



Agenda

Discover Ashfield Board Meeting

Date: **Wednesday, 15th November, 2023**

Time: **9.00 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

07826 921211

DISCOVER ASHFIELD BOARD MEETING

Attendees

ATTENDEES			
Name	Position on Board	Position/Organisation	Present
Martin Rigley MBE	Chair / Theme Lead – Succeed in Ashfield	Innovation Engineer, ECS Engineering	
Louise Knott	Vice Chair	Vice Principal, West Nottinghamshire College MA2020 Representation	
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	
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 Julie Gregory	Board Member	Scrutiny Representative, Ashfield District Council	
Cllr Matthew Relf	Board Member	Executive Lead Member for Growth, Regeneration and Local Planning, Ashfield District Council MA2020 Representation	
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 Gaw	Board Member	Chief Executive Officer, Inspire: Culture, Learning and Libraries	
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	Programme Director – Place, Ashfield District Council	
Joelle Davies	Supporting Officer	Group Manager for Growth, Infrastructure and Development	
John Bennett	Supporting Officer	Executive Director, Place, Ashfield District Council	
Melanie Wheelwright	Supporting Officer	Forward Planning & Economic Growth Team Manager	
Nathan McNicholas	Supporting Officer	Senior Economic Development Officer, Ashfield District Council	
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

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- 1. Welcome / Introductions / Apologies - Martin Rigley**
- 2. Reflections of Previous Meeting - Martin Rigley**
 - a Meeting Minutes** 5 - 18
 - b Action Log**

Hollie to add Kirkby Towns Board discussion to the Delivery Group agenda.
- 3. New Declarations of Interest - ALL**
- 4. Major Projects & Funding Update - Paul Crawford** 19 - 42
- 5. Visitor Economy Update - John Bennett** 43 - 44
- 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 - Trevor Middleton**
- 8. Board Member Updates - ALL**
- 9. Any Other Business - ALL**
- 10. Date of Next Meeting - Friday 12th January 2024**



DISCOVER ASHFIELD BOARD MEETING

**Friday 13th October
9am – 11am**

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

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- 6. Discover Ashfield Project Officer Update – Hollie Maxwell-Smith**
- 7. Board Member Updates – All**
- 8. Any Other Business – All**
- 9. Date of Next Meeting – Wednesday 15th November 2023**

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Name	Position on Board	Position/Organisation	Present
Martin Rigley MBE	Chair / Theme Lead – Succeed in Ashfield	Innovation Engineer, ECS 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	
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 Julie Gregory	Board Member	Scrutiny Representative, Ashfield District Council	√
Cllr Matthew Relf	Board Member	Executive Lead Member for Growth, Regeneration and Local Planning, 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	
Fiona Johnson	Board Member	Associative Director, Civic Engagement, Nottingham Trent University (NTU)	√
Gary Jordan MBE	Board Member	Executive Coach / GMJ Solutions	
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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	
Sarah Kirk	Substitute for Pete Edwards	Activity & Wellbeing Manager, Everyone Active	√

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	
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Alastair Blunkett	Supporting Officer	Service Manager for Neighbourhoods and Environment	
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	Programme Director – Place, Ashfield District Council	√
Joelle Davies	Supporting Officer	Group Manager for Growth, Infrastructure and Development	√
John Bennett	Supporting Officer	Executive Director, Place, Ashfield District Council	√
Melanie Wheelwright	Supporting Officer	Forward Planning & Economic Growth Team Manager	√
Nathan McNicholas	Supporting Officer	Senior Economic Development Officer, Ashfield District Council	
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 Item	
1	Welcome / Introductions / Apologies
	<ul style="list-style-type: none"> Apologies were given for Cllr Girling, Jean Sharpe, Tim Hepke, Kathryn Stacey, Darron Ellis, Pete Edwards, Gary Jordan, David Ainsworth, Edward Johnstone, Ian Bond, Christine Sarris, Paul Crawford and Alastair Blunkett.
	<ul style="list-style-type: none"> Introductions were made for John Bennett, Executive Director of Place at Ashfield District Council.
2	Review of Previous Meeting – Martin Rigley
a	Board Meeting Minutes
	<ul style="list-style-type: none"> All minutes agreed.
b	Action Log (these include actions from the below minutes)
	<ul style="list-style-type: none"> Hollie to add Kirkby Towns Board discussion to the Delivery Group agenda.
3	New Declarations of Interest – ALL
	<ul style="list-style-type: none"> Fiona Johnson explained there may be a declaration of interest in NTU's work with the recent funding opportunity for Kirkby in Ashfield.
4	Major Projects & Funding Update – Sarah Daniel
	<ul style="list-style-type: none"> Sarah Daniel ran through the overview of the Future High Streets Funding, and the progress report for these
	<ul style="list-style-type: none"> Sarah noted that RIBA stage 3 has been completed and reviewed and the procurement strategy is being progressed for the theatret. The risk remains elevated because the project programme has slipped without the ability to bring forward the completion.
	<ul style="list-style-type: none"> 14 Low Street has been completed and is now let. 9 – 11 Low Street – the contract has been awarded and the council is progressing the contract agreement and mobilisation.
	<ul style="list-style-type: none"> High Pavement remains on track to complete in November. Makerspace committee is growing and now leading on promotion of the new facilities and developing the fit out of the space. Business unit promotion is progressing alongside the UKSPF business grant scheme.
	<ul style="list-style-type: none"> Sarah then highlighted the Towns Fund Finance table for the projects (this can be found in the agenda pack).
	<ul style="list-style-type: none"> Sarah then discussed the finance review and explained a review of the programme finance has been undertaken to address the ongoing challenges of inflation, market trends and project constraints. She reiterated that the board has delegated authority to approve the movement of funds between projects up to £500,000, without a project change request needing to be approved by DLUHC.
	<ul style="list-style-type: none"> She then explained the proposed reduction and increase in some project budgets: Kingsway Sports Hub has an increase of £500,000 due to inflationary budget risk. The project requires an increase in budget to enable the Towns Fund outputs and Football Foundation objectives to be met. North Kirkby Gateway has a reduction in cost of £1,300,000 as the project is progressing in partnership with developers which is likely to mean the partners share the financial risk. A lower project contribution / budget is therefore considered suitable.

