**Discover Ashfield logo and text. 
  
  
DISCOVER ASHFIELD BOARD MEETING**

**Wednesday 5th October 2022  
9:00am for a 9:05am start**

**Virtual Meeting via Microsoft Teams**

**& Meeting Room 1, Council Offices**

|  |  |  |  |
| --- | --- | --- | --- |
| **ATTENDEES** | | | |
| **Name** | **Position on Board** | **Position/Organisation** | **Present** |
| **Martin Rigley MBE** | **Chair / Theme Lead – Succeed in Ashfield** | **Managing Director, Lindhurst Engineering** | **√** |
| **Louise Knott** | **Vice Chair** | **Vice Principal, West Nottinghamshire College – joined the meeting at 9.50am** | **√** |
| **Darron Ellis** | **Theme Lead – More to Discover** | **Historian, Sutton Living Memory Group** |  |
| **Liz Barrett OBE** | **Theme Lead – Love Where You Live** | **Principal, Academy Transformation Trust Further Education (ATTFE)** |  |
| **Pete Edwards** | **Theme Lead – Be Happy, Be Healthy** | **Chair, Ashfield Health and Wellbeing Partnership** | **√** |
| Callum Parr MYP | Board Member | UK Youth Parliament Steering Group Representative for the East Midlands |  |
| Claire Ward | Board Member | Chair of Sherwood Forest Hospitals NHS Foundation Trust |  |
| Christopher Baron | Substitute for Lee Anderson, MP | Office Manager, Ashfield & Eastwood MP’s Office |  |
| Cllr Christian Chapman | Board Member | Scrutiny Rep, Ashfield District Council |  |
| Cllr Helen-Ann Smith | Board Member | Deputy Council Leader, Ashfield District Council |  |
| Cllr Daniel Williamson | Board Member | Annesley and Felley Parish Council |  |
| Cllr Matthew Relf | Board Member | Portfolio Holder, Planning & Regen, Ashfield District Council | **√** |
| Cllr Keith Girling | Notts County Council Representative | Portfolio Holder, Economical Development and Asset Management, Notts County Council | **√** |
| David Ainsworth | Board Member | Director of Sherwood Forest Hospitals Trust | **√** |
| Edward Johnstone | Board Member | Assistant Principal (Development), Portland College | **√** |
| Ella McManus | Board Member | Mansfield & Ashfield 2020 |  |
| Fiona Anderson | Board Member | Head of Civic Engagement, Nottingham Trent University (NTU) | **√** |
| Frank Horsley | Board Member | Head of Business and Innovation, D2N2 | **√** |
| Gary Jordan MBE | Board Member | Director of The Musketeers CIC Charity |  |
| Ian Bond | Substitute for Peter Graw | Director of Learning, Inspire: Culture, Learning and Libraries |  |
| Julia Terry | Board Member | Development Worker, Transforming Notts Together |  |
| Kathryn Stacey | Board Member | Chief Executive, Citizens Advice Ashfield |  |
| Lorraine Palmer | Board Member | Programme Director, Mid Notts Place Based Partnership |  |
| Lee Anderson, MP | Board Member | MP for Ashfield and Eastwood |  |
| Mark Spencer, MP | Board Member | MP for Sherwood |  |
| Mark Yates | Substitute | PCN Development Manager, Nottingham and Nottinghamshire ICB. |  |
| Mark Clifford | Substitute for Viki Dyer | Department for Work and Pensions |  |
| Melanie Phythian | Observer | Towns Fund Policy Advisor, Cities & Local Growth Unit | **√** |
| Peter Gaw | Board Member | Chief Executive Officer, Inspire: Culture, Learning and Libraries | **√** |
| Paula Longden | Board Member | Deputy Locality Director, Nottingham and Nottinghamshire ICB |  |
| Simon Draycon | Substitute for Lorraine Palmer | Care Integration Development and Finance Manager, Mid Notts Place Based Partnership | **√** |
| Simon Martin | Board Member | Vice Principal, Academy Transformation Trust Further Education (ATTFE) | **√** |
| Stephen Salisbury | Board Member | Idlewells Centre Manager | **√** |
| Teresa Jackson | Board Member | Chief Officer, Ashfield Voluntary Action | **√** |
| Tim Hepke | Board Member | ITP Aero | **√** |
| Theresa Hodgkinson | Board Member | Chief Executive, Ashfield District Council |  |
| Viki Dyer | Board Member | District Operations Lead, Department of Work and Pensions |  |
| Andrea Stone | Supporting Officer | Health and Wellbeing Manager, Ashfield District Council |  |
| Alastair Blunkett | Supporting Officer | Service Manager for Neighbourhoods and Environment | **√** |
| Bev Bull | Supporting Officer | Chief Accountant, Ashfield District Council |  |
| Chris Stephenson | Supporting Officer | Communications Manager, Ashfield District Council |  |
| Christine Sarris | Supporting Officer | Assistant Director – Planning and Regulatory Services | **√** |
| Hollie Maxwell-Smith | Supporting Officer | Project Officer Discover Ashfield, Ashfield District Council | **√** |
| Matthew Neal | Supporting Officer | Service Director of Investment and Growth, Nottinghamshire County Council | **√** |
| Paul Crawford | Supporting Officer | Senior Regeneration Officer, Ashfield District Council |  |
| Robert Docherty | Supporting Officer | Director of Place & Communities, Ashfield District Council |  |
