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Date: 21st January, 2022

Our Ref: WEB

Dear Sir/Madam,

A meeting of the **TOWN DEAL BOARD** will be held on Friday, 28th January, 2022, commencing at 10.00 am.

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.

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 3rd December, 2021, 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 Business Performance 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. **HIGHLIGHT REPORT** – report of the Programme Manager (NBBC), to follow.

6. **BUSINESS CASE PROGRESS AND SIGN OFF PROCESS** – verbal update from the Programme Manager (NBBC).

7. **COMMUNICATIONS & ENGAGEMENT PLAN** – presented by the Programme Manager (NBBC), attached (Page 11).

8. **ANY OTHER BUSINESS**

a) Schedule of meetings

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, to follow.

NUNEATON AND BEDWORTH BOROUGH COUNCIL

NUNEATON TOWN DEAL BOARD

3rd December, 2021

A meeting of the Town Deal Board was held on Friday, 3rd December 2021. Due to Government guidance on social-distancing and the Covid-19 virus this meeting was held virtually.

Present

Sean Farnell (CWLEP) – Chair

Present: Amanda Bourne (Local SME Business Sector), Councillor Peter Butlin (WCC), Councillor Jeff Clarke (WCC), Councillor Clare Golby (NBBC), Jet Jones (Community Sector), Marcus Jones (MP), Uly Lyons (Education Sector), Jenni Northcote (Health Sector), Dr Julie Nugent (WMCA), Lindsey Randle (Local Business Sector), Les Ratcliffe (CWLEP), Alison Thompson (WCAVA), Patricia Willoughby (WMCA) and Councillor K. Wilson (NBBC).

Officers in attendance: I. Andrew (NBBC), W. Bolton (NBBC), B. Davis (NBBC), D. Dawson (NBBC), Tom Hobbs (NBBC) and Catherine Marks (WCC).

Apologies: Marion Plant (Education Sector) and Councillor C. Watkins.

TDB106 **Chair's welcome and announcements**

The Chair welcomed Board Members to the meeting and also welcomed Councillor K. Kondakor who attended the meeting as a public observer.

TDB107 **Minutes**

RESOLVED that the minutes of the meeting held on 1st October, 2021, be confirmed and signed by the Chair.

TDB108 **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.

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

TDB109 **Introduction: New Programme Manager**

The Chair welcomed and introduced Tom Hobbs, the newly appointed Towns Fund/Future High Street Fund Programme Manager (NBBC).

TDB110 Communications and Engagement Plan

The Director – Regeneration and Housing (NBBC) submitted a report to provide the Board with a proposed plan for external communications and engagement with the local community, including the management of associated social media for the Towns Fund Programme, as set out at section 4 of the report.

RESOLVED that

- a) the Board approve the proposed Communication and Engagement approach, as detailed at Section 4 of the report; and
- b) the Communications and Engagement Plan be added as a substantive item on the agenda of future Board meetings.

TB111 Exclusion of the public and press

RESOLVED 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 items, 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.

TDB112 Communication Provider

The Director – Regeneration and Housing (NBBC) submitted a report to provide the Board with a proposal for external Communications support for the Towns Fund Programme.

RESOLVED that the Board approve the appointment of Advent Communications for a 2 year period, on the terms specified at Section 4 of the report.

TDB113 Town Investment Plan Delivery Update

The Director – Regeneration and Housing (NBBC) submitted a confidential report to provide the Board with an update in relation to the progress of delivering the business cases, following the successful Town Deal application for funding.

With reference to paragraph 5.3 of the report, the Board was informed that a site meeting was anticipated with the Environment Agency in January 2022.

RESOLVED that

- a) the Board note the report;
- b) the Board agree the proposed amendment to the business case assurance process, outlined at paragraphs 4.1 to 4.2 of the report;

- c) the Board agree that a formal request be made to combine the Parks Revival and Reimaging Nuneaton Museum and Art Gallery projects into one project, extending the Business Case submission to June/July; and
- d) subject to confirmation of City Fibre Board approval and successful negotiations with Government, delegated authority be given to the Director, Regeneration and Housing, in consultation with the Town Deal Board Chair, to withdraw the Digital Evolution project.