	<ul style="list-style-type: none"> Portland Square Refurbishment has an increase of £500,000 as the value engineering has reduced the required budget envelope to £1.9 – 2.1 million. The budget requires increasing by £500k. Sutton Lawn Sports Hub has in inflationary budget risk and the project requires £800,000 to enable the Towns Fund outputs and Football Foundation objectives to be met. West Kirkby Gateway has £2.458 million allocated to Wyvern Club and the train station improvements. Balance leaves £2 million TF funding and £800k borrowing.
	<ul style="list-style-type: none"> Chris Baron asked Sarah if there would be funding for security of Sutton Lawn to prevent travellers from setting up on the Lawn.
	<ul style="list-style-type: none"> Sarah explained this was not part of the project but is aware there had been work previously done putting in bollards to prevent this along the access road. She used Lammas Car Park as an example of how the barrier was broken and the Council do what they can however it can be challenging.
	<ul style="list-style-type: none"> Chris continued that it is positive having funding spent on sports facilities at Sutton however there is the potential these can get vandalised and damaged. He commented that Lee Anderson had proposed using large blocks or stones in the roads to prevent vehicles accessing the site.
	<ul style="list-style-type: none"> Sarah agreed this is an option for some sites however there does need to be access to other sites for vehicles continually.
	<ul style="list-style-type: none"> Theresa Hodgkinson offered to speak to Chris outside of the board meeting to discuss this as this is a concern however it is an Ashfield District Council issue and not for the project board.
	<ul style="list-style-type: none"> The Board were asked to approve the following: <ul style="list-style-type: none"> a. Reduce budget TF11 North Kirkby Gateway: £1,300,000 b. Reduce budget TF17 West Kirkby Gateway: £500,000 Page 21 c. Increase budget TF09 Kingsway Sports Hub: £500,000 d. Increase budget TF12 Portland Square: £500,000 e. Increase budget TF15 Sutton Lawn Sports Hub £800,000 <ul style="list-style-type: none"> It was noted that changes above £500k will need to be submitted to DLUHC or approval.
	<ul style="list-style-type: none"> Lousie Knott proposed the decision and Simon Martin seconded.
	<ul style="list-style-type: none"> Sarah referenced the Projects Highlight Report (included in the agenda pack) and explained that there is a mini tender being prepared for the Cycling and Walking routes. Visitor Digital – the website has been built and is planned to be launched in a few weeks' time. Science Discovery Centre and Planetarium - the groundbreaking event was well attended and work is continuing on the site currently and still on target for completion. Kings Mill Reservoir – Contract work is completed for the car park and demolition of the former club house.
	<ul style="list-style-type: none"> Chris Baron mentioned that some constituents have raised questions about some of the projects, such as Portland Square and asked Sarah if the agenda pack is a public document and if this can be shared.
	<ul style="list-style-type: none"> Sarah confirmed that the agenda pack is a public document and can be found on the Discover Ashfield website, along with all meeting minutes, and these can be downloaded and shared.

	<ul style="list-style-type: none"> • Theresa added that the governance for the projects also goes through cabinet meetings, and these documents can also be found on the internet on the Ashfield District Council website.
	<ul style="list-style-type: none"> • Sarah continued that Heads of Terms have been agreed for the purchase of the preferred site and legals are being processed for the ADMC (Automated Distribution Manufacturing Centre) project. • Construction Centre – Vision West Notts College (VWNC) have proposed to deliver the scheme and have worked up a cost plan from delivery within the budget envelope. • Ashfield Civil Engineering Centre – VWNC are progressing further detailed surveys of the project site to inform ecological site constraints. Further site assembly options are being explored and there should be a full update at the next board meeting. • Enterprising Ashfield – figures for outputs to date have been included in the report. The risk is elevated as numbers are currently down on the expected numbers for this point in the project delivery. Sarah explained they were unsure if individuals benefitting from multiple courses could be double counted Melanie Phythian confirmed that learners for the Enterprising Ashfield project can only be counted once, even if they do multiple courses. • Library Innovation Centres – Kirkby is open, and Peter Gaw has reported that the new centre is more popular than expected and there is a revised timeframe for the Sutton project.
	<ul style="list-style-type: none"> •
	<ul style="list-style-type: none"> • Martin asked if this affected the numbers in the report.
	<ul style="list-style-type: none"> • Sarah confirmed the report is based on learners being counted just once.
	<ul style="list-style-type: none"> • Green Ashfield – The project has been delayed, mainly as the team at MACE have been working on a public sector decarbonisation scheme for Hucknall and the Council offices which has taken resources away from this project. A workshop is due to be held shortly which will refocus this work. • High Street Property Fund – Development phase for the Moor Market flats is progressing. The property market is being monitored for new opportunities.
	<ul style="list-style-type: none"> • Sarah moved onto the Monitoring and Evaluation. The preparation for the next monitoring and evaluation return period has commenced and will be submitted at the end of November, subject to board approval. DLUHC have been testing an online system to be adopted although this has not been approved in time for this reporting period. The Discover Ashfield board meetings don't align to the DLUHC reporting and accountable body sign off period and approval was sought to delegate the review and approval process for the monitoring to the Board's Funding Subgroup. • Sarah added that there have been individuals leave the board since the Funding Subgroup was set up so there is a need for new people board members are asked to volunteer to join the Funding Subgroup.
	<ul style="list-style-type: none"> • The board were asked to approve the proposal to delegate the review and approval process for the funding monitoring to the Board's Funding Subgroup.
	<ul style="list-style-type: none"> • Cllr Relf proposed, and Fiona Johnson seconded.
	<ul style="list-style-type: none"> • Martin added that if anyone does want to join the Funding Subgroup to let Hollie know and that he attends as an observer so he can impartially bring the information back to the board meetings.

	<ul style="list-style-type: none"> • Sarah continued with the report, commenting that the risk registers were attached as appendices to the report. • The Towns Deal and Future High Streets programmes have the following changes in risk: • Council is still awaiting Future High Streets project adjustments. • Delays in the delivery of some projects put pressure on the delivery of the programme's outputs and outcomes. • Review the impact on projects where there are changes made that differ from the original business case. • Ensure the Social Value from each contract is being delivered.
	<ul style="list-style-type: none"> • Sarah moved onto the UK Shared Prosperity Fund project highlight report. • Hucknall Town Centre – High Street Property Improvement Fund – The uptake has been low with only 4 enquiries. Officers are reviewing both the funding and the eligibility criteria. Risk increased due to lack of take up. • Selston Country Park – The play area project is on the capital programme and being procured. • Visitor Economy – The budget has been reprofiled and a consultant is being appointed to undertake a review and provide recommendations. The board will be approached regarding this. • Arts Council Bid – The Expression of Interest (EOI) was submitted, and the Arts Council feedback has been received and some clarifications are being provided. • Community Vertical Farming – Risk has been increased as this is behind programme. Other sites are being looked at for this, such as Sutton Lawn instead of Kings Mill Reservoir, due to utility access.
	<ul style="list-style-type: none"> • Martin asked if the Community Vertical Farming was still in partnership with Mansfield Council.
	<ul style="list-style-type: none"> • Sarah confirmed it is, and this is partly why the delay happened as Mansfield had to take the project through an approval process.
	<ul style="list-style-type: none"> • Martin asked if Mansfield were happy with the new proposal of site as Kings Mill Reservoir was initially chosen as it was on the border of the two districts.
	<ul style="list-style-type: none"> • Sarah explained there are discussions ongoing surrounding this.
	<ul style="list-style-type: none"> • Digital Support for Local Communities – ATTFE has been awarded the contract. They have put in place promotion and marketing materials, launched the programme and are preparing to start delivery. • Supporting Local Business – Most of the programme is being delivered by East Midlands Chamber of Commerce through the Nottinghamshire Joint procurement. • People and Skills – This joint procurement for supporting economically inactive people has been awarded to Futures. The potential start date is imminent. The council is undertaking procurement for Basic and Lifestyle skills with five bids received.
	<ul style="list-style-type: none"> • Sarah moved onto the Cycling and Walking project. • Ridewise have secured funding to run a monthly session at Sutton Lawn from October 2023 – March 2024. This will follow the same format currently at Hucknall.

