



## Agenda

# Discover Ashfield Board Meeting

Date: **Wednesday, 31st May, 2023**

---

Time: **9.00 am – 11.00 am**

---

Venue: **Hybrid - Microsoft Teams & Meeting Room 1, Council Offices,  
Urban Road**

---

For any further information please contact:

**Hollie Maxwell-Smith**

[hollie.maxwell-smith@ashfield.gov.uk](mailto:hollie.maxwell-smith@ashfield.gov.uk)

07826 921211

---

# DISCOVER ASHFIELD BOARD MEETING

## Attendees

<b>ATTENDEES</b>			
<b>Name</b>	<b>Position on Board</b>	<b>Position/Organisation</b>	<b>Present</b>
<b>Martin Rigley MBE</b>	<b>Chair / Theme Lead – Succeed in Ashfield</b>	<b>Managing Director, Lindhurst Engineering</b>	
<b>Louise Knott</b>	<b>Vice Chair</b>	<b>Vice Principal, West Nottinghamshire College – joined the meeting at 9.50am</b>	
<b>Darron Ellis</b>	<b>Theme Lead – More to Discover</b>	<b>Historian, Sutton Living Memory Group</b>	
<b>Liz Barrett OBE</b>	<b>Theme Lead – Love Where You Live</b>	<b>Principal, Academy Transformation Trust Further Education (ATTFE)</b>	
<b>Pete Edwards</b>	<b>Theme Lead – Be Happy, Be Healthy</b>	<b>Chair, Ashfield Health and Wellbeing Partnership</b>	
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	
Clare Hitchings	Substitute for Tim Hepke	Communications Lead, ITP Aero	
Christopher Baron	Substitute for Lee Anderson, MP	Office Manager, Ashfield & Eastwood MP's Office	
Cllr Helen-Ann Smith	Board Member	Deputy Council Leader, Ashfield District Council	
Cllr Matthew Relf	Board Member	Executive Lead Member for Regeneration and Corporate Transformation, Ashfield District Council	
Cllr Keith Girling	Notts County Council Representative	Economical Development and Asset Management, Notts County Council	
David Ainsworth	Board Member	Director of Sherwood Forest Hospitals Trust	
David Williams	Substitute for Jean Sharpe	Partnerships Manager North Nottinghamshire DWP	
Edward Johnstone	Board Member	Assistant Principal (Development), Portland College	
Ella McManus	Board Member	Mansfield & Ashfield 2020	
Fiona Anderson	Board Member	Associative Director, Civic Engagement, Nottingham Trent University (NTU)	
Gary Jordan MBE	Board Member	Executive Coach / GMJ Solutions	
Ian Bond	Substitute for Peter Graw	Director of Learning, Inspire: Culture, Learning and Libraries	
Jean Sharpe	Board Member	Lincolnshire, Nottinghamshire & Rutland Progression Champion for In-Work Progression	
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 Managers, Nottingham and Nottinghamshire ICB	
Melanie Phythian	Observer	Towns Fund Policy Advisor, Cities & Local Growth Unit	
Peter Graw	Board Member	Chief Executive Officer, Inspire: Culture,	

		Learning and Libraries	
Paula Longden	Board Member	Deputy Locality Director, Nottingham and Nottinghamshire ICB	
Simon Martin	Board Member	Vice Principal, Academy Transformation Trust Further Education (ATTFE)	
Teresa Jackson	Board Member	Chief Officer, Ashfield Voluntary Action	
Tim Hepke	Board Member	UK Head of Maintenance and Group Property, ITP Aero	
Theresa Hodgkinson	Board Member	Chief Executive, Ashfield District Council	
Will Morlidge	Board Member	Chief Executive, D2N2 LEP	
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	
Jas Hundal	Supporting Officer	Interim Executive Director – Place, Ashfield District Council	
Joelle Davies	Supporting Officer	Group Manager for Growth, Infrastructure and Development	
Melanie Wheelwright	Supporting Officer	Forward Planning & Economic Growth Team Manager	
Nathan McNicholas	Supporting Officer	Senior Economic Development Officer	
Paul Crawford	Supporting Officer	Investment Manager – Regeneration, Ashfield District Council	
Sarah Daniel	Supporting Officer	Assistant Director - Regeneration, Ashfield District Council	
Trevor Middleton	Supporting Officer	Town Centres and Markets Manager, Ashfield District Council	

## **AGENDA**

**Page**

- 1. Welcome / Introductions / Apologies - Martin Rigley**
- 2. Reflections of Previous Meeting - Martin Rigley**
  - a Meeting Minutes** 5 - 14
  - b Action Log**

Hollie to send out information on the Kirkby Library Innovation Centre opening day on 15<sup>th</sup> July to the board – Just waiting on the invite from Inspire to send to the board once completed.
- 3. New Declarations of Interest - ALL**
- 4. Monitoring and Evaluation Report - Paul Crawford** 15 - 28
  - a Funding Update - Sarah Daniel** 29 - 32
- 5. Board Member Updates - ALL**
- 6. Any Other Business - ALL**
- 7. Date of Next Meeting - Friday 14th July 2023**



**DISCOVER ASHFIELD BOARD MEETING**

**Friday 12<sup>th</sup> May 2023  
9am – 11am**

**Hybrid – Meeting Room 1, Council Offices, Urban Road  
& Microsoft Teams**

## **AGENDA**

**Page**

- 1. Welcome / Introductions / Apologies - Martin Rigley**
- 2. Reflections of Previous Meeting - Martin Rigley**
  - a Meeting Minutes**
  - b Annual General Meeting**
  - C Action Log**

Hollie to send out the information on the Coronation Champions Awards, Big Help Out, and Coronation Big Lunch – This was done following the Development Day.
- 3. New Declarations of Interest - ALL**
- 4. Discover Ashfield Priorities – Martin Rigley**
  - a. Elevator Pitch**

The elevator pitch.  
We are inventive, can-do and hardworking and we're ready to make the most of this hidden gem.  
We are building on what's best about our communities and the area's heritage to carve out a great and sustainable future for Ashfield.
  - b. Frequency of Board Meetings**
- 5. Programmes and Funding Update / Risk Register – Sarah Daniel & Paul Crawford**
- 6. Theme Lead Reports - Theme Leads**
  - a Succeed in Ashfield - Martin Rigley**
  - b Love Where You Live - Liz Barrett**
  - c More to Discover - Darron Ellis**
  - d Be Healthy, Be Happy - Pete Edwards**
- 7. Discover Ashfield Project Officer Update - Hollie Maxwell-Smith**
- 8. Board Member Updates - ALL**
- 9. Any Other Business - ALL**
- 10. Date of Next Meeting – 31<sup>st</sup> May 2023**