TDB114 Any other business

a) Publication of project RAG Ratings

At a meeting of NBBC Full Council held on 1st December, 2021, a request was made that the Board consider the publication of project RAG ratings.

RESOLVED that due to commercial sensitivity which could endanger the deliverability of projects, RAG Ratings be added as a substantive item on the agenda of future Board meetings, to be considered in confidential session.

b) Business Cases

With reference to Minute TDB113 above, the Board was informed that two first draft project business cases would be completed before the Christmas break with others being on track for submission, although timeframes were tight.

RESOLVED that a detailed update be presented to the Board at its next meeting.

(Chair)

SCHEDULE OF DECLARATIONS OF INTERESTS - TOWN DEAL BOARD

Name of Board Member	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
Amanda Bourne	<ul style="list-style-type: none"> • Managing Director, FindaBiz Ltd 	<ul style="list-style-type: none"> • Vice Chair, Nuneaton BID Steering Group • Secretary, Nuneaton Business Alliance • FSB Representative Nuneaton and Bedworth • Representative Warwickshire Town Forum 	
Councillor Peter Butlin	<ul style="list-style-type: none"> • Elected Member: Warwickshire County Council 	<p>Appointed to the following outside bodies:</p> <ul style="list-style-type: none"> • Coventry & Warwickshire Local Enterprise Partnership (CWLEP) • Eastern Shires Purchasing Organisation (ESPO) Management Committee • Eastern Shires Purchasing Organisation - Finance and Audit Sub-Committee • Local Government Association (LGA) • Local Government Association County Councils Network (CCN) • Warwickshire Solihull and Coventry Local Access Forum 	
Councillor Jeffrey Clarke	<ul style="list-style-type: none"> • Senior Caseworker, Office of Marcus Jones MP • Elected Member Warwickshire County Council – Cabinet Member for Transport and Planning • Owner of a property in Nuneaton 	<ul style="list-style-type: none"> • Chairman A5 Partnership • Member A46 Partnership • Coventry Station Masterplan Partnership/ Knuckle Board • Executive Member Nuneaton Conservative Association 	
Sean Farnell FCA (Chair)	<ul style="list-style-type: none"> • Burgis & Bullock, Chartered Accountants • Burgis & Bullock Management Ltd (dormant) • Burgis & Bullock Ltd (dormant) • CCWP Ltd (dormant) • Burgis & Bullock (Audit) Ltd (dormant) • Burgis & Bullock Corporate Finance Ltd • BB-BMG Limited 	<ul style="list-style-type: none"> • Coventry & Warwickshire Reinvestment Trust Ltd • Coventry & Warwickshire Local Enterprise Partnership Ltd • Growth Hub Business Solutions Ltd 	
Councillor C. Golby	<ul style="list-style-type: none"> • IPT Administration Manager, Galliford Try • Elected Member of Warwickshire County Council 	<ul style="list-style-type: none"> • Bermuda Bridge Action Group • Bermuda Phoenix Community Centre Management <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"> Spouse: employed by RS Components 	<ul style="list-style-type: none"> Coventry, Warwickshire and Hinckley and Bosworth Joint Committee District Leaders Local Enterprise Partnership Nuneaton and Bedworth Community Enterprises Ltd. (NABCEL) Nuneaton and Bedworth Home Improvement Agency NBBC representative on the George Eliot Hospital NHS Trust – Public/User Board NBBC representative on George Eliot Hospital NHS Foundation Trust Governors 	
Jet Jones	<ul style="list-style-type: none"> Director of Regeneration and Community Transformation of the Diocesan Board of Finance, Church of England. CEO of Together for Change - Together for Change lease Saints, Nuneaton Director Renovate Solutions Ltd Spouse/Partner: Director of Renovate Solutions Ltd Funeral celebrant/minister – self-employed and contracted via Devalls Funeral Services 	<ul style="list-style-type: none"> Nexus ICA 	
Marcus Jones MP	<ul style="list-style-type: none"> Member of Parliament for Nuneaton HM Government Whip Lessee: 13-17 Hollybush House, Nuneaton Owner of a property in Nuneaton Spouse/Partner: e-ppl, 	<ul style="list-style-type: none"> Patron of Mary Ann Evans Hospice Honorary Member of Nuneaton Rotary Club 	
Ulysses Lyons	<ul style="list-style-type: none"> CEO, Better Futures Multi Academy Trust 		
Jenni Northcote	<ul style="list-style-type: none"> George Eliot Hospital NHS Trust - Director of Strategy, Service Improvement and Primary Care NHS Warwickshire North and NHS Coventry & Rugby Clinical Commissioning Group - Chief Strategy & Primary Care Officer WNCCG & CRCCG 		