| Sarah Daniel | Supporting Officer | Service Manager for Place and Wellbeing, Ashfield District Council |  |
| Tracey Bird | Supporting Officer | Health and Wellbeing Officer, Ashfield District Council |  |
| Trevor Middleton | Supporting Officer | Town Centres and Markets Manager, Ashfield District Council | **√** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Attending:** | | | |
| Katie Mills | Presenting | Project Manager, Ashfield District Council | **√** |
| Tom Mukherjee-Neale | Presenting | Programme Manager, Ashfield District Council | **√** |

|  |  |
| --- | --- |
| **Agenda Item** |  |
| **1** | **Welcome / Introductions / Apologies** |
|  | * Apologies from Gary Jordan MBE, Kathryn Stacey, Liz Barrett, Callum Parr, Robert Docherty, Sarah Daniel and Paul Crawford. |
|  | * Katie Mills and Tom Mukherjee-Neale to present on Towns Funding Projects. |
| **2** | **Review of Previous Meeting –** |
| **a** | **Meeting Minutes** |
|  | * All agreed the minutes were a true representation of the previous meeting. |
| **b** | **Action Log** |
|  | * Devolution update to be put onto the next Board meeting’s agenda – This was agreed to be pushed to November’s meeting due to changes in Government. |
|  | **Actions (these include actions from the below minutes)** |
|  | * Devolution update to be put onto the next Board meeting’s agenda. |
|  | * Cllr Girling to present on the NCC Visitor Economy Project following consultation. |
|  | * Cllr Girling to give information to the Board following the Fusion Project announcement. |
| **3** | **New Declarations of Interest – ALL** |
|  | * No new declarations of interest were stated. |
| **4** | **North Kirkby Gateway – Katie Mills** |
|  | * Katie Mills presents on North Kirkby Gateway – attached. |
|  | * Katie noted that the Subgroup was held on 26th September and the key conditions of which they outlined were - the gateway reviews in accordance with RIBA stage; that the land acquisition is approved within Ashfield District Councils policies and procedures; and that procurement is through contract procedure rules and financial regulations. Otherwise, the Subgroup have approved and agreed for this project to go to Board for approval. |
| **u** | * Pete Edwards made comment that the road scheme changes had not been mentioned during the presentation. |
|  | * Cllr Relf confirmed that related to the Portland Sustainable Housing project. * Cllr Relf commented a traffic consultant had been engaged, who reported that there would be no positive impact on traffic flows within Kirkby if the work went ahead. |
|  | * Frank Horsley made comment that the project looked great and asked if a recent Retail Demand Study has been carried out for Kirkby? |
|  | * Cllr Relf confirmed the project was housing and residential, not retail. |
|  | * Frank commented it’s a great scheme to bring people back into the town and support the existing retail offer. |
|  | * David Ainsworth made note that he was very supportive of the scheme, and it being long overdue. Especially with many of the GP practices being in close proximity to each other. He asked also if ADC had the right level of support from the Commissioner (ICS) and estates colleagues and offered advice, if support was needed going forwards. |
|  | * Katie confirmed there had been contact with the GP teams and there was also a consultant on board. |
|  | * Martin questioned if there was a standard for the low carbon housing and if there was a requirement to be achieved. |
|  | * Katie confirmed there was not a standard per say but any carbon measures that they are able to put into the units will be used. |
|  | * The accommodations within site 8 are a third-party developer and ADC will be working in collaboration with them and support the work towards the remediation of the contaminated land. |
|  | * Theresa Jackson asked if the retirement settlement would be a high specification development . There are many other complexes within the district and it would be good to have a further high quality site in the town centre |
|  | * Katie explained that the specifics haven’t been discussed however when the plans are available these can be shared. |
|  | * Martin asked for a Board member to propose the business case to go forward. |
|  | * Cllr Relf proposed the submission and Pete Edwards seconded. |
| **5** | **Green Ashfield – Tom Mukherjee-Neale** |
|  | * Tom presented on the Green Ashfield project – attached. |
|  | * Teresa Jackson asked how it was determined in Phase 1 which dwellings were chosen to have the green implementation scheme. |
|  | * Tom explained it was decided on a number of factors, one being that work was already being done on these dwellings, those in greater need and those which could be accessed easily and converted. |
|  | * Teresa asked if the properties were Ashfield homes and Cllr Relf confirmed they were Council operational buildings and not domestic properties.. |