### 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 Helen-Ann Smith	Board Member	Deputy Council Leader, Ashfield District Council	
Cllr Matthew Relf	Board Member	Executive Lead Member for Regeneration and Corporate Transformation, Ashfield District Council	
Cllr Keith Girling	Notts County Council Representative	Economic Development and Asset Management, Notts County Council	√
David Ainsworth	Board Member	Director of Sherwood Forest Hospitals Trust	
David Williams	Substitute for Jean Sharpe	Partnerships Manager North Nottinghamshire DWP	√
Edward Johnstone	Board Member	Assistant Principal (Development), Portland College	
Ella McManus	Board Member	Mansfield & Ashfield 2020	
Fiona Anderson	Board Member	Associative Director, Civic Engagement, Nottingham Trent University (NTU)	√
Gary Jordan MBE	Board Member	Executive Coach / GMJ Solutions	√
Ian Bond	Substitute for Peter Gaw	Director of Learning, Inspire: Culture, Learning and Libraries	√
Jean Sharpe	Board Member	DWP - Lincolnshire, Nottinghamshire & Rutland Progression Champion for In-Work Progression	
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 Managers, Nottingham and Nottinghamshire ICB	
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 Martin	Board Member	Vice Principal, Academy Transformation Trust Further Education (ATTFE)	√



Teresa Jackson	Board Member	Chief Officer, Ashfield Voluntary Action	
Tim Hepke	Board Member	ITP Aero	√
Theresa Hodgkinson	Board Member	Chief Executive, Ashfield District Council	√
Will Morlidge	Board Member	Chief Executive, D2N2 LEP	
Andrea Stone	Supporting Officer	Health and Wellbeing Manager, Ashfield District Council	
Alastair Blunkett	Supporting Officer	Assistant Director - Neighbourhoods	
Chris Stephenson	Supporting Officer	Communications Manager, Ashfield District Council	
Christine Sarris	Supporting Officer	Assistant Director – Planning	
Hollie Maxwell-Smith	Supporting Officer	Project Officer Discover Ashfield, Ashfield District Council	√
Joelle Davies	Supporting Officer	Group Manager for Growth, Infrastructure and Development	
Melanie Wheelwright	Supporting Officer	Forward Planning & Economic Growth Team Manager	√
Nathan McNicholas	Supporting Officer	Senior Economic Development Officer	
Paul Crawford	Supporting Officer	Investment Manager, Ashfield District Council	
Robert Docherty	Supporting Officer	Executive Director Place, Ashfield District Council	
Sarah Daniel	Supporting Officer	Assistant Director - Regeneration, Ashfield District Council	√
Trevor Middleton	Supporting Officer	Town Centres and Markets Manager, Ashfield District Council	

Agenda Item	
<b>1</b>	<b>Welcome / Introductions / Apologies</b>
	<ul style="list-style-type: none"> <li>• Martin started the meeting to congratulate Liz Barrett and ATTFE on the win for her Outstanding Contribution award and the Commitment to the Community award for the college.</li> </ul>
	<ul style="list-style-type: none"> <li>• Apologies were noted from Pete Edwards, Darron Ellis, Cllr Relf, David Ainsworth, Lorraine Palmer, Nathan McNicholas, Callum Parr, Chris Stephenson and Paul Crawford.</li> </ul>
<b>2</b>	<b>Review of Previous Meeting – Martin Rigley</b>
<b>a</b>	<b>Board Meeting Minutes</b>
	All minutes agreed.
	Peter Gaw commented that Matthew Neal was no longer working at Nottinghamshire County Council so can be taken off the attendee list.
	Cllr Girling commented that they are in the process of recruiting for that role and there is an interim officer, Neil Gamble, who is standing in for Matthew at the moment.
<b>b</b>	<b>Annual General Meeting</b>
	Minutes agreed.
<b>c</b>	Action Log (these include actions from the below minutes)
	<ul style="list-style-type: none"> <li>• Hollie to send out the information on the Kirkby Library Innovation Centre opening day on 15<sup>th</sup> July to the board.</li> </ul>
<b>3</b>	<b>New Declarations of Interest – ALL</b>
	<ul style="list-style-type: none"> <li>• No new declarations of interest were noted.</li> </ul>
<b>4</b>	<b>Discover Ashfield Priorities – Martin Rigley</b>
	<ul style="list-style-type: none"> <li>• Martin ran through the priorities which had been discussed at the Development Day with the Delivery Group.</li> <li>• The headers of these are:</li> <li>• To raise awareness of Discover Ashfield.</li> <li>• Expand the Ambassador / Champions scheme.</li> <li>• Develop and launch Made in Ashfield.</li> <li>• Strengthen private sector representation on the board.</li> </ul>
<b>a</b>	<b>Elevator Pitch Update</b>
	<ul style="list-style-type: none"> <li>• Martin then read out the updated Elevator Pitch: <ul style="list-style-type: none"> <li>• “We are inventive, can-do and hardworking and we’re ready to make the most of this hidden gem. We are building on what’s best about our communities and the area’s heritage to carve out a great and sustainable future for Ashfield”.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Fiona Anderson commented that the priorities are great and make what Discover Ashfield is doing more tangible and gives a set of metrics to look at how this is going.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin asked the Board if they all agreed with the amendments in the Constitution which was sent out.</li> </ul>
	<ul style="list-style-type: none"> <li>• All agreed.</li> </ul>
<b>b</b>	<b>Frequency of Board Meetings</b>
	<ul style="list-style-type: none"> <li>• Martin explained that the board probably no longer needed to meet every 4 weeks and that this should be increased to every 6 weeks. Board meetings were increased in frequency to monthly to ensure that the Towns Fund</li> </ul>

	business cases were signed off as and when needed. Now that this process has been concluded there is no longer a need.
	<ul style="list-style-type: none"> <li>• Martin proposed this to the board.</li> </ul>
	<ul style="list-style-type: none"> <li>• Hollie Maxwell-Smith commented that the frequency would continue to be Fridays then Wednesdays and this would happen following the next board meeting.</li> </ul>
	<ul style="list-style-type: none"> <li>• Fiona Anderson proposed, and Liz Barrett seconded.</li> </ul>
	<ul style="list-style-type: none"> <li>• Hollie noted that there is also an addition to the Constitution, which is that the Board acts as a Towns Deal Board and has oversight of the Shared Prosperity Fund as the local partnership group.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin confirmed to the board that this amendment will be made and an updated version of this will be circulated to the board.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin also commented that the board will go to every 6 weeks however if there is a need for additional meetings this will be actioned.</li> </ul>
<b>5</b>	<b>Funding &amp; Programmes Update / Risk Register – Sarah Daniel</b>
	<ul style="list-style-type: none"> <li>• Sarah explained that a finance update will be provided at the board meeting on 31<sup>st</sup> May within the Monitoring and Evaluation report ready for submission to DLUHC.</li> </ul>
	<ul style="list-style-type: none"> <li>• Sarah gave an update on the programmes and funding update for Future High Streets and Towns Funding.</li> </ul>
	<ul style="list-style-type: none"> <li>• The 14 Low Street project was completed in March and a new tenant has been secured for the whole building. The new business will be launched in mid-May.</li> </ul>
	<ul style="list-style-type: none"> <li>• Tender values have been received for 9 – 11 Low Street which are higher than anticipated. The project is now being reviewed for value engineering with a review to retender later in May.</li> </ul>
	<ul style="list-style-type: none"> <li>• The High Pavement building contract has now been awarded and will start in May. The completion of this project is programmed for November. A new committee has now been formed to run the Maker Space once opened.</li> </ul>
	<ul style="list-style-type: none"> <li>• The tenders have been received for the combined Fox Street and Portland Square projects which were non-compliant, therefore the tender period has been extended until the end of May.</li> </ul>
	<ul style="list-style-type: none"> <li>• The Sutton Academy Theatre Project design team is finalising RIBA stage 2 cost plan following some critical constraints and changes to the delivery plan which reduces the amount of new build elements and refocus on the refurbishment of existing. The new cost plan will be updated in mid-May.</li> </ul>
	<ul style="list-style-type: none"> <li>• Business cases are all completed except for ADMC.</li> <li>• The revised ADMC business case was resubmitted earlier in the year, feedback was received this week and a meeting is set with DLUHC on Monday to discuss further.</li> </ul>
	<ul style="list-style-type: none"> <li>• The Sports Hub at Kingsway is being reworked to look at costs whilst working with the Football Foundation.</li> <li>• The Sports Hub in Sutton is also being worked on together with the Lawn Tennis Association to improve the tennis courts. The courts will be open to the public on a pay per play programme.</li> </ul>
	<ul style="list-style-type: none"> <li>• The Science Discovery Centre is in its final stage of getting funding with fundraisers coming up.</li> </ul>

