



DISCOVER ASHFIELD BOARD MEETING

**Wednesday 2nd July 2025
9am – 11:00am**

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

ATTENDEES

Name	Position on Board	Position/Organisation	Present
Kieran Percival	Chair	Director, Gardens of Giving CIC	
Louise Knott	Vice Chair	Vice Principal, West Nottinghamshire College MA2020 Representation	
Darron Ellis	Theme Lead – More to Discover	Historian, Sutton Living Memory Group	
Martin Rigley OBE	Theme Lead – Succeed in Ashfield	Chief Commercial Officer Devtank Ltd.	✓
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	
Claire Hinchley	Board Member	Acting Director Strategy and Partnerships Sherwood Forest Hospitals	
Clare Hitchings	Substitute for Tim Hepke	Communications Lead, ITP Aero	
Cllr Julie Gregory	Board Member	Scrutiny Representative, Ashfield District Council	✓
Cllr Dale Grounds	Board Member	Vice-Chairman of the Council, Ashfield District Council	
Cllr Matthew Relf	Board Member	Executive Lead Member for Growth, Regeneration and Local Planning, Ashfield District Council MA2020 Representation	✓
David Williams	Substitute for Shola Olawole	Partnerships Manager North Nottinghamshire DWP	
Edward Johnstone	Board Member	Assistant Principal (Development), Portland College	
Gary Jordan MBE	Board Member	Community Engagement and Learning Lead, ATTFE	✓
Graham Ward	Board Member	Chair of Board of Directors, Sherwood Forest Hospitals Trust	
Holly Shuttleworth	Substitute for Paula Longden	Strategies and Partnerships Lead, Sherwood Forest Hospitals Trust	
Ian Bond	Substitute for Peter Graw	Director of Learning, inspire: Culture, Learning and Libraries	
Jackie Insley	Board Member	Chief Executive Officer Citizens Advice Central Nottinghamshire	✓
Kirsty Blyth	Substitute for Peter Gaw	Inspire: Culture, Learning and Libraries	
Leanne Harwood	Substitute for Simon Cartwright	Operations Lead - Transforming Notts Together	
Leanne Monger	Board Member	Interim Programme Director, Mid Notts PBP	
Lee Anderson, MP	Board Member	MP for Ashfield and Eastwood	
Mark Yates	Substitute	PCN Development Managers, Nottingham and Nottinghamshire ICB	
Paula Longden	Substitute for Claire Hinchley	Associate Director of Strategy and Partnerships Sherwood Forest Hospitals	✓

Peter Gaw	Board Member	Chief Executive Officer, inspire: Culture, Learning and Libraries	✓
Sarah Mayfield	Board Member	Director of Skills and UK College and Civic Partnerships, NTU	✓
Sarah Speight	Observer	Deputy Vice-Chancellor & Provost, NTU	
Sam Howlett	Substitute for Lee Anderson, MP	Office Manager, Ashfield & Eastwood MP's Office	
Simon Cartwright	Board Member	Chief Officer Transforming Notts	✓
Simon Martin	Board Member	Vice Principal, Academy Transformation Trust Further Education (ATTFE)	✓
Shola Olawole	Board Member	North & East Midlands Group Performance Lead, DWP	
Tim Hepke	Board Member	UK Head of Maintenance and Group Property, ITP Aero	
Theresa Hodgkinson	Board Member	Chief Executive, Ashfield District Council	
Una Key	Board Member	Chief Officer, Ashfield Voluntary Action	✓
Andrea Stone	Supporting Officer	Wellbeing Manager, Ashfield District Council	
Charles Edwards	Supporting Officer	Executive Director – Operations, Ashfield District Council	
Christine Sarris	Supporting Officer	Assistant Director – Planning and Regulatory Services, Ashfield District Council	✓
Hollie Maxwell-Smith	Supporting Officer	Discover Ashfield Lead, Ashfield District Council	✓
Joelle Davies	Supporting Officer	Group Manager for Growth, Infrastructure and Development	✓
John Bennett	Supporting Officer	Executive Director, Place, Ashfield District Council	
Lucy Lightfoot	Supporting Officer	Regeneration Officer – Regeneration, Ashfield District Council	✓
Melanie Wheelwright	Supporting Officer	Forward Planning & Economic Growth Team Manager Ashfield District Council	✓
Millie Connell	Supporting Officer	Communities Graduate - Regeneration, Ashfield District Council	
Paul Crawford	Supporting Officer	Investment Manager – Regeneration, Ashfield District Council	
Paul Coffey	Supporting Officer	Interim Service Manager for Communications and Events, Ashfield District Council	
Sarah Daniel	Supporting Officer	Assistant Director - Regeneration, Ashfield District Council	✓