|  | * Teresa commented she was very interested in the net zero and is looking at other ways down the line how these measures can be used in all households. |
|  | * Martin added that the measures within the Greener Ashfield project can be used as an example of good practice to a broader audience. Showing what can be achieved whether it be commercial or domestic. |
|  | * David Ainsworth thanked Tom for the presentation and commented that how the partners work together has added value. There is a Green Agenda at Kings Mill and gave an offer of support to collectively bring the narrative together. |
|  | * Cllr Relf noted that there is frustration that there cannot be energy improvements on Council dwellings currently as there is no funding to invest in properties for this. Particularly as the Council are not able to raise the rental levels reflecting the fall in energy costs the resident would receive. |
|  | * Fiona Anderson followed on from David’s comment surrounding partners support. The University and College have a close partnership and the Green agenda design of future homes and construction, and once the project is up and running, Tom could link in with the Unis and colleges. |
|  | * Simon Martin explained that the Green Ashfield project was discussed in detail at the Board Subgroup and it was agreed to come to the Board for consideration. There were considerable discussions on the properties in the Phase 1 list and the projected costs associated with the works and payback period. |
|  | * Tom added that one of the criteria for projects selected is CO2 reduction per pound of investment. The first phase is looking to yield ¼ kg per pound spent which is a good return and a strong influencer on the choice of project going forward. |
|  | * Martin asked if there were national statistics to compare this to and Tom commented he did not have these available at the moment. |
|  | * Martin asked for a Board member to propose the business case to go forward. |
|  | * Fiona Anderson proposed the submission and Theresa Jackson seconded. |
| **6** | **Funding Update – Tom Mukherjee-Neale** |
|  | * Tom explained that Towns Fund is nearing the end of the phase of projects. Given that they all go through subgroups and boards, will be submitted by mid-November. The final board for approval of business case is November giving greater certainty on costs and project challenges. * Over the last month there has been a programme review to determine where there have been overspends or forecast funding gaps and what strategies can be undertaken to reallocate funding to support other projects. * This work is not yet concluded and once they have had approval, will be reported at the next Board meeting. |
|  | * Martin asked if there had been any feedback on any submitted business cases. |
|  | * Tom answered that there hadn’t been a lot of feedback but there had been funding given without feedback. He also commented that ADMC, being a larger project, is being put through greater scrutiny. This is not due to great concern but more so of the scale of the project and the innovative impact it can have on the area. |
|  | * Melanie Phythian commented that when summary documents are submitted for business cases, these have already been through the local assurance process and that they place reliance on this. Aside from ensuring the financial profile is in line with what has previously been agreed, the checks are more basic, and the process moves through to the payments side. * With ADMC business case that is different as the assessment is not done internally, they are being done be BEIS, so the responsibility is shifted. * Generally, there are not many issues and can be addressed quickly as these would have been picked up in the internal assurance process. |
|  | * Martin asked Melanie if there would be any feedback for Levelling Up Round 2 bid. |
|  | * Melanie stated that the Round 1 announcements were linked to a fiscal event and would expect the same for Round 2. |
| **a** | **Risk Register** |
|  | * Tom briefly ran through the risk register, attached. |
|  | * It was noted that Risk No 2.3 had a current position of slightly increased risk, which was reported at the last board meeting, this is relating to land assembly. The two areas being the Construction Centre and ADMC. |
|  | * Other points noted was the macro factors such as economy and PR impact, as well as reputational risk to the Council. These are monitored on a project-by-project basis and noted at a programme level, with actions being taken to manage those factors. |
|  | * Within the risk register there are very few High-risk items. Within the residual risk score, many of these have not been signed off yet and are still in the development stage and sit in medium risk but are moving in the direction anticipated. |