	<ul style="list-style-type: none"> <li>• There has now been a contractor appointed for the Kings Mill Reservoir project.</li> </ul>
	<ul style="list-style-type: none"> <li>• Sarah gave an update on the UK Shared Prosperity Fund.</li> </ul>
	<ul style="list-style-type: none"> <li>• Design guidance and grant details are being finalised for the Hucknall Town Centre High Street Improvement fund.</li> </ul>
	<ul style="list-style-type: none"> <li>• There has been an events management company hired to assist with Ashfield Day for 2023 due to the size of the event.</li> </ul>
	<ul style="list-style-type: none"> <li>• The Cycling and Walking pilot programme in Hucknall has been successful and this is being developed for year 2 and year 3.</li> </ul>
	<ul style="list-style-type: none"> <li>• Sarah explained that it has been identified that there is a need for additional resources for up to 18 months for a temporary graduate post to support the Economic Development team with the delivery of projects in the Supporting Local Businesses and People and Skills themes. The postholder will be responsible for supporting the delivery of projects within the funding streams and assist with programme management arrangements, ensuring adherence to funding requirements.</li> </ul>
	<ul style="list-style-type: none"> <li>• Melanie Wheelwright commented that the role would support the local business theme and events side and provide much needed additional capacity.</li> <li>• It would be an excellent opportunity for a graduate.</li> </ul>
	<ul style="list-style-type: none"> <li>• The board was asked to consider and approve the reallocation of £10,000 from the events funding and £40,000 from the workforce skills area to recruit a temporary graduate post to support the delivery of the projects within the Supporting Local Business and People and Skills themes.</li> </ul>
	<ul style="list-style-type: none"> <li>• Liz Barrett proposed, and Louise Knott seconded.</li> </ul>
<b>6</b>	<b>Theme Lead Reports</b>
<b>a</b>	<b>Succeed in Ashfield – Martin Rigley</b>
	<ul style="list-style-type: none"> <li>• Martin, Gary Jordan and Claire Hitchings from ITP Aero met to discuss the Work Experience framework to assist schools and businesses with a structure on work experience.</li> </ul>
	<ul style="list-style-type: none"> <li>• Louise commented that she had been to a D2N2 Vice Principals meeting where they looked at likely actionable priorities coming from the local skills improvement plan and work placement / experience is a priority within this.</li> <li>• There is a potential opportunity to bid in for funding towards this.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin will feed back to Louise the work that has been done on this to take to the meeting.</li> </ul>
	<ul style="list-style-type: none"> <li>• There was an Ambassadors meeting, now Champions, with a range of the community attending.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin attended a business networking event at Nottingham Trent University which focused on apprenticeships.</li> <li>• This was a good event with high attendance. There were speakers who had been through the apprentice scheme themselves.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin has now become a Board member at Mansfield &amp; Ashfield 2020. His drive will be to support businesses in Ashfield.</li> </ul>
	<ul style="list-style-type: none"> <li>• He attended a business lunch at West Nottinghamshire College Engineering Centre.</li> <li>• Many of the businesses were able to see the facilities at the College.</li> </ul>

	<ul style="list-style-type: none"> <li>• Martin has been involved in the Automation event on 17<sup>th</sup> May which has over 60 attendees confirmed.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin explained they had secured further funding for the Sherwood Observatory and were seeking more through bids alongside fundraising.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin attended the Manufacturing Advisory Panel meeting, organised by the LEP, to discuss manufacturing and to develop an industrial strategy moving forward.</li> </ul>
<b>b</b>	<b>Love Where You Live – Liz Barrett</b>
	<ul style="list-style-type: none"> <li>• Liz had attended the Mansfield and Ashfield 2020 Awards and commented that there was a great buzz around Ashfield, with many Ashfield businesses attending and being able to celebrate their success.</li> </ul>
	<ul style="list-style-type: none"> <li>• Under the theme Love Where You Live, Liz is celebrating and promoting the Towns Funds projects which are underway to capitalise on having Champions within the communities so people within the district know about these projects.</li> </ul>
	<ul style="list-style-type: none"> <li>• The King’s Coronation was celebrated by ATTFE at events and the community all came together.</li> </ul>
	<ul style="list-style-type: none"> <li>• The Primary School group met to discuss local resources available to them which are appreciated by the schools.</li> </ul>
	<ul style="list-style-type: none"> <li>• Liz explained that the Love Where You Live and Be Healthy, Be Happy themes have come together, the strategy is focused on listening to the community needs.</li> </ul>
	<ul style="list-style-type: none"> <li>• The Made in Ashfield project is progressing, and Liz thanked Trevor Middleton and Louise for their work on this.</li> </ul>
<b>c</b>	<b>More to Discover – Darron Ellis</b>
	<ul style="list-style-type: none"> <li>• Darron was not in attendance and no update given.</li> </ul>
<b>d</b>	<b>Be Healthy, Be Happy – Pete Edwards</b>
	<ul style="list-style-type: none"> <li>• Pete was not in attendance and no update given.</li> </ul>
<b>7</b>	<b>Discover Ashfield Project Officer Update – Hollie Maxwell-Smith</b>
	<ul style="list-style-type: none"> <li>• Hollie explained that the next Champions evening has been scheduled for the end of the month.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ashfield Council held the Coronation Event at Titchfield Park in Hucknall which was well attended, until the rain came. However, families all looked to have fun with their picnic blankets watching the big screen.</li> </ul>
	<ul style="list-style-type: none"> <li>• Louise has sent Hollie some Made in Ashfield design drafts so these will be looked at to develop this project.</li> </ul>
	<ul style="list-style-type: none"> <li>• Hollie shared images of Low Street in Sutton with the board where vinyl window stickers have been put onto a shop front showcasing the Discover Ashfield YouTube videos and website, with QR Codes to lead the public to these sites.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin commented that the vinyls look great.</li> </ul>
<b>8</b>	<b>Board Member Updates – All</b>
	<ul style="list-style-type: none"> <li>• Ian Bond updated the board that the Kirkby Library Innovation Centre will be opening on Saturday 15<sup>th</sup> July and board members are welcomed.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin asked Hollie to send this information to board members.</li> </ul>
<b>9</b>	<b>Any Other Business – ALL</b>
	<ul style="list-style-type: none"> <li>• Martin just confirmed again that the board meetings will go to every 6 weeks following the next board meeting.</li> </ul>