Agenda Item	
1	Welcome / Introductions / Apologies – Martin Rigley
	• Apologies were noted for Kieran Percival, Pete Edwards, Sarah Speight, Millie Connell, Claire Hinchley, Ian Bond, Louise Knott, Leanne Harwood, Graham Ward, Edward Johnstone, Shola Olawole, Dave Williams, Cllr Grounds and Liz Barrett. • Hollie informed the Board that in Kieran and Louise’s absence, Martin would step in as Chair for the meeting and any decisions made would be confirmed with Kieran following the meeting. • Introductions were made to Lucy Lightfoot, who has joined the regeneration team as Regeneration Officer.
2	Review of Previous Meeting – Martin Rigley
a	Board Meeting Minutes
	• All minutes were agreed.
b	Action Log (these include actions from the below minutes)
	• The Board to send a letter of congratulations to the two Kings Award for Enterprises 2025 winners, who are based in Ashfield – in progress.
3	New Declarations of Interest – ALL
	• Martin noted a declaration of interest with the ADMC project as he has put forward an expression of interest to become the operator of the site with Cllr Relf.
4.	Regeneration Programmes Update – Sarah Daniel
	• Sarah updated the board on the July 2025 report.
	• Automated Distribution Manufacturing Centre (ADMC) – the main NEC contract for the building work is being reviewed by the legal team for approval. The start date of the contract work has slipped due to the current technical design approval still progressing for the Section 278 works. Expressions of interest have been received for operators and these are being evaluated. • Ashfield Construction Centre and Satellite – Vision West Notts College (VWNC) are progressing procurement of a contractor to undertake the refurbishment of the former Wilko’s building, now branded as VWNC Portland Square. Contractors are unable to deliver the improvements by the planned opening date of September, and this has been delayed until December. Work continues on the completion of the improvements to the existing Construction Centre campus at Julia’s Way. • Enterprising Ashfield – EA and ADC officers have agreed an action plan to improve performance of the HeadStart project which officers are monitoring.
	• Melanie Wheelwright continued with the report. • Enterprise Development Grant – the grant has been extensively publicised with 56 business support meetings held to date with individual SMEs to discuss their eligibility for the grant. Applications are expected shortly. • Test Trading Opportunities – the trading opportunity has been extensively publicised. One application has been received to date with an award of £500. Further publicity is ongoing, with promotions planned to ADC housing tenants. • Ashfield ‘Golden Ticket’ Training Fair at Kirkby Leisure Centre on 24th June went well, this was organised by DWP with support from ADC.

	• Ashfield Careers Fair is scheduled for 8th October at Kirkby Leisure Centre. The focus will be to promote STEM vacancies. • Business Leaders Event is in November. Theme TBC. • High Street Business Support – this additional support will offer a 1-2-1 service that will enable small businesses to utilise grant opportunities to support commercial growth. • Business and Education Collaboration – Due to the success of last year's project, the team are working with Ideas for Careers on a programme extension. The focus of the extension is to support four secondary schools. Last year's Aspiring Careers resulted in Ideas4Careers being awarded the UK Career Development Award 2025 in the category 'Careers Programme in Education Setting'. • Ashfield Financial Resilience project – the project will work proactively with people and households who are financially excluded at the earliest points to keep them out of crisis and increase long-term financial resilience. Procurement has been completed, and Citizens Advice Central Nottinghamshire have been awarded the contract. • Science, Technology, Engineering and Maths (STEM) Careers Education for Stakeholders project – this project supports employees from key stakeholders understand the STEM opportunities that are available, giving them confidence to promote these opportunities with their service users.
	• Sarah continued with More to Discover. • St Mary Magdalene Church, Hucknall – the expression of interest to the National Heritage Lottery Fund is due to be submitted. • Visitor digital offer – the new mobile app has been completed. Work to promote this and the website is ongoing. • Ashfield Creates – the team is now in place. Work is developing, with an Arts & Culture Day within the Ashfield Show Community area. • Cornerstone Theatre – the main contract work is progressing and remains on target for completion at the end of July. Cost impact continues to be challenging with ongoing negotiations with the contractor seeking solutions to minimise the impact. • Sherwood Observatory – a grant draft agreement is progressing to support increased staff resource due to the high visitor numbers. • Sports Hubs – both have been approved for funding applications. Procurement has been completed. • Community Grants – applications have been received for the first round and have been reviewed by the Be Healthy, Be Happy Management Group, these are due to go to the Discover Ashfield Funding Subgroup. • High Street Property Fund – the final design, planning phase for the refurbishment of 1-5 Lowmoor Road flats is being completed. Vision West Notts college are progressing the appointment of a principal contractor to support the learning opportunities with the students during their construction skills courses. • North Kirkby Gateway – the building on Ellis Street has been secured and utilities now transferred to ADC. A mini tender has been completed through a framework provider to appoint the principal contractor under a design and build contract to take forward the Ellis Street development. • Stanton Hill Investment Plan – the delivery group continues to meet frequently and are identifying priorities for UKSPF spend.