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

Name of Board Member	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	Nuneaton, CV10 7AF <ul style="list-style-type: none"> • Spouse/Partner: A-Dec Dental UK Ltd • Owner of a property in Nuneaton 		
Councillor C.M. Watkins	<ul style="list-style-type: none"> • Landlord of a privately rented property 	Representative on the following outside bodies: <ul style="list-style-type: none"> • Nuneaton and Bedworth Community Enterprises Ltd. (NABCEL) 	
Councillor K. Wilson	<ul style="list-style-type: none"> • Acting Delivery Manager HMCTS – Nuneaton & Warwick County Courts • Elected Member of Nuneaton and Bedworth Borough Council • Election Expenses Paid By Nuneaton Conservative Association • HMCTS has a lease With The Warwickshire Police And Crime Commissioner for the Warwickshire Justice Centre • As Deputy Chairman Of Nuneaton Conservatives we have a lease to occupy an office at Hollybush House, Bond Gate, Nuneaton 	<ul style="list-style-type: none"> • Director Of Nuneaton And Bedworth Community Enterprises Ltd • Representative on Transforming Nuneaton Board • Deputy Chairman Of Nuneaton Conservative Association 	
Patricia Willoughby	<ul style="list-style-type: none"> • Head of Policy (Housing & Regeneration), West Midlands Combined Authority • Spouse: Director, Process Technique Ltd 	<ul style="list-style-type: none"> • Wolverhampton Town Fund Board 	

Towns Fund Project Rolling Communication & Engagement Plan

No.	Project	Activity	Description	Evaluation	Key date	Target deadline
1	Re-imaging Nuneaton Museum & Art Gallery	Press Release	MAG planning consultation		Jan-22	Jan-22
2	George Eliot Visitor Centre	Media Release	Sign lease and contract	Media Coverage	31/01/2022	31/01/2022
3	George Eliot Visitor Centre	Media Photocall	Contractor on site	Media Coverage	01/02/2022	31/01/2022
4	Parks Revival	Planning Application	Planning application for the developments	Approval of Planning	Tbc	31/01/2022
5	Digital Skills & Innovation Centre	Media release	Full planning application for college building	News coverage	Tbc	Feb-22
6	George Eliot Visitor Centre	Media Photocall	Laying Foundation Stone	Media Coverage	01/03/2022	01/03/2022
7	George Eliot Visitor Centre	Media Photocall	Completion of Build	Media Coverage	01/05/2022	01/05/2022
8	Visiting Nuneaton - Changing Perspectives	Community Engagement activity (tbd)	Kick of detailed design with a community / business engagement activity on proposals for public realm scheme			30/06/2022
9	George Eliot Visitor Centre	Media Photocall	Completion of fitting and equipping	Media Coverage	31/07/2022	15/07/2022
10	George Eliot Visitor Centre	Media Photocall	Pre-opening visits	Media Coverage	01/08/2022	01/08/2022
11	George Eliot Visitor Centre	Media Photocall	First event - Middlemarch Festival	Media Coverage	27/08/2022	01/09/2022
12	George Eliot Visitor Centre	Media Photocall	Press visit	Media Coverage	01/09/2022	01/09/2022
13	Re-imaging Nuneaton Museum & Art Gallery	Press Release	MAG Launch of exhibition consultation		Sep-22	Sep-22
14	Re-imaging Nuneaton Museum & Art Gallery	Press Release	MAG Appointment of Contractor		Sep-22	Sep-22
15	Re-imaging Nuneaton Museum & Art Gallery	Press Release	MAG Appointment of Architects		Sep-22	Sep-22
16	George Eliot Visitor Centre	Media Photocall	Official opening	Media Coverage	22/11/2022	22/11/2022