	<ul style="list-style-type: none"><li>• Peter Gaw offered to host one of the future board meetings at Kirkby Library in the main room as this has video conferencing and would give board members a chance to visit and see the new facilities.</li></ul>
<b>10</b>	<b>Date of Next Meeting – Wednesday 31<sup>st</sup> May. Please note that this meeting will focus on the M&amp;E monitoring returns for DLUCH.</b>

## Programmes and Funding Update

### 1 Future High Streets Fund

#### Monitoring and Evaluation Report

The M&E reporting period covers October 2022 – March 2023

#### 1.1 Finance

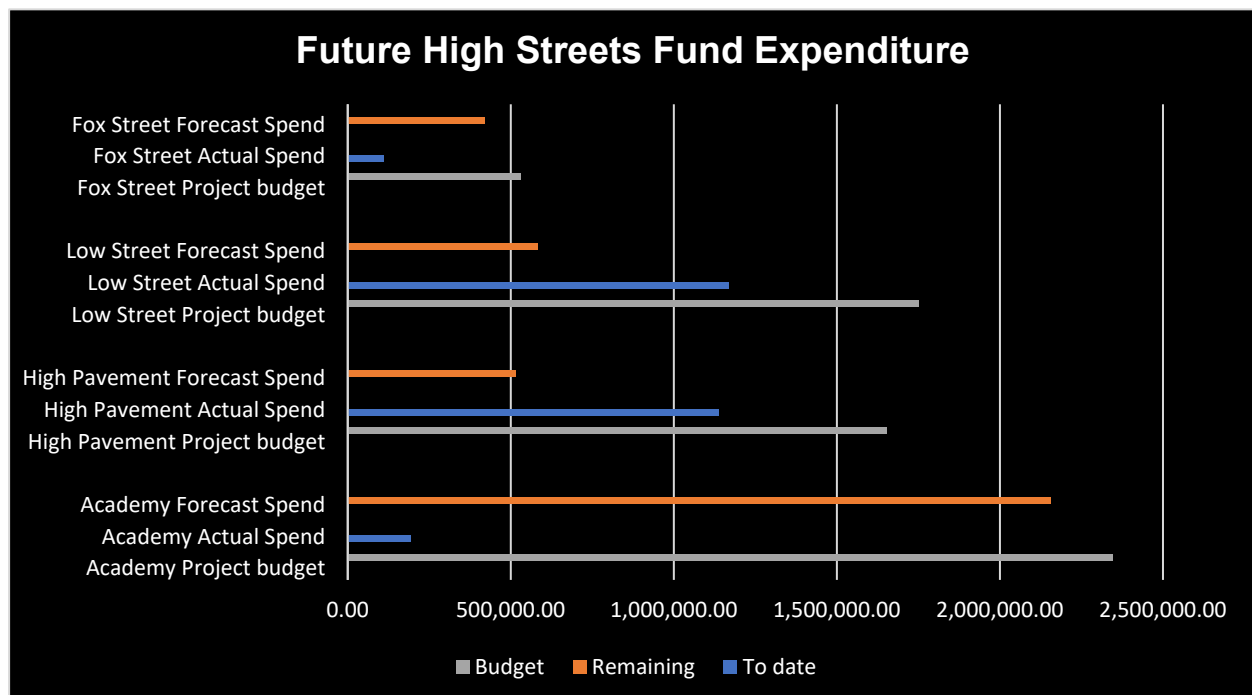
Please note that the project adjustment request (PAR) has been submitted which transfers Future High Streets fund budget from Low Street to High Pavement. This is included in the finances but is still to be formally approved in writing by the Department of Levelling Up, Housing and Communities (DLUHC).

The finance table below sets out the key reporting indicators required in the DLUHC reporting template. These include:

1. Project budget
2. Forecast spend
3. Actual spend

#### 1.2 Outputs

The table below sets out the agreed project outputs for each of the projects. Where schemes have achieved delivery against the approved outputs, they are highlighted green.



<b>Fox Street</b>	unit of measure	to date	future	Total
Total length of new pedestrian paths	Km of pedestrian way	0	0.095	0.095

Total length of pedestrian paths improved	Km of pedestrian way	0	0.075	0.075
# of new or improved car parking spaces	Number of parking spaces	0	7	7
Number of improved cultural facilities	Number of facilities	0	1	1
# of trees planted	Number of trees	0	8	8
Number of public amenities/facilities created	Number of facilities	0	1	1
Amount of rehabilitated land	m2 of land	0	2560	2560
Amount of new public realm	m2 of land	0	2560	2560
Amount of new retail, leisure, or food & beverage space	m2 of floorspace	0	2560	2560

<b>Low Street</b>	unit of measure	to date	future	Total
# of temporary FT jobs supported	FTE	13	14	27
# of residential units provided	Number of units	2	2	4
Amount of floor space repurposed (residential, commercial, retail)	m2 of floorspace	395	402	797
Number of residential units with green retrofits completed	Number of units	2	2	4
Number of non-domestic buildings with green retrofits completed	Number of buildings	1	1	2

<b>High Pavement</b>	unit of measure	to date	future	Total
# of temporary FT jobs supported	FTE	0	13	13
Amount of floor space repurposed (residential, commercial, retail)	m2 of floorspace	0	1500	1500
Number of non-domestic buildings with green retrofits completed	Number of buildings	0	1	1

<b>Cornerstone</b>	unit of measure	to date	future	Total
# of temporary FT jobs supported	FTE	0	18	18
# of full-time equivalent (FTE) permanent jobs safeguarded through the project	FTE	0	2	2
Number of improved cultural facilities	Number of facilities	0	1	1



### 1.3 Risk

Project	RAG	Comment
<b>Fox Street</b>		<ul style="list-style-type: none"> <li>The procurement of a contractor has been delayed because of limited and noncompliant tenders. Following six months of unsuccessful procurement, options are now being explored through a framework.</li> </ul>
<b>Low Street</b>		<ul style="list-style-type: none"> <li>14 Low Street is complete, and a tenant is confirmed to open on 2 June 2023. A redesign of 9-11 Low Street is required to reduce the escalating cost due to inflation.</li> <li>Further adjustments to the outputs may need to be submitted to DLUHC for approval to enable the project to be delivered to the budget. We are still confident that the project will be completed by 31 March 2024.</li> </ul>
<b>High Pavement</b>		<ul style="list-style-type: none"> <li>Increasing costs have seen the need to utilise underspends from Low Street and increase investment to make the project viable. We are still awaiting formal confirmation from DLUHC of their acceptance of this transfer.</li> <li>The contractor has been appointed; negotiations are ongoing with an anchor tenant to occupy a large part of the facility. The project is on track and is forecast to be completed in November 2023.</li> </ul>
<b>Cornerstone Theatre</b>		<ul style="list-style-type: none"> <li>RIBA Stage 2 design freeze has been implemented although safeguarding complexities around delivering a public and education facility has delayed the project development and cost planning.</li> <li>The project cost remains above the current budget and therefore a risk of not delivering within the current timeframe for Future High Streets Funding. We are awaiting confirmation from DLUHC regarding funding timeframes.</li> </ul>