	Monitoring and Evaluation The monitoring and evaluation return has been signed and submitted to MHCLG for the Towns Fund and Future High Streets Fund programmes following board approval in May.
	1.7 Proposals High Street Business Support Project (UKSPF) - The procurement of support and membership services to small business will help to identify commercial challenges, develop bespoke actions plans to address most critical needs, promote the Council's new Enterprise Development Grant, assist businesses with grant and businesses associations membership applications. - There is an underspend of £10,00 from the £39,950 budget and it was proposed that this funding was reallocated to the Enterprise Grant to be available for local businesses.
	Decision 1: To approve the reallocation of £10k funding from the High Street Business Support to the Enterprise Grant.
	Gary Jordan proposed the decision, and Jackie Insley seconded.
	- Cornerstone Theatre Project (UKSPF) - A variation request for a maximum of £3,621 previously allocated to 're-dipping / replacing drapery' to be reallocated to 'essential loose theatre fittings. A new house curtain has been ordered however the existing stage curtains are proposed to be kept and cleaned. The total requested to be varied is a maximum of £3,61 but could be less subject to cleaning costs of the existing curtains. The variation is a result of the school's decision to keep the existing drapery.
	Decision 2: To approve the reallocation of a maximum of £3,621 from 're-dipping / replacing drapery' to 'essential loose theatre fittings'.
	Cllr Relf proposed the decision, and Martin Rigley seconded.
	2.0 Kirkby Neighbourhood Plan - The Neighbourhood Board met for an away day on 6th June. The focus was for Board members to get to know each other better, and discuss purpose, priorities and their thoughts on how the funding could be best utilised. - The community engagement surveys are now live, and open until 15th July. There is a survey for those who didn't have their say previously, and one for those who did and may wish to share their views on the additional elements. - Please encourage residents and businesses to share their thoughts: https://discoverashfield.co.uk/regeneration/kirkby-plan-for-neighbourhoods - There has been an updated data pack from MHCLG and this will be reviewed. A programme is being developed for submission of the revised plan which has a deadline of 28th November, the intention is to submit in October.
5	Theme Lead Updates – Theme Leads
a	Succeed in Ashfield – Martin Rigley
	Martin, Kieran and Paul Stoppard will be meeting to discuss how they can engage more businesses in Ashfield.
b	Love Where You Live – Liz Barrett
	- Hollie delivered Liz's update to the Board. - A huge Well done to Simon Martin, Steve Wallace and Pete Edwards for their MBEs. This recognises and celebrates all that they do, and we are very proud of

