delivery Plan.
- b) The appointment of a dedicated Programme Manager. The Chair welcomed the appointment and requested that the Programme Manager present at the next Board meeting.
- c) Date and time of the next meeting: Future meetings of the Board to be bi-monthly going forward; the next meeting to be scheduled for early December 2021.

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(Chair)

**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> <li>Coventry &amp; Warwickshire Reinvestment Trust Ltd</li> <li>Coventry &amp; Warwickshire Local Enterprise Partnership</li> </ul>		

Name of Board Member	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	Ltd <ul style="list-style-type: none"> <li>• Growth Hub Business Solutions Ltd</li> <li>• Spouse/Partner: DHL Logistics</li> <li>• Gethin House, Bond Street, Nuneaton</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> <li>• Spouse: employed by RS Components</li> </ul>	<ul style="list-style-type: none"> <li>• Bermuda Bridge Action Group</li> <li>• Bermuda Pheonix Community Centre Management</li> </ul> Member of the following Outside Bodies: <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> <li>•</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>	

Name of Board Member	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
<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>		
<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>	



Name of Board Member	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
<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, Nuneaton, CV10 7AF</li> <li>• Spouse/Partner: A-Dec Dental UK Ltd</li> <li>• Owner of a property in Nuneaton</li> </ul>	<ul style="list-style-type: none"> <li>• Trustee, Milby Nursery and Kids Club</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>	