## 2 Towns Fund

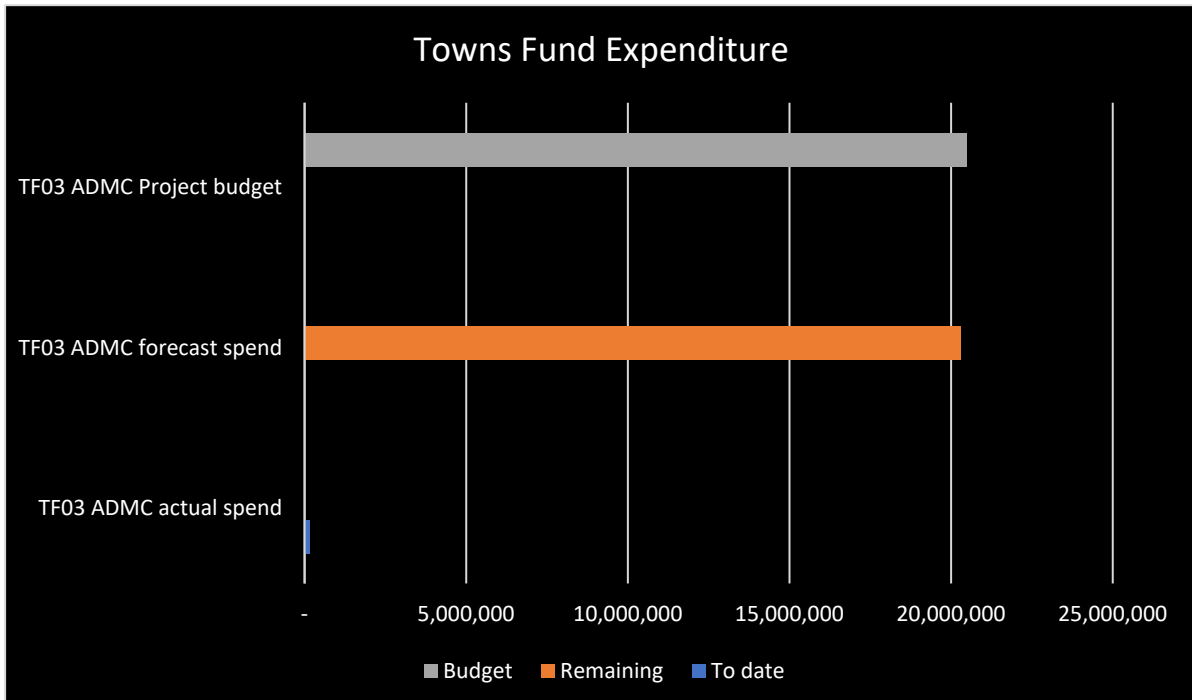
### Monitoring and Evaluation Report

#### 2.1 Finance

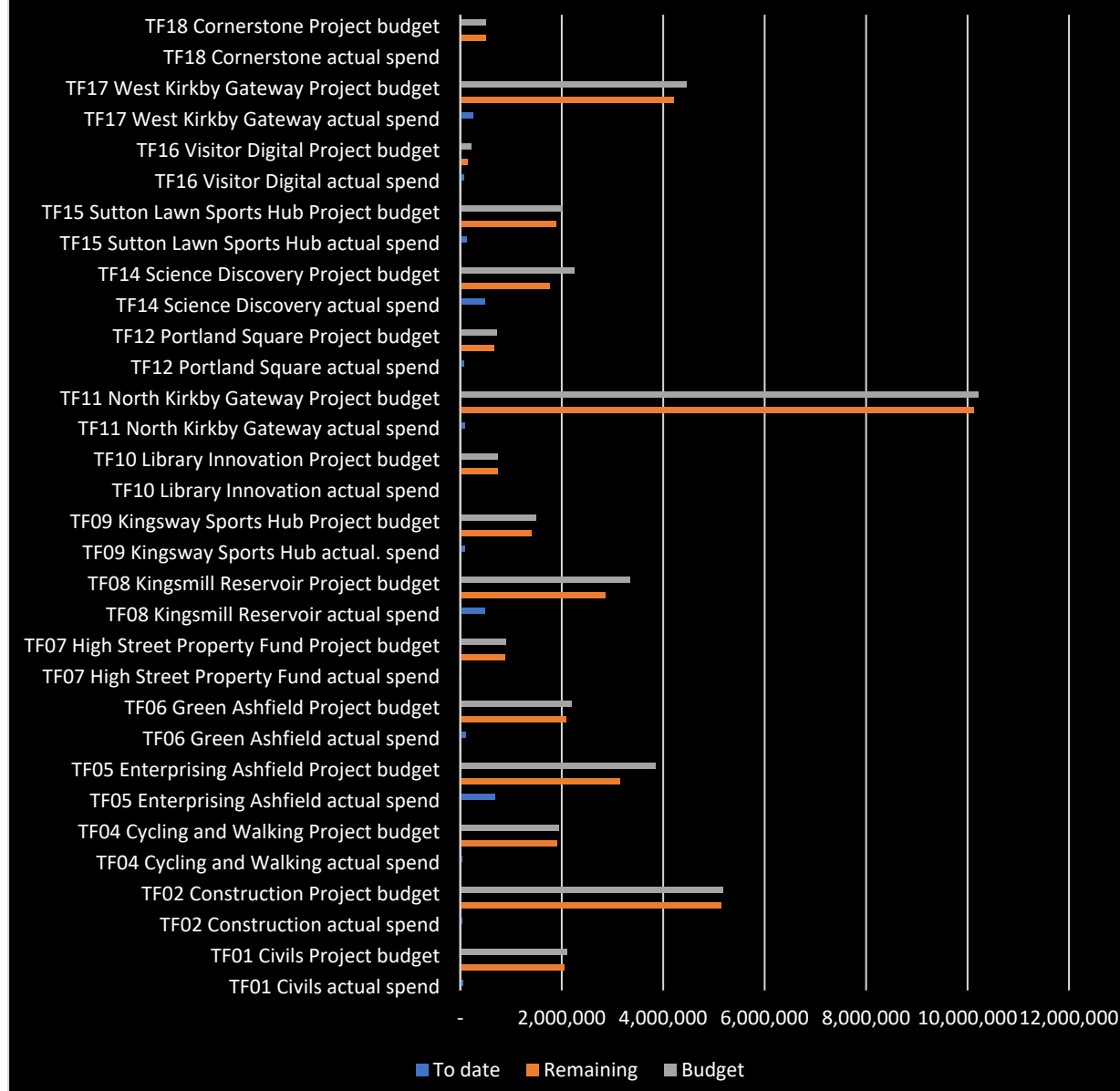
Please note that the project adjustment request (PAR) submitted in January 2023 which realigns Towns Funds across multiple projects has been reflected in the finance return. DLUHC has now approved the PAR in writing.