	them. In addition, it is a real boost for Ashfield and demonstrates the rest of the county what is going on in our area. If anyone knows any local people who they would like to nominate for a Kings honour, then she is happy for them to contact her in her role as a DL to support with information around how to go about with a nomination. The person must be actively still doing their work and have been for a minimum of five years for a nomination to be considered. - Ashfield was well represented at the King's Birthday service at Southwell Minister on the 15th June thanks to the generous invitations from the High Sheriff and his team and the Lord Lieutenant. A truly inclusive approach was taken this year which was lovely to see and something that will hopefully be replicated in years to come. - Under Love where you Live a lifesaving defib has been installed at a Hucknall allotment site thanks to funding from Ashfield District Council and the Green Active Fund. - The device, encased in a protective cabinet, has been placed at the Wighay allotment site, off Washdyke Lane, Annesley Road. - Allotment holders approached the district council asking for support to help them secure a defibrillator for their site after a visitor tragically collapsed and died there a couple of years ago. - Defibrillators are life saving devices that restore a normal heartbeat by sending an electric pulse or shock to the heart. If a defibrillator is used within the first minute, the survival rate can be as high as 90 per cent. If a defibrillator is used within the first 3 to 5 minutes, the likelihood of survival is around 74 per cent showing that having a defibrillator close by really makes all the difference. - The Hucknall allotment holders group secured £700 in councillor divisional funding, from district councillors David Shaw and John Wilmott. They also secured £1,000 from the Green Active Fund grant scheme with support submitting their application from ADC officers. - There are some big Ashfield events incoming from the Hucknall Fest on 5th July, Ashfield Show on the 8th-10th August and Ashfield Food and Drink on the 17th August. Please can all board members take time to share these events within the communities / organisations that they work with so that they are well supported. - ATTFE College is hosting the VE & VJ 80th Anniversary exhibition from Notts County Council. It is installed in 9-11 Low Street and will be there until the 18th July. Please see social media for details.
	Simon Cartwright added congratulations to Simon, Pete and Steve.
c	More to Discover – Darron Ellis
	Hollie delivered Darron's update to the Board.
	- A Visitor Economy workshop was held on 17 June at the John Godber Centre. - The group were split into three working groups: visitor economy, Ashfield adventures and a Group & Education group. They highlighted other partners who they could work with. - Plans to follow to establish these groups and see how they can work productively together.
d	Be Healthy Be Happy – Pete Edwards
	- Hollie delivered Pete's update to the Board. - BHBH Management Group are reviewing the UKSPF Community Grants – round 1 saw 22 applications, round 2 closes 30th June, round 3 – 15th July – lots

	of good applications have been received, those over £3,000 will go to DA Funding Subgroup for final approval. - Ashfield Wellbeing Network met – 65 attendees – focus was on developing the 10-year action plans for Leamington, Coxmoor, Broomhill/Butler's Hill, Children and Young people, Feeding Ashfield, Living and Ageing well – these will inform a refreshed 10-year BHBH strategy. - Would welcome the opportunity to discuss BHBH strategy with interested Board members and Champions – date will be set for this in September 2025. - Community engagement open for Kirkby Neighbourhood Plan – fliers and Correx boards available for promotion – healthandwellbeing@ashfield.gov.uk for some, or paper copies of the survey – closing date 15th July - https://discoverashfield.co.uk/regeneration/kirkby-plan-for-neighbourhoods - AVA have been successful in an application to the Lottery to support community development in 6 areas within Ashfield – well done to them – currently recruiting to new roles.
6.	Board Member Updates - All
	Peter Gaw informed the Board that Ian Bond will be retiring at the end of August, so will be leaving his role as a board substitute.
	- Cllr Relf requested that the Board send a letter of thanks to Ian Bond for his work during his time at Discover Ashfield. - He also updated the Board that MakerSpace now have a pathway to opening. The application is submitted to the Charities Commission, to set up a charity to run this.
	- Simon Cartwright informed the Board there will be a Together for the Region Conference on 9th October in Beeston. This will be a day of conference bringing together church, charity, civic/statutory leaders to enable collaboration across Nottinghamshire & Derbyshire. - Tickets can be purchased here: https://www.eventbrite.co.uk/e/together-for-the-region-tickets-1416357386069
	- Joelle Davies informed the board there is still no identified NCC representative, she will keep the Board updated. - EMCCA are due to launch a review of business support, inward investment and visitor economy. She will keep Sarah Daniel updated.
7.	Any Other Business – All
	- Martin wished Hollie well on her maternity leave, as this would be her last Board meeting before. - Martin informed the Board it would also be Gary Jordan's final Board meeting as he is due to retire from Place Boards to spend more time with his family.
	- Hollie updated the Board on a message from Dave Williams, DWP. - Dave expressed his thanks to Melanie Wheelwright and Nathan McNicholas for their support at the Golden Ticket event – 'The council kindly funded the venue for us, and it was a huge success with over 160 people turning up. The providers really enjoyed it and said it was a fantastic event.' - Hollie also reminded the Board the Away Day is in diaries for Friday 25th July 1-3pm at 9-1 Low Street, Sutton.
8.	Date of Next Meeting – Friday 22nd August.