	<ul style="list-style-type: none"> • The Council would like to build from this initial session and provide a weekly activity at Sutton Lawn from February 2024 – July 2024 and delivery a Volunteer Ride Leader Course in Sutton towards the end of this period. • The sessions would also provide an opportunity to cycle to Kings Mill Reservoir to encourage residents to utilise the facilities at this site also. • The total cost of this would be £12,000 of which £2,000 would be brought forward from year 3 into year 2.
	<ul style="list-style-type: none"> • Cycling / Scooting in Kirkby – would like to pilot a project to engage young people in biking / scooting activity on Holidays Hill Park (Coxmoor) and Kingsway Park (Kirkby), working with Asylum Skatepark based in Sutton. • Weekly sessions would be provided with two qualified coaches who would support young people to develop their skills and confidence, as well as provide positive activity. • This project would start in February and run for 6 months as a pilot. The total cost of this project would be £6,000, with £3,000 utilised from year 3 funding.
	<ul style="list-style-type: none"> • Walking across Ashfield – It has been recognised that there are many voluntary and community organisations across Ashfield, who with a little funding, could enhance their offer to include short, localised friendly walks. • The proposal is to create a fund for these organisations which could cover the cost of walk leader training, hire of a venue as a meeting place, refreshments for the walk, purchase of walk aids and / or footwear etc. • £15,000 would be allocated for this from year 3. The fund would open in January 2024. Although difficult to predict, we would look to start 15 new walks in the district.
	<ul style="list-style-type: none"> • The total funding requested to be brought forward to Year 2 is £20,000, which would leave £39,857 remaining for Year 3. • The board is asked to approve the project proposal outlined.
	<ul style="list-style-type: none"> • Cllr Relf approved, and Fiona Johnson seconded.
	<ul style="list-style-type: none"> • Sarah explained the Kirkby ‘Plan for Towns’ Programme. • A £20m allocation of government funding has been announced for Kirkby as part of a national ‘Plan for Towns’ programme. Kirkby is one of 55 towns to receive the allocation, to be paid over a period of 10 years, to invest in local people’s priorities. • The endowment-style fund will be split 25% resource, 75% capital. • The long-term ‘Plan for Towns’ will empower communities to take control of their future with long term decisions, setting out the town’s vision and priorities for investment and regeneration, aligned to the themes of: <ul style="list-style-type: none"> • Safety and security. • High streets, heritage and regeneration. • Transport and connectivity.
	<ul style="list-style-type: none"> • Sarah explained this will be run similar to Towns Fund and will require a Towns Board. This group will oversee the fund and plan and should be chaired by a local business or community leader and include: <ul style="list-style-type: none"> • Community partners – groups, faith groups, local charities, infrastructure organisations. • Local businesses and social enterprises, key local employers and investors. • Key cultural, arts, heritage and sporting organisations. • Public sector agencies e.g., schools, police etc.

	<ul style="list-style-type: none"> • MP, district council, parish council, Mayoral and Upper Tier Authority.
	<ul style="list-style-type: none"> • Where the town already has a Town Deal Board, they will be able to repurpose the Board to make sure they have the right people to drive forward their priorities.
	<ul style="list-style-type: none"> • Ashfield District Council are to bring local partners together to form a Town Board / expand existing Town Deal Board by April 2024. • Begin to set out a vision, formulate investment priorities and engage with local communities prior to Spring 2024. • Capacity funding released to support the development of investment plans, including additional community engagement activities by Spring 2024. • Submission of Long-Term Plans and release of year one funding – subject to assessment of the Plan by DLUHC from Summer 2024.
	<ul style="list-style-type: none"> • Sarah suggested having a Kirkby Board, which would report into the Discover Ashfield Board.
	<ul style="list-style-type: none"> • Martin finds a Kirkby Board the logical solution but commented there may be issues with recruitment for this.
	<ul style="list-style-type: none"> • Fiona Johnson commented that the proposal seems sensible. She asked if Sarah had any more information in regard to match funding.
	<ul style="list-style-type: none"> • Sarah explained she believes there isn't a need for match funding, and it is more a resource based funding as there are references to Councils having buildings or assets being used rather than a match funding. • Also, as it is an allocation rather than a competitive funding.
	<ul style="list-style-type: none"> • Fiona agrees that setting up a subgroup of this group to focus on Kirkby is a good idea.
	<ul style="list-style-type: none"> • Melanie Phythian reflected on what Sarah had said, and agreed the documents refer to in kind contributions in both time and / or land and buildings. There is also a mention of philanthropy and promoting this. • She believes it will follow the model of Town Deals and there will be no expectation of cash match funding. She doesn't believe there will be percentage requirements of this. • There will be a Towns Task Force which is going to be established to answer the questions from Local Government. • She agreed a Town Board would be beneficial but recommended not losing sight of the strength of the Discover Ashfield Board and keep this as an oversight of the portfolio.
	<ul style="list-style-type: none"> • Martin offered to meet Sarah to discuss this further and potential people to have on the Kirkby Towns Board.
	<ul style="list-style-type: none"> • Sarah asked Hollie to add this to the Delivery Group agenda for the following week.
6	Theme Lead Reports – Theme Leads
a	Succeed in Ashfield – Martin Rigley
	<ul style="list-style-type: none"> • Martin attended the secondary schools' forum to report on the work he is doing on a structure for work experience for Ashfield. • It is being looked to launch for the next academic year.
	<ul style="list-style-type: none"> • Martin attended the groundbreaking event at Science Discovery Centre which was a great event and great to see this progressing.
	<ul style="list-style-type: none"> • He has continued involvement with the ADMC Project Advisory Group. Positive to have the land deal approved.

	<ul style="list-style-type: none"> • Martin met with Louise Knott to discuss the idea of getting a welding boot camp project up and running so they can get people within Ashfield interested in welding.
b	Love Where You Live – Liz Barrett
	<ul style="list-style-type: none"> • Liz commented that Love Where You Live came into play in the Observatory breaking ground, not only because of what it represents for Ashfield but for all involved too.
	<ul style="list-style-type: none"> • The Remembrance events are coming up in November, with plans for poppies on railing in the towns, talking to primary schools and getting residents involved in events across the district.
	<ul style="list-style-type: none"> • The Christmas Light Switch Ons are coming up in Hucknall, Sutton and Kirkby and these events bring people together and celebrate where we live with these free events.
	<ul style="list-style-type: none"> • The Primary Network is continuing to be strong with a good group of primary contacts who share initiatives, and it is a way to share free resources to take back to the schools and make a difference to families.
c	More to Discover – Darron Ellis
	<ul style="list-style-type: none"> • There was no update from Darron.
d	Be Healthy, Be Happy – Pete Edwards
	<ul style="list-style-type: none"> • Sarah Kirk gave an update on Be Healthy, Be Happy on behalf of Pete Edwards.
	<ul style="list-style-type: none"> • There had been a restructure in the groups within Health & Wellbeing which amalgamated some groups within Ashfield, this group now being the Ashfield Wellbeing Network. • Ashfield Wellbeing Network was launched on 26th September with 66 people from health, local authorities, community and voluntary sector and leisure attending. • Funding has been secured through Your Health Notts for a part time worker to focus on work with young people in Coxmoor. • A Local Area Co-Ordinator (LAC) will be starting in Leamington and Sutton Central shortly, funded through Notts County Council. • Collectively Mid and South Notts Placed Based Partnership have secured £1.6m HIIIF Funding through the NHS to focus on integrated neighbourhood working. There will be updates in the coming weeks. • Two Ashfield Wellbeing Community Network events have taken place in Selston and Leamington, with a further to be delivered on 26th October on Kirkby Plaza.
	<ul style="list-style-type: none"> • Cllr Gregory attended the Selston event and commented it was a fantastic event. She spoke to the residents and has had feedback following this that there was a lack of advertisement prior to the event and many residents didn't know about the event.
	<ul style="list-style-type: none"> • Liz agreed that marketing is always an issue and we do need to ensure the community is involved in everything on offer. She welcomes any ideas on how to advertise events.
	<ul style="list-style-type: none"> • Cllr Gregory agreed and explained many of the older residents don't use social media or have smart phones so it would be great to find alternative ways of marketing for this.
7	Discover Ashfield Project Officer Update – Hollie Maxwell-Smith

	<ul style="list-style-type: none"> Hollie followed on from the marketing conversation and said she will take this feedback back to the officers who delivered the event. She acknowledged that social media isn't the most appropriate way to advertise for many events, and herself and Trevor have been visiting businesses to promote the Discover Ashfield Awards and talking to them..
	<ul style="list-style-type: none"> She updated the board that there have been some great quality nominations so far and there is still half a month left so asked the board to continue pushing as there are still lots of groups or individuals doing brilliant work who we can recognise.
	<ul style="list-style-type: none"> There is a Champions Evening on Tuesday 17th October with a Visitor theme as it will be held at Teversal Visitors Centre with local heritage and visitor groups presenting.
	<ul style="list-style-type: none"> Hollie attended the Careers Fair on 6th October and used this to interact with the schools which were invited, asking young people what kind of jobs they would love to have in Ashfield. Hollie will share this with board members.
	<ul style="list-style-type: none"> The Made in Ashfield brief is with students at VWNC, they will be working on this until the term ends. Hollie has been invited to visit the students closer to Christmas so they can present their ideas and gain feedback. Hollie invited board members to attend this with her.
	<ul style="list-style-type: none"> Cllr Relf is interested in visiting the students with Hollie to view the work the students have done.
	<ul style="list-style-type: none"> Martin is also keen to attend this.
8	Board Member Updates – All
	<ul style="list-style-type: none"> Fiona Johnson explained that Nottingham Trent University (NTU) have worked with stakeholders over the last few years on a European Challenge. This is where Mansfield and Ashfield students are recruited to work alongside local councils to find out topical challenges, then working with councils to showcase the challenges. The students then visit European cities to learn and return to present their learnings to local councils. Discussions for the European Challenge 2024 are at an early stage and Fiona's colleague Stephen Williams (Director of NTU Global) is in discussions with individuals for a date for a briefing session. The potential topic for the 2024 Challenge is Inclusive Communities. Fiona asked the board if they had any thoughts on what they would like the students to learn about prior to their European visit.
	<ul style="list-style-type: none"> Cllr Relf expressed how brilliant the programme is, particularly the link with Lille in France as their challenges and the place is a mirror image of our local area. The French take a different approach to many things we have with shared heritage. He also commented that this link NTU have also emphasises the link Ashfield has with being twinned with Ronchin, which is a town which forms part of the city of Lille. Cllr Relf has met the Twinning Committee in Ronchin and has strong links with them. He commented that Brexit has made school trips to France and vice versa difficult as students now need a passport, as opposed to the previous ID card.

	<ul style="list-style-type: none"> • Cllr Relf's father has an Art Club here in Ashfield and he will be looking to see if they can be connected to a similar group in Ronchin.
	<ul style="list-style-type: none"> • Louise Knott added that she is working with partners to have an apprenticeship programme in France so students can travel, however they are working through visa issues at the moment. This may be something which could link in with Cllr Relf's work.
	<ul style="list-style-type: none"> • Simon Martin commented that there is a rich shared industrial heritage in Ronchin and Ashfield, and many aspects such as literature are something that students could learn about.
	<ul style="list-style-type: none"> • Simon also gave an update on the Digital Skills project which ATTFE are delivering on behalf of ADC. • This will be delivered in six locations across the district in in Sutton, Kirkby, Hucknall and Selston. • They will be working out of community locations such as primary schools, community centres, Idlewells and Moor Market. • It will be to improve digital life skills. Examples are, grandparents downloading apps for their grandchildren, downloading job applications, uploading CVs, safe internet, online social media usage, and health awareness online. • They will also be delivering this in the digital zone at Ashfield District Council Offices. • After the half term the next steps will be to extend to places such as Brierley Forest Primary School and Summerhouse Childrens Centre in Leamington to engage parents. They are also working in partnership with Musketeers CIC to see how repurposed laptops and tablets can be distributed to residents. • Simon will give periodic updates over the 18 months of this project running.
	<ul style="list-style-type: none"> • Fiona discussed the proposed stakeholder conference in Mansfield and Ashfield for 2024. She has met with John Bennett and Louise Knott to discuss proposed dates. • The University and stakeholders have been on a journey for many years with investment and change. Fiona would like to bring stakeholders together in Spring 2024 to set out a renewed sense of vision for the area and to consider how we scale the work up and ensure it is sustainable when funding comes to an end. • She proposed that NTU would organise this and put in the capacity for this however they would only want to do this if all partners could take part in this and be involved. • The date discussed was for April 2024, due to the venue being at Vision West Notts College and the NTU Hub there, so they would need to use the school holidays to ensure the students aren't affected. • The date discussed does clash with purdah, so Fiona was asking if this would alter people's commitment to being able to attend the conference. • Fiona wanted to raise this to the board to give them a notice, to see if there is an appetite for such a conference, and if the discussions around scale ups and sustainability would be the right themes.
	<ul style="list-style-type: none"> • Martin expressed that he would welcome an event like this after the amount of work that has been done in the last few years and get everyone back around a table. • He agrees that sustainability should be discussed but also added that digital access should also be added to the agenda.

	<ul style="list-style-type: none"> • Cllr Relf also agreed the conference would be well received and having the opportunity to come together with partners to have discussions is where the best ideas come from. • On the timing, Cllr Relf expressed that this conference would be a great opportunity for the Mayor of the Combined Authority to attend and highlight to this person the strength of partnership and need of regeneration in this area as this role will take over from D2N2. • He recommended that perhaps it would be best to push this back for after elections so the Mayor of the Combined Authority could attend in their new role or potentially go ahead with the discussed date and do a follow up event the following year with them in attendance.
	<ul style="list-style-type: none"> • Fiona asked Cllr Relf what Purdah means to elected members and how it affects their participation in events such as this.
	<ul style="list-style-type: none"> • Cllr Relf explained that Purdah means there can be no public relations or advantage given to any particular candidate. • Purdah is also the time they are the most active campaigning so this period is where their calendars will be very busy.
	<ul style="list-style-type: none"> • Fiona thanked Cllr Relf and said they will look at the date in more detail.
9	Any Other Business - All
	<ul style="list-style-type: none"> • Melanie Wheelwright thanked everyone who attended the Careers Fair, and that Business Support had some brilliant support from partners. • There was a focus to get schools and students through the doors and the team feel this was successful, she will provide a full update from the event to the board when this has been collated.
10	Date of Next Meeting – Wednesday 15th November

Programmes and Funding Update November 2023

The report provides an overview of programme performance for the Future High Streets Fund (FHSF), Towns Fund (TF) and UK Shared Prosperity Fund (UKSPF).





1. Future High Streets Fund

1.1 Finance:

There are no changes since the last board report, the approved budgets are shown in annex 1.

1.2 Progress

A progress and risk-based summary for each project is provided below.

Project	Achievements/ progress/next steps	Risk Level / programme and cost
Theatre Project	<p>RIBA stage 3 has been completed and the procurement strategy and delivery plan have been agreed.</p> <p>A project extension request is being prepared for this scheme in accordance with DLUHC guidelines which will seek to extend the FHSF elements to September 2023. The risk remains elevated because the project programme has slipped and without the ability to bring forward the completion.</p>	
Low Street	<p>14 Low Street - Complete.</p> <p>9-11 Low Street – The contract has been awarded and the work will commence on 20th November. The council is working with a project partner to establish a pre-let agreement for the two ground floor units.</p>	
High Pavement	<p>The works are nearing completion with the building due to be handed over to the Council on 13th November.</p> <p>The Maker Space committee is finalising its constitution and preparing for the fit out of facilities over the next few months. Recruitment of the Maker Space coordinator role is due to begin in November.</p> <p>The office units are being promoted for letting alongside the UKSPF grant scheme.</p>	
Fox Street	<p>Following the approval of Towns Fund funding being reallocated to this project, the project team are now finalising the contract delivery plan which will be delivered under a framework</p>	

	contract. The project is due to commence on site Jan 2024. A short extension of time request is being prepared for DLUHC.	
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2. Towns Fund

2.1 Finance

The table below sets out the approved profiled income from DLUHC and associated co-funding for each project. Approved changes under the DA Board delegated powers from the previous Discover Ashfield Board reporting period are highlighted yellow. Items highlighted red are also subject to DLUHC approval due to the value.

Project	RDEL/CDEL	21/22 (£)	22/23 (£)	23/24 (£)	24/25 (£)	25/26 (£)	Total (£)
TF-01 Ashfield Civil Engineering Centre	RDEL (Revenue)	-					-
	CDEL (Capital)	6,902	46,865	2,047,367	-		2,101,134
	Sub Total	6,902	46,865	2,047,367	-	-	2,101,134
	Co-funding		453,017	250,000	60,500		763,517
TOTAL							2,864,651
TF-02 Ashfield Construction Centre	RDEL	-	-	-	-	-	-
	CDEL	14,746	21,377	733,077	4,032,555		4,801,755
	Total	14,746	21,377	733,077	4,032,555	-	4,801,755
	Co-funding		-	1,837,500	-	-	1,837,500
TOTAL							6,639,255
TF-03 Automated Distribution and Manufacturing Centre	RDEL	-	-	500,000	375,000	125,000	1,000,000
	CDEL	17,035	153,724	19,079,241	233,141	-	19,483,141
	Sub Total	17,035	153,724	19,579,241	608,141	125,000	20,483,141
	Co-funding				467,000	934,000	1,401,000
TOTAL							21,884,141
TF-04 Cycling and Walking Routes	RDEL	-	-	-	-	-	-

	CDEL	1,142	30,000	1,808,138	97,000	-	1,936,280
	Total	1,142	30,000	1,808,138	97,000	-	1,936,280
	Co-funding			-	45,000		45,000
TOTAL							1,981,280
TF-05 Enterprising Ashfield	RDEL	2,344	681,553	1,360,103	985,000	816,000	3,845,000
	CDEL	-	-	-	-	-	-
	Sub Total	2,344	681,553	1,360,103	985,000	816,000	3,845,000
	Co-funding						3,746,867
TOTAL							7,591,867
TF-06 Green Ashfield	RDEL	-	-	-	-	-	-
	CDEL	1,142	114,457	1,684,401	398,048		2,198,048
	Sub Total	1,142	114,457	1,684,401	398,048	-	2,198,048
	Co-funding			2,812,134	317,167	-	3,129,301
TOTAL							5,327,349
TF-07 High Street Property Fund	RDEL	-	-	-	-	-	-
	CDEL	18,265	4,631	876,305			899,201
	Sub Total	18,265	4,631	876,305	-	-	899,201
	Co-funding			100,000			100,000
TOTAL							999,201
TF-08 Kings Mill Reservoir Leisure Development	RDEL	-	-	-	-	-	-
	CDEL	23,196	459,422	2,059,125	810,257		3,352,000
	Sub Total	127,000	2,414,743	2,414,743	2,414,743		3,352,000
	Co-funding			192,000	456,000		648,000
TOTAL							4,000,000
TF-09 Kingsway Sports Hub	RDEL	-	-	-	-	-	-
	CDEL	5,640	87,059	1,898,977			1,991,676

	Total	5,640	87,059	1,898,977	-	-	1,991,676
	Co-funding	39,000			300,000		339,000
TOTAL							2,340,676
TF-10 Library Innovation Centres	RDEL	-	-	48,000	51,000	51,000	150,000
	CDEL		3,375	509,625	38,000	36,478	587,478
	Sub Total	-	3,375	557,625	89,000	87,478	737,478
	Co-funding				113,000		113,000
TOTAL							850,478
TF-11 North Kirkby Gateway	RDEL	-	-	-	90,000	90,000	180,000
	CDEL	7,935	83,605	1,520,583	3,330,797	3,786,727	8,729,648
	Sub Total	7,935	83,605	1,520,583	3,420,797	3,876,727	8,909,648
	Co-funding				2,155,000	2,985,999	5,140,999
TOTAL							14,050,647
TF-12 Portland Square Refurbishment	RDEL	-	-	-	-	-	-
	CDEL	65,000	400,000	764,352	-	-	1,229,352
	Total	65,000	400,000	764,352	-	-	1,229,352
	Co-funding	-		136,000			136,000
TOTAL							1,365,352
TF-14 Science Discovery Centre & Planetarium	RDEL	-	-	-	-	-	-
	CDEL	149,500	385,786	1,554,714	208,004		2,248,004
	Total	149,500	385,786	1,554,714	208,004	-	2,298,004
	Co-funding	-	29,000		956,000		985,000
LUF- Science Discovery Centre	CDEL	-	250,000	1,425,000	1,425,000	-	3,100,000
Total							6,333,004
TF-15 Sutton Lawn Sports Hub	RDEL	-	-	-	-	-	-





	CDEL	5,661	113,904	651,435	2,047,633		2,818,633
	Total	5,661	113,904	651,435	2,047,633	-	2,818,633
	Co-funding			107,973.86	264,000	1,650,000	2,021,973.86
TOTAL							4,840,606.86
TF-16 Visitor Digital Offer	RDEL	-	-	-	-	-	-
	CDEL	11,474	58,539	144,797			214,809
	Total	11,474	58,539	144,797	-	-	214,809
	Co-funding			45,000			45,000
TOTAL							259,809
TF-17 West Kirkby Gateway	RDEL	-	-	-	-	-	-
	CDEL	6,908	250,128	959,965	2,741,041		3,958,041
	Total	6,908	250,128	959,965	2,741,041	-	3,958,041
	Co-funding				3,920,000		3,920,000
TOTAL							7,878,041

2.2 Project highlights report

A progress and risk-based summary for each project is provided below.

Project	Achievements/ progress/next steps	Risk Level / programme and cost
Be Healthy Be Happy		
North Kirkby Gateway	Two options have been drafted for the pond hole/factory shop sites whilst negotiations continue with the landowners and development partners.	↔
Kirkby Sports Hub	The project is now progressing through RBA stage 3 The cost plan has been updated to reflect the new budget envelope for the project and the budget and delivery plan have been agreed with the Football Foundation (FF) with the FF application due to be submitted in July 2024.	↔

Sutton Lawn Sports Hub	<p>The project is now progressing through RIBA stage 3</p> <p>The cost plan has been updated to reflect the new budget envelope for the project and the budget and delivery plan have been agreed with the Football Foundation (FF) with the FF application due to be submitted in October 2024.</p> <p>A planning application has been submitted for the tennis court floodlighting which will be taken to planning committee later this year. Contracts have been signed for the delivery of the improvements.</p> <p>Initial work to upgrade the tennis courts will commence mid-November.</p>	↔
More to Discover		
Sutton Town Centre		
Portland Square	<p>Following the approval of Towns Fund being reallocated to this project, the project team are now finalising the contract delivery plan which will be delivered under a framework contract.</p>	↔
Sutton Academy Theatre	<p>RIBA stage 3 has been completed and the procurement strategy and delivery plan has been agreed.</p> <p>A project extension request is being prepared for this scheme in accordance with DLUHC guidelines which will seek to extend the FHSF elements to September 2023. The risk remains elevated because the project programme has slipped and without the ability to bring forward the completion.</p>	↑
Visitor Economy		
Cycling and walking routes	<p>A mini tender is underway to appoint the design team.</p>	↔
Visitor digital offer	<p>The testing protocol is ongoing for the new website and app. Work to provide the web content is ongoing with final commissioning delayed until this has been completed.</p>	↑
Science Discovery Centre and Planetarium	<p>Works on site are progressing well, and the planning amendments have been approved.</p> <p>Two T Level students have been appointed by the contractor who are supporting delivery of the project.</p>	↔
Kings Mill Reservoir leisure development	<p>The team is developing a marketing pack for the site and exploring delivery models with the Mill Adventure Base. The Mill Base public high ropes outdoor adventure system is completed and is in the commissioning and testing stage.</p>	↔

Succeed in Ashfield		
ADMC (Kirkby/Sutton)	<p>The project team are progressing RIBA stage 3 and the construction phase procurement plan for the ADMC site. The project team are also developing plans for the the wider site, in preparation for the submission of an outline planning application.</p> <p>Development work for the operating model and governance is progressing.</p>	
Ashfield Construction Centre and Satellite	VWNC have completed their internal finance approval for the new delivery model. The project team are progressing the project completion for April 2024.	
Ashfield Civil Engineering Centre	<p>Detailed ecology surveys of part of the proposed site have highlighted a risk to protected species. Further surveys would be required to determine how to proceed on part of the land although these cannot be undertaken until March-April 2024.</p> <p>Options are being explored for reducing the schedule of accommodation for the project so that it can be accommodated solely on the Council depot site.</p> <p>Options are being explored for a plan B site if required</p> <p>Due to the issues detailed above the project completion will be delayed until September 2024 at the earliest.</p>	
Enterprising Ashfield	<p>Enterprise - HeadStart</p> <ul style="list-style-type: none"> • 146 total enrolments to date • 53 clients undergoing active delivery • 53 clients assessed and confirmed Enterprise Ready • 53 Grant Agreements signed • 53 grants paid to clients <p>Enterprise – R&D Collaboration</p> <ul style="list-style-type: none"> • 14 enrolled • 13 leads • 2 in delivery • 1 complete <p>Enterprise – Growth</p> <ul style="list-style-type: none"> • 21 diagnostic meetings completed • 19 total enrolments to date • 6 businesses completed workshops • 17 businesses receiving ongoing 1:1 bespoke support <p>Talent – Graduate Placements</p> <ul style="list-style-type: none"> • 22 graduates enrolled and placed. • 9 Placements currently on-going • 1 Placements employed, contracts signed and waiting to start 	

	<ul style="list-style-type: none"> • 12 Placements Complete • 36 Grant Agreements in pipeline/development <p>Talent – Apprenticeships</p> <ul style="list-style-type: none"> • 25 x live apprenticeships • 5 x potential leads • Range of apprenticeships – January 2024 Starts - Level 5 Nursing Associate, Level 6 Chartered Surveyor, Level 7 Senior Leader, Level 6 Social Work <p>Skills</p> <ul style="list-style-type: none"> • 36 short courses completed • 170 clients attended courses / outputs completed to date • 284 total enrolments to date • 50 places attended a second course, with 78 places booked on future 2nd courses <p>The project delivery is behind the planned number of engagements. Although the programme is counting each person once (no matter how many courses etc. they have undertaken), a substantial number of participants have benefited from multiple strands of the programme and this will be reported to DLUHC through additional outputs.</p>	
Library Innovation Centres - Kirkby & Sutton	Project planning is progressing for the Sutton project in collaboration with Nottinghamshire County Council and Inspire.	↔
Greener Ashfield		
West Kirkby Gateway & public transport hub	<p>The design team are progressing RIBA Stage 3 plans. A procurement plan has been agreed and is being progressed for the appointment of a principal contractor.</p> <p>A consultation is being prepared to explore options for the redesign of the station pedestrian entrance and the heritage feature.</p> <p>Opportunities for the land on Lane End are being monitored.</p>	↔
Green Ashfield	<p>A review of project progress is underway. Workshops are due to be held to agree the procurement plan for the delivery phase and review the energy management strategy.</p> <p>The risk remains elevated slightly because the project programme has slipped due to delays in agreeing the project plan.</p>	↑
High Street Property Fund	A meeting has been held with Vision West Notts College to explore options for the learners to use the Moor Market flats redevelopment as a work experience project.	↔

2.3 Monitoring and Evaluation

The preparation for the next monitoring and evaluation return period is progressing with the Future High Street submission for the extension of time requests due by 17th November and the Monitoring and Evaluation return submission due by 4th December.

2.4 Communications

A number of communication activities have occurred during this period including Maker Space social media posts and minor contract work progress.

During the next period it is anticipated that the following communication opportunities will be available:

- :
- TF 03 – ADMC: Masterplan including site assembly
 - TF02 – Construction Centre project plan release
 - TF08 – Kings Mill Leisure Building construction milestones and promotional / marketing information for the operator contract
 - FHSF – High Pavement House handed back to the Council
 - FHSF – Contract Start 13th November for 9-11 Low Street planned renovation works.
 - FHSF – Maker Space updates
 - FHSF – Theatre Project design vision
 - FHSF – High Pavement Business rent incentive grant scheme
 - Public Q&A sessions for the programmes.

2.5 Risk registers

The risk registers for Towns Fund and FHSF are included in annexes to the report.

2.6 Procurement



Procurement activity since the last DA Board is shown below.

Project	Contractor / Consultant	Value	SME or VCSE Y/N	Procurement Type	Project	Status	Address	Award Date
Reporting Period 15th August - 6th November 2023								
TF16	Pulse	£71,500		Direct Award ESPO Frame	WKG - Wyvern	Complete	Lace Market, Nottingham	
FHSF Fox St./TF-12	Lindum Group Limited	£31,684.27	N	Direct Award PAGABO Framework	FHSF Fox St./TF-12	Complete	Lindum Business Park, Station Road, North Hykeham, Lincoln, Lincolnshire, LN6 3QX	02.10.2023
FHSF-LS	Miller Knight	£1,149,072.39		Open Market Tender	9-11 Low Steet		Sherwood Business Park, Mansfield	
TF08	Lindum Ltd	£2,550,272.00		Scape Framework	Kings Mill	Started on site in August 2023, contract being signed 09.10.23	Lindum Business Park, Station Road, North Hykeham, Lincoln LN6 3QX	09.10.23
TF01	EMEC Ecology	£2146.20	Y	Direct Award	Is Hub Site Ecology Re	Started August 2023	Emec Ecology The Old Ragged Schiil Brook Street Nottingham NG1 1EA	29.08.2023
TF-15	Fosse Contracts Limited	£216,958.51	Y	Appointed by LTA	Sutton Lawn Tennis Courts renovation works	PO raised, works to start 13.11.23	28 Cannock Street, Leicester, Leicestershire, LE4 9HR	06.11.2023
TF-08	Quadrant Building Control	£2,150.00	Y	Direct award	Building control	Awarded	Mansfield	6.09.2023
TF-03	Maber Architects	£4,980.00	Y	Direct Award	Architect	Awarded	Nottingham	22.09.2023
TF-15	CIA Fire & Security Limited	£6,931.40	Y	Appointed by LTA	Sutton Lawn Tennis Courts Smart Access gate	Complete	Montsam House, 11 Love Ln, Love Lane Industrial Estate, Cirencester GL7 1YG	30.10.2023

3.0 UK Shared Prosperity Fund

3.1 Project highlights report

A progress and risk based summary are provided below for Community and Place projects and the Supporting Local Business and People and Skills programmes.

Programme	Achievements/ progress/next steps	Risk Level / programme and cost
Communities and Place Projects		
Hucknall Town Centre- High Street Property Improvement Fund	Uptake has been low to date, funding and the eligibility criteria have been reviewed and further promotion is planned. Risk increased due to lack of take up. Grants will be kept under review.	
Selston Country Park Phase 2 improvements	The project is due to commence on site 20 th November 2023 for completion before 22 nd December 2023.	

Coxmoor Estate, Kirkby – environmental improvements	Meetings held with stakeholders to agree priorities. The contractor is engaged, and the programme is being developed.	↔
Sutton – environmental improvements	Completed	N/A
Hucknall Safer Streets	Completed	N/A
Events and Activities	Completed for 2023/24	↔
Visitor economy	The budget has been reprofiled and a consultant is being appointed to undertake a review and provide recommendations	↔
Arts Council Bid	Further work has been undertaken on the EO1 which is due to be resubmitted in November.	↔
Kings Mill Ranger / activities	Planned for 2024-25	↔
Green social prescribing	Programme has been accelerated to meet local demand.	↔
Cycling and Walking	Programme has been accelerated to meet local demand.	↓
Community Vertical Farming	Preplanning for delivery is underway with NTU. External funding from MDC is agreed but needs to be confirmed. Risk increased due to limited progress, site changed to Sutton Lawn due to utility requirements/ affordability.	↑
Digital support for local communities	ATTFE is delivering the project.	↔
Supporting Local Business	<p>The East Midlands Chamber of Commerce is mobilising for delivery of the Ashfield Accelerator programme. This will cover specialised business support for digital, innovation, workforce skills, overseas trade and decarbonisation plans and grants. We are working to ensure that the programme compliments other available and funded schemes such as Enterprising Ashfield, Made Smarter East Midlands, and the Pre-Opening ADMC support.</p> <p>The Enterprise Grant launched in July has low uptake and the eligibility criteria have been reviewed. Officers are following up expressions of interest. West Nottinghamshire College is developing a proposal for a tool to support businesses to develop their online offer. The Pre-opening ADMC programme is in delivery with plans for business networking events this financial year. The next event planned in November is a Go Green business event.</p> <p>The High Pavement rental incentive scheme is about to be launched.</p>	↔
People and Skills	The joint procurement for supporting economically inactive people has been awarded to Futures. The potential start date is imminent. The Council has	↔

	<p>awarded Ashfield’s Basic and Lifestyle skills programme to Futures.</p> <p>For the programmes being delivered in 2024-25, specifications have been prepared and the tender went live on 1st November for Business and Education, Talent retention, Digital skills level 2, and Local Careers advice.</p>	
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3.2 Risk Register

The risk register is contained within the annexes.

4.0 Kirkby ‘Plan for Towns’ programme

We are awaiting DLUHC to provide further guidance and to discuss next steps and to confirm whether any funding can be brought forward to this financial year to support early consultation and engagement.

Annex 1 – FHSF approved budgets

Project	RDEL/CDEL	21/22 (£)	22/23 (£)	23/24 (£)	24/25 (£)	25/26 (£)	Total (£)
FHSF Sutton Academy Theatre / Cornerstone	RDEL (Revenue)	-	-	-	-	-	-
	CDEL (Capital)	48,545	143,287	2,155,287			2,347,118
		48,545	143,287	2,155,287	-	-	2,347,118
	Co-funding			100,000			100,000
TF18 Cornerstone	CDEL	-	1,496	-	874,304	-	875,800
	TOTAL						2,947,118
FHSF High Pavement	RDEL						-
	CDEL	988,342	148,812	514,511			1,651,665
	Sub Total	988,342	148,812	514,511	-	-	1,651,665
	Co-funding		-	937,289			937,289
	Total						2,588,954
FHSF Low Street 9-11 and No 14	RDEL						
	CDEL	86,920	1,081,310	581,770			1,750,000
	Co-funding			647,933			647,933
	Total						2,397,933
FHSF Fox Street pop-up food court and car park	RDEL						
	CDEL	67,314	44,397	419,378			531,088
	Co-funding	-		70,912			70,912
	Total						602,000

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
						Date: End of October 2023 Version: Rev 1											
Risk No	Probability (P)	Impact (I)	Risk Rank	Programme Impact	Mitigation if Risk Occurs	Risk Response Threat & Opportunities	Residual Probability (RP)	Residual Impact (RI)	Residual Risk Score	Current Position	Responsible Person	Last Reviewed	Status	Last Update	Changes		
	1 - Never 2 - Hardly Ever 3 - Possible 4 - Probable 5 - Almost Certain	1 - Negligible 2 - Minor 3 - Major 4 - Critical 5 - Almost Critical	P x I				1 - Never 2 - Hardly Ever 3 - Possible 4 - Probable 5 - Almost Certain	1 - Negligible 2 - Minor 3 - Major 4 - Critical 5 - Almost Critical	RP x RI								
1	Health & Safety Risks																
1.1	Authority H&S Policies not adhered to within individual projects.	Social/People	2	2	4	Reputational Damage	Ensure all H&S policy and guidance is followed and monitored.	Avoid	2	2	4	↔	Programme Lead	End October 2023	Active	All works are aligned to H&S legislation and reviewed by the Project PM. Walk about on the potential Civils site to ensure plans for development align with existing activities.	Nil
2	Technical Risks																
2.1	Business Cases do not correctly include all individual project outputs	Managerial / Professional	3	3	9	Individual projects are incorrectly specified and submitted	Ensure consistent reviews of Business Case Developments. QC & Assurance checks before submission	Accept	2	2	4	↔	Programme Lead	End October 2023	Archived	All business cases have been through the sub-group wand Board- ADMC Business Case was submitted to DLUHC in March 2023.	Nil
2.2	External support/consultants aren't procured at the correct point in project development	Managerial / Professional	3	3	9	Delays to the overall programme through individual project delays	Early identification for each project the necessary external support/consultant requirements and proactive management	Reduce	2	2	4	↔	Programme Lead	End October 2023	Active	Procurements completed and others in progress. Other necessary procurements are in progress. Utilise frameworks where necessary.	All consultancy and external support is in constant review.
2.3	Inability to complete land assembly where required	Governance	4	4	16	Change in overall programme but individual project parameters	Early identification of potential risks and development of Plan 'B's where applicable	Contingency	3	4	12	↔	Programme Lead	End October 2023	Active	Negotiations continue on major projects for pieces of land. Whilst these are proving positive CPO remains a possibility. The issue has decreased with a number of the larger projects. The Deals are near completion, hence the score remains the same.	Nil
2.4	Statutory approvals for programme outputs are delayed or not achieved	Legal	3	3	9	Delays or redesign of overall programme deliverables and individual project outputs	Project Plan development that clearly identifies statutory approvals. Seek pre-planning and other advice where possible	Reduce	2	3	6	↔	Programme Lead	End October 2023	Active	Projects which require planning permission are at various stages of development.	Nil
2.5	Business Cases are not developed to the necessary Green Book Standard	Governance	3	3	9	Delays with the Business Case being approved/adopted resulting in delays to the overall programme including cost	Ensure that the procurement for the Business Case Consultant clearly identifies the requirement for Green Book Standard and adherence to other Client requirements	Contingency	2	2	4	↔	Programme Lead	End October 2023	Archived	The assurance process details this and acts as a check process. A good relationship exists with DLUHC representative so items can be flagged early if necessary. ADMC FBC has been submitted to DLUHC	Nil
3	Financial risks																
3.1	Brexit effect on supply chain -Labour/Materials price increase/fluctuation	Financial	4	2	8	Negative impact on programme affordability due to increased costs	Development of detailed Cost Plans and implementation of Programme/Project Gateway Reviews	Accept	4	2	8	↔	Project Leads	End October 2023	Active	ADC has approved processes in place. Partners who are delivering projects actively manage these issues and adapt as much as possible.	Nil
3.2	Covid-19 effect on supply chain - cost increase in labour/materials.	Financial	3	3	9	Negative impact on programme affordability due to increased costs	Development of detailed Cost Plans and implementation of Programme/Project Gