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

**Friday 9th September 2022  
9:00am for a 9:05am start**

**Virtual Meeting via Microsoft Teams & Meeting Room 1, Council Offices**

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| **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 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 | **√** |

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| **Attending:** | | | |
| Katie Mills | Presenting | Project Manager Sherwood Observatory | **√** |

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| **Agenda Item** |  |
| **1** | **Welcome / Introductions / Apologies** |
|  | * Chris Baron, David Ainsworth, Callum Parr, Matthew Neal, Cllr Keith Girling Melanie Phythian. |
|  | * The Chair of the Board, Martin Rigley, started the meeting by saying how sad the Board is at the passing of the Queen yesterday, and that we offer our heartfelt condolences to the Royal family. The meeting will be kept to essential updates only |
|  | * Katie Mills, Kinver Business / Ashfield District Council also in attendance. |
| **2** | **Review of Previous Meeting –** |
| **a** | **Meeting Minutes** |
|  | * All agreed the minutes were a true representation of the previous meeting. |
| **b** | **Action Log** |
|  | * Hollie to add the use of the NHS’s space at King’s Mill & their social media for advertising for Board members to the Delivery Group Agenda – Actioned. |
|  | * Board meetings to alternate between Fridays and Wednesdays each month from September – Actioned. |
|  | * Mark Yates’ job title to be updated on the attendees list on Board meeting minutes – Actioned. |
|  | **Actions (these include actions from the below minutes)** |
|  | * Devolution update to be put onto the next Board meeting’s agenda. |
| **3** | **New Declarations of Interest – ALL** |
|  | * No new declarations of interest were stated. |
| **4** | **Funding Update – Sarah Daniel, Paul Crawford & Tom Mukherjee-Neale** |
|  | * Paul explained that due to the current circumstances the update will focus on key updates and decisions which need to be made and a more in-depth funding update will occur at the next meeting. |
|  | * Board asked to note and approve the reprofiling arrangements for the Future High Streets Fund programme * Low Street property repurposing - one contract will be starting next week, so the detailed cost plan is set. Another development, 9 – 11 Low Street, now has cost certainty. The original allocation of funds, minus the two projects delivered, leaves a funding balance of just over £302,000. * Originally this funding was to be used for a third property redevelopment, however the £302,000 balance is not enough to take forward the purchasing and redeveloping of a third property. * The two projects being delivered will meet the outputs agreed with DLUHC * The High Pavement project has been procured and there is a risk of inflation costs, which is being worked through. It is therefore proposed to reallocate the balance from the Low Street project to the High Pavement project. * There is still work to do to address other risks surrounding the project. The budget is not set currently but the transfer of funds will support the project moving forward. * In discussion with the contract team around how to address this and now comfortable that we can achieve the project within a fixed fee budget of approximately £1.5 million. |
|  | * Martin confirmed that the decision for the Board was to take money from the Low Street Project and reapportion that to the High Pavement Maker Space due to the shortfall and that the vote is for submission to DHLUC for this. |
|  | * Fiona Anderson asked about the impact on the third property where the shortfall is and if that project would be paused. |
|  | * Paul explained that the opportunity to buy and repurpose the third property will not go ahead as this property would need to be purchased and redeveloped, which would cost around £2 million |
|  | * Martin asked how this would affect the appearance of Low Street, and if the third property not being redeveloped would stand out. |
|  | * Cllr Relf confirmed that the Council does not own any other properties on Low Street. |
|  | * Paul explained that the two properties redeveloped face each other, and that the works done will make the street more attractive to get more of an interest in people to rent retail and commercial units, and also to have a knock-on effect to encourage others to invest. Paul also explained that in the interim, there is a plan to put images in the shop windows to make the street look more attractive. |
|  | * Cllr Relf also commented that the Council has been working with the owner of one of the properties, to give them a vision of what they can do and let them know they would have a willing planning partner with the Council. |
|  | * Gary Jordan commented that he feels it makes sense to go through the change request process for the funds due to the economic situation and prices of materials. |
|  | * Sarah Daniel added that the longer-term aim is to further improve Low Street and that there had previously been a bid submitted for HAZ (Heritage Action Zone) funding which was unsuccessful but did receive good feedback and there are still plans to revisit this in the long term due to the top of Low Street being part of the Conservation Area, the bid would also include the Market Place. |
|  | * Martin asked for a Board member to propose and second the submission of the change notice for DLUHC to transfer the FHS funding. |
|  | * This was proposed by Fiona Anderson and seconded by Gary Jordan. |
|  | * Sarah Daniel updated on the UK Shared Prosperity Fund, the bid was submitted in July and it is being assessed by DLUHC. * The first year’s UKSPF Funding is c.£380,000 which needs to be spent by year-end (31st Match 2023). * There will be a more detailed report at the next meeting. |
| **a** | **Risk Register** |
|  | * Tom Mukherjee-Neale explained that there are detailed risk registers for each project and also a programme level risk register, which was included in the Board agenda pack. |
|  | * Paul explained that in the next report update, there is a compound effect of the Council investing in the next stages of projects and if they don’t proceed fully to completion then the investment becomes a revenue cost to the Council which cannot be recovered through the Towns Fund Programme so they are being cautious with moving projects forward and closely monitoring the spend. * This will be a new risk on the Risk Register going forward. |
|  | * Tom commented that the point raised by Paul will appear on the programme level but in more detail on the Project Risk Register associated with each project and the impact they will have on the Council’s revenue position. |
|  | * Tom highlighted item 2.3 on the Risk Register related to technical risks for land assembly. Several projects require land assembly which is not straight forward. The risk has been increased slightly for this, the residual factors, once we have taken actions, will remain the same but the initial likelihood has increased from 3 to 4. |
| **b** | **West Kirkby Gateway – Katie Mills** |
|  | * Katie presented the West Kirkby Gateway project – attached. |
|  | * Katie confirmed there had been an inflation rate included within the business case and a healthy contingency and that approval at the meeting is to proceed to RIBA Stage 3. |
|  | * Simon Martin confirmed the project had been thoroughly considered at the Subgroup, and it went through the group twice, with the Section 151 Officer involved to ensure all queries had been satisfied before coming to the Board. |
|  | * Martin asked for a Board member to propose the business case to go forward. |
|  | * Louise Knott proposed the submission and Gary Jordan seconded. |
|  | * Frank Horsley gave approval for the project and gave thanks to Simon for taking the project through in his absence. |
| **5** | **Theme Lead Reports – Theme Leads** – these were postponed due to the news about the Queen |
| **6** | **Discover Ashfield Project Officer Update** |
|  | * Hollie commented what a success Ashfield Day was and gave thanks to Pete Edwards and Callum Parr who attended the day to assist on the Discover Ashfield stall. |
| **9** | **Board Member Updates – ALL** |
|  | * None |
| **10** | **Any Other Business – ALL** |
|  | * Fiona Anderson discussed Devolution and suggested there be an update by Melanie Phythian at the next Board update. |
| **11** | **Date of Next Meeting – Wednesday 5th October 2022, 9am – 11am** |