The finance tables below set out the key reporting indicators required in the DLUHC reporting template. These include:

1. Project budget
2. Forecast spend
3. Actual spend



## Towns Fund Expenditure



## 2.2 Outputs

The table below sets out the agreed project outputs for each of the projects. The projects remain in the early stages of delivery and therefore will remain at zero because project outputs will be realised toward the end of the projects being delivered. Where schemes have achieved delivery against the approved outputs, they are highlighted green.

Civils	unit of measure	to date	future	Total
Amount of capacity of new or improved training or education facilities	Size of capacity measured in number of people	0	173	173
Amount of rehabilitated land	m2 of land	0	3500	3500

Construction	unit of measure	to date	future	Total
--------------	-----------------	---------	--------	-------

# of temporary FT jobs supported	FTE	0	8.5	8.5
# of full-time equivalent (FTE) permanent jobs created through the project	FTE	0	2	2
# of full-time equivalent (FTE) permanent jobs safeguarded through the project	FTE	0	5	5
Amount of capacity of new or improved training or education facilities	Size of capacity measured in number of people	0	584	584

ADMC	unit of measure	to date	future	Total
Amount of new manufacturing space	m2 of floorspace	0	4000	4000
Amount of 'other' enterprise space (not captured by the other categories) renovated/improved	m2 of floorspace	0	1000	1000

Cycling Walking	unit of measure	to date	future	Total
Total length of new cycle ways	Km of cycle way	0	11.9	11.9

Enterprising Ashfield	unit of measure	to date	future	Total
# of learners enrolled in new education and training courses	Number of learners / participants	78	822	900
Number of closer collaborations with employers	Number of collaborations	13	187	200
# of potential entrepreneurs assisted to be enterprise ready	Number of entrepreneurs (individuals)	24	201	225
# of enterprises receiving grants	Number of enterprises	29	346	375
# of enterprises receiving non-financial support	Number of enterprises	29	264	293

Green Ashfield	unit of measure	to date	future	Total
Number of non-domestic buildings with green retrofits completed	Number of buildings	1	62	63

High Street Property Fund	unit of measure	to date	future	Total
# of temporary FT jobs supported	FTE	0	6.6	6.6
# of residential units provided	Number of units	0	10	10

Kings Mill Reservoir	unit of measure	to date	future	Total
----------------------	-----------------	---------	--------	-------

Number of new community/sports centres	Number of centres	0	1	1
Amount of new retail, leisure, or food & beverage space	m2 of floorspace	0	446	446
Amount of existing parks/greenspace/outdoor improved	m2 of space	0	12500	12500
# of new or improved car parking spaces	Number of parking spaces	0	183	183

Kingsway Sports Hub	unit of measure	to date	future	Total
# of derelict buildings refurbished	Number of buildings	0	1	1
Number of non-domestic buildings with green retrofits completed	Number of buildings	0	1	1
Number of public amenities/facilities created	Number of facilities	0	5	5
Amount of existing parks/greenspace/outdoor improved	m2 of space	0	17510	17510
Amount of office space renovated/improved	m2 of floorspace	0	119	119
Amount of retail, leisure or food & beverage space renovated/improved	m2 of floorspace	0	79	79
# of new or improved car parking spaces	Number of parking spaces	0	183	183

Library Innovation	unit of measure	to date	future	Total
# of learners/trainees/students enrolled at improved education and training facilities	Number of learners / participants	0	90	90
# of learners/students/trainees gaining certificates, graduating, or completing courses at new or improved training or education facilities, or attending new courses	Number of people	0	50	50
Amount of capacity of new or improved training or education facilities	Size of capacity measured in number of people	0	140	140
Number of improved cultural facilities	Number of facilities	0	2	2
# of enterprises receiving non-financial support	Number of enterprises	0	25	25

Information and Guidance sessions	Number of sessions	0	75	75
-----------------------------------	--------------------	---	----	----

North Kirkby Gateway	unit of measure	to date	future	Total
# of temporary FT jobs supported	Number	0	89	89
# of full-time equivalent (FTE) permanent jobs safeguarded through the project	Number of FTE jobs	0	158	158
# of sites cleared	Number of sites	0	2	2
Number of closer collaborations with employers	Number of collaborations	0	5	5

Portland Square	unit of measure	to date	future	Total
Amount of public realm improved	m2 of land	0	2250	2250
# of trees planted	Number of trees	0	8	8
Amount of existing parks/greenspace/outdoor improved	m2 of space	0	2250	2250

Science Discovery	unit of measure	to date	future	Total
# of full-time equivalent (FTE) permanent jobs safeguarded through the project	Number of FTE jobs	0	2	2
Number of new cultural facilities	Number of facilities		1	1
# of derelict buildings refurbished	Number of buildings	0	1	1

Sutton Lawn	unit of measure	to date	future	Total
Total length of resurfaced/improved road	Km of road	0	0.15	0.15
# of new or improved car parking spaces	Number of parking spaces	0	24	24
Number of non-domestic buildings with green retrofits completed	Number of buildings	0	1	1
Number of public amenities/facilities created	Number of facilities	0	4	4
Amount of existing parks/greenspace/outdoor improved	m2 of space	0	122380	122380
Amount of office space renovated/improved	m2 of floorspace	0	10	10
# of enterprises receiving grants	Number of enterprises	0	1	1
Amount of rehabilitated land	m2 of land	0	11370	11370

Visitor Digital	unit of measure	to date	future	Total
Number of digital platforms	number	0	1	1

West Kirkby Gateway	unit of measure	to date	future	Total
Number of public amenities/facilities created	Number of facilities	0	1	1
Amount of rehabilitated land	m2 of land	0	10700	10700
# of residential units provided	Number of units	0	33	33
# of transport nodes with new multimodal connection points	Number of transport nodes	0	1	1
Deliver quality commercial space in a key gateway	m2 of space	0	250	250

Cornerstone	unit of measure	to date	future	Total
Number of improved cultural facilities	Number of facilities	0	1	1

## 2.3 Risk

The high-level risk level to each project is set out below alongside mitigation measures that are being developed.

Project	RAG	Comment
<b>Programme Overall risk</b>		<ul style="list-style-type: none"> <li>• The main risks are: <ul style="list-style-type: none"> <li>○ Inflation</li> <li>○ Land assembly</li> <li>○ Construction market availability.</li> </ul> </li> <li>• Regular cost monitoring to mitigate this risk and if necessary, design changes are implemented, or additional funding and investment options are considered to ensure the viability of projects and the programme</li> <li>• We are currently working on land assembly for TF03 ADMC / TF17 West Kirkby Gateway / TF11 North Kirkby Gateway.</li> <li>• Procurement has been a challenge, but we are using a range of frameworks and other tools to mitigate this risk.</li> </ul>
<b>TF01 Civils</b>		<ul style="list-style-type: none"> <li>• Project agreements are progressing with the lead delivery partner. Surveys and due diligence are progressing to enable a planning application to be submitted July 2023.</li> </ul>
<b>TF02 Construction</b>		<ul style="list-style-type: none"> <li>• Inflation remains the greatest risk to the project. The project has been redefined to refurbish the current campus which will help address cost increases.</li> <li>• This main facility will be built by the Council on</li> </ul>

		VWNC property. This will require a partnering agreement. The Satellite hub Grant Funding Agreement for Portland College is close to sign-off.
<b>TF03 ADMC</b>		<ul style="list-style-type: none"> <li>• Land assembly remains a moderate to high risk although mitigation plans are being progressed.</li> <li>• Cost risks are being monitored although the project remains in its early stages to reduce the risk at this stage.</li> </ul>
<b>TF04 Cycling and Walking</b>		<ul style="list-style-type: none"> <li>• The project remains in scope to deliver the outputs. There remain challenges to overcome on the design standards although further development should mitigate the risk.</li> </ul>
<b>TF05 Enterprising Ashfield</b>		<ul style="list-style-type: none"> <li>• The programme is being tailored to meet business needs to make the programme meaningful to participants. Whilst there have been intense online campaigns, EA is looking at other routes to attract local businesses. There is now a full complement of staff on employment contracts to reduce the risk of staff turnover.</li> </ul>
<b>TF06 Green Ashfield</b>		<ul style="list-style-type: none"> <li>• Key risks are cost inflation, management, and procurement. These risks have been mitigated by procuring the expertise of MACE who are working closely with our in-house team. Cost pressures across all ADC assets have reduced because of the Council being awarded additional funding through the Public Sector Decarbonisation Scheme to focus on one of our main assets.</li> </ul>
<b>TF07 High Street Property Fund</b>		<ul style="list-style-type: none"> <li>• High costs for technical design input could increase budget constraints. The market continues to be monitored for purchase options.</li> </ul>
<b>TF08 Kings Mills Reservoir</b>		<ul style="list-style-type: none"> <li>• RIBA Stage 4 signed off and Planning permission granted in January 2023. Cost risk is now minimised through a framework contract award within budget.</li> </ul>
<b>TF09 Kingsway Sports Hub</b>		<ul style="list-style-type: none"> <li>• The project is proving challenging to meet its budget, A strategy is being developed to resolve the budget risks and ensure that the project is deliverable.</li> </ul>
<b>TF10 Library Innovation</b>		<ul style="list-style-type: none"> <li>• The grant agreement is to be signed and will start in 2023-24. The opening for the Kirkby Library Innovation Centre will be 15 July 2023.</li> </ul>
<b>TF11 North Kirkby Gateway</b>		<ul style="list-style-type: none"> <li>• The revenue project will start in 2023-24 with a facility being found for the Portland Pathways facility. The inability to assemble the identified land for the original capital project makes this no longer viable. To mitigate the risk of non-delivery, the Council is working with a development partner on the land assembly and master planning for the west side of the Gateway. A proposition for remediating contaminated land is also being developed.</li> </ul>
<b>TF12 Portland Square</b>		<ul style="list-style-type: none"> <li>• The procurement of a contractor has been delayed because of limited and noncompliant tenders. Following six months of unsuccessful</li> </ul>



		procurement options are being explored through a framework.
<b>TF13 Science Discovery Centre &amp; Planetarium</b>		<ul style="list-style-type: none"> <li>Actively managing inflation cost pressures through redesign. Currently in RIBA stage 4 and moving to complete RIBA Stage 5. Though granted planning permission, MSAS will need to submit an amendment, but the changes will reduce visual impact.</li> <li>The project has been awarded additional funding of £3.1m from the Levelling Up Fund, £300k from additional grants and £51k from private donors. These leaves £635k to secure - MSAS have other grants and will launch a sponsorship drive in June 2023.</li> </ul>
<b>TF 15 Sutton Lawn Sports Hub</b>		<ul style="list-style-type: none"> <li>Inflation costs have proved challenging, but a strategy is being progressed to address the budget constraints to ensure that the project is deliverable.</li> </ul>
<b>TF16 Visitor Digital Offer</b>		<ul style="list-style-type: none"> <li>On track and will be launched in August 2023.</li> </ul>
<b>TF17 West Kirkby Gateway</b>		<ul style="list-style-type: none"> <li>The first land assembly for the north side of the gateway is complete.</li> <li>Cost risk is being managed within the budget envelope.</li> <li>Land sale options are being monitored on the south side of the gateway.</li> </ul>
<b>TF18 Cornerstone</b>		<ul style="list-style-type: none"> <li>RIBA Stage 2 design freeze has been implemented although safeguarding complexities around delivering a public and education facility has delayed the project development and cost planning.</li> <li>The project cost remains above the current budget and therefore there is a high risk of delivery within the timeframe for the Future High Streets Fund.</li> </ul>

### 3.0 Project boundary adjustment

We are proposing to extend the boundary for the TF11 North Kirkby Gateway project (NKG) to include elements of the Portland Street scheme.

Including this additional area will increase opportunities for master planning the North Kirkby Gateway project, underpinning the strategy to increase footfall, vibrancy, and viability of the Town Centre.

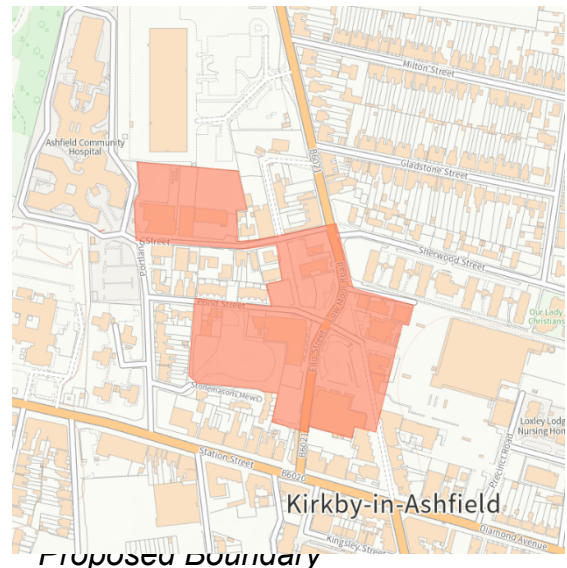
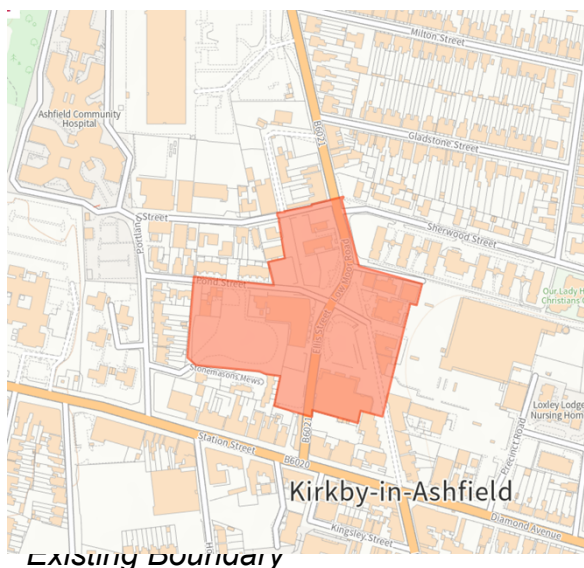
The proposal would include the Ashwood Centre site and neighbouring vacant property which would:

- Secure a level of influence to support the strategy for sustainable housing development on the edge of the town centre (Patco site).

- Remove the poor-quality commercial unit to the east of Ashwood Centre encouraging the shift towards community / housing development in the area.
- Safeguard land for a future link road on land currently owned by the Ashwood Centre.
- Support the development proposal of the Ashwood Centre to enhance community facilities. For example, foodbank / community café / outreach work / nursery offer.
- Improve the site master planning of the Ashwood Centre to improve the street scene and active frontage to Portland Street.

The North Kirby Gateway project is currently being reviewed following the option to create a health hub being economically unsustainable for the Integrated Care Board (ICB). The project team is now working with a private sector developer to masterplan the Pond Hole / Ellis Street land with a gateway building land assembly.

Once a full appraisal of options has been completed, the recommendations will be brought back to a future board meeting for review.



**Decision 1:** the board is asked to note and approve the summary of the Monitoring and Evaluation submission. The final submission is subject to approval and sign off by the Council’s Corporate Resources Director (S151 officer).

**Decision 2:** the board is asked to approve the realignment of project boundary for TF11 North Kirby Gateway Project. The realignment will be subject to DLUHC approval.

### 3. UK Shared Prosperity Fund

As we have moved into year 2 of this fund, we are reviewing the projects and allocations within the programme to ensure that all funding will be spent by the end of March 2025. There have been several changes in project status which need to be considered and we will be reporting to the next board with some recommendations.

## **Arts and Culture**

Ashfield is one of 54 priority places being supported by the Arts Council to develop the arts and cultural offer. Priority places are where fewer people are involved in creativity and culture, have received less Arts Council Funding, and have few places where people can get involved in creativity and culture.

The first meeting of the Ashfield Arts Partnership (a subgroup of the Discover Ashfield Board and which supports the Mansfield and Ashfield Cultural Compact) was held in April with a follow-up meeting on 24<sup>th</sup> May. Partners involved have agreed that the next step is to develop funding applications to support enhanced arts provision and participation in the District, supporting the asset-based projects being delivered through Towns Fund/ Future High Streets Fund.

**Decision 3: the board is asked to approve allocating £10k from E6 - Events and activities to support the development and submission of funding bid(s) to the Arts Council and other funding bodies.**

End of report.

This page is intentionally left blank

## Funding Update – UK Shared Prosperity Fund

### E10 Cycling and Walking

In year 1, the following activity was delivered by Ridewise:

- Promotional campaign to build interest in donating bikes, getting bikes refurbished and improving bike maintenance skills, as well as cycle confidence
- 8 weeks of sessions were held at Titchfield Park, Hucknall which each week provided:
  - 1 Dr Bike 2-hour session (bike donating and maintenance)
  - 2 Fun Sessions, each one hour, with a maximum of 12 spaces each.
- During the sessions, over 30 bikes were donated, refurbished and repurposed and the fun sessions all had over 90% occupancy.

Residents generally attended four sessions to feel confident to ride a bike and there were high numbers of people getting involved with balance/mobility/behavioural and visual impairments.

Additional funding was secured to purchase and install a container on the park to store the bikes. We plan to develop this over time to become a cycling hub.

Ridewise currently have people on a waiting list.

### Case Studies

← Kylie RideWise 🔍

Meet Jack!  
Jack has autism and struggled to get on a bike. He would have melted down and find it very difficult to go on a bike at home.  
Jack attended the [RideWise](#) Hucknall free cycling session last week and worked closely with Sohelia, one of our Instructors. Jack found it hard at times but Sohelia was calm and patient and helped Jack to get on a bike and start gliding.  
Jack doesn't want to get off a bike now, he's gliding on a balance bike with confidence and currently learning how to pedal. Well done Jack.



👍 Like    💬 Comment    ➦ Share

A grandmother who is fostering her grandson, 5yrs old. He had his own bike (too large for him) but had never cycled. He brought his bike down, but ultimately ended up using ours. He invented a cycling game with our instructors and started cycling within about 15 mins. His grandmother was literally in tears! A very happy Saturday for them.

Adult female with sight loss and hearing impairments attended and gained confidence by cycling with our instructors on the pathways around the cricket pitch. Her tunnel vision and lack of peripheral vision meant this space was perfect for her and our instructors ensured that the path was always clear and safe for her to use - she's returning next week, this is the first time she's been on a bike in years!

A non-English speaking mother and her son attended - the mother's bike was repaired by our mechanic, without charge (this is her only form of transport) and her son also took part in cycle session (2 sessions back-to-back!). They are also returning next week and one of our instructors identified a serious fault with the boy's own scooter, which could cause considerable

injury. We couldn't repair it on the spot, but they are now aware of it and will be fixing it.

A refurbished bike was sold to a family with a 5-year-old for £20, who learned to ride with us today and became very attached to the bike. This is the child's first ever bike.

## **Proposal for Year 2**

### ***Cycling in Hucknall***

To continue to work with Ridewise to deliver further sessions at Titchfield Park from July – November, and then restart for February and March 2024.

This would include:

- 1 Dr Bike 2-hour session per week, enabling residents to get their bikes fixed and/or develop their maintenance skills
- 2 fun cycling sessions per week. One of the fun sessions, would be themed for a 4 – 6-week block, to include:
  - Cycling for All
  - Women Only sessions
  - Father and child sessions
  - Guided rides to points of interest in Hucknall

To develop sustainability, two volunteer ride learner courses would be delivered, to sustain the sessions beyond the end of the funding.

Cost £14,686

### **Cycle Hub Development**

We would like to engage a local artist to work with us and some of the attendees to develop the container purchased for Titchfield Park into a cycle hub. This would include artwork for the exterior of the container.

Cost £1,000

### ***Walking***

To deliver one walk leader training course in the district and cover expenses for volunteers to travel across the district to the course. There is a limited number of walking groups in Ashfield and the Council has been contacted by existing groups who would like to increase the number of leaders available to organise walks.

Cost £1,000

### ***Young People Engagement***

To deliver an 8-week pilot in an Ashfield Secondary School with young people from one of the priority places. The pilot would engage up-to 15 young people to co-design a programme that works for them. The sessions will include taster sessions in a variety of activities, including walking and cycling, and will help us to support them to create something sustainable. A report would detail the learning and recommendations to develop this into a larger scale project for year 3.

Cost £2,600

**Total Cost £20,968**

This is marginally higher than the budget for year 2 of £20,825, but funding can be brought forward from year 3 (£60,000).

**Decision 1 – The Board is asked to consider and approve the proposal for year 2 of the project.**

This page is intentionally left blank