|  | * Martin noted he is concerned on Risk No 3.1 which is regarding the impact of material prices especially when considering the nominated contractor for the Science Discovery Centre has gone into administration due to not being able to honour the contract values due to the increase in cost of materials. |
|  | * Tom agreed and commented that the comments from the Quantity Surveyors are that there is a steady increase in costs in line with the economic inflation rates, but they feel going into the new calendar and financial year this will plateau. |
|  | * Martin agreed and noted that steel within his business has started to steady in terms of price increases and in some areas has dropped. |
|  | * Cllr Relf added that there is a lot of work ongoing, and any recommendations will be brought to the Board to ensure we are able to safely delivery the benefits wanted from the funding. |
| **7** | **Theme Lead Reports – Theme Leads** |
| **a** | **Succeed in Ashfield – Martin Rigley** |
|  | * Martin had a discussion with Notts County Council regarding their consultation on the visitor economy and the interesting work being progressed. |
|  | * The Secondary Schools Group met with good engagement from businesses and schools. |
|  | * Martin and Trevor had tried to form a Hucknall Subgroup but unfortunately only one business turned up for the meeting. * There is a Business Network Club in Hucknall already so hoping to get involved with this. |
|  | * Cllr Girling commented that the Visitor economy is within his portfolio and offered to give a presentation to the Board on this following consultation. |
| **b** | **Love Where You Live – Liz Barrett** |
|  | * No updates for Love Where You Live. |
| **c** | **More to Discover – Darron Ellis** |
|  | * No updates for More to Discover. |
| **d** | **Be Healthy, Be Happy – Pete Edwards** |
|  | * The Strategic Group met the week prior and agreed an agenda for the upcoming Partnership meeting on 12th October. |
|  | * The Health & Wellbeing Partnership Annual report is with Cabinet currently and once approved this will be shared with the Board. |
| **8** | **Discover Ashfield Project Officer Update** |
|  | * Discover Ashfield Awards have been rescheduled and plans are underway for this on November 11th, looking forward to celebrating the people and groups within Ashfield. |
|  | * There is a mixed Ambassador event booked for early November as well, which will be great to get together, regroup and catch up. |
|  | * Tuesday 11th October is Ada Lovelace day, there will be a flag raising here at the Council Offices on Urban Rd. |
|  | * There is a Discover Ashfield branded marquee on order, to further push the brand along with website and social media. This will also give us more opportunities to attend events and pop up events. |
| **9** | **Board Member Updates – ALL** |
|  | * Cllr Relf made comment that the recent Business Networking Event, which focused on Technology, was successful and had very good feedback. There were speakers from Department for International Trade and the Chamber. |
|  | * There is a Careers Fair on November 4th at Kirkby Leisure Centre. |
|  | * Martin commented that Portland Training College were holding an Employers Event on November 4th also, so there is a clash in the diaries for those and something that should look to be avoided going forward. |
|  | * Cllr Girling commented that at the Conservative Party Conference there was the announcement that the Fusion project will be in Bassetlaw, Nottinghamshire. This will be a great opportunity for employment and the region. Matthew Neal and the team did a great job ensuring Nottinghamshire was selected. |
|  | * Martin suggested that it would be beneficial if a representative from the Nuclear Research Establishment could visit Nottingham to give businesses more information and knowledge share so industry and local companies could see the range of opportunities. |
|  | * Cllr Girling explained that there are initial meetings and there will be an opportunity for local businesses to be involved. The technology has been proven to work, and now need to prove this technology can be commercialised. Cllr Girling will feed the information through to ADC so local businesses can get involved. |
|  | * Fiona Anderson commented that the Fusion project is brilliant and the opportunity to get groups such as the University of Nottingham and Nottingham Trent University involved would be valued. |
|  | * Cllr Girling commented that the Universities had been consulted during the bid and there is a drive to have local people working within this project and going forward with it. |
|  | * Fiona noted that NTU have started September 2023 student intake, and there are three open days coming up on 12th October 5th November and 7th December at the Mansfield Hub. |
| **10** | **Any Other Business – ALL** |
|  | * None. |
| **11** | **Date of Next Meeting – Friday 11th November 2022, 9am – 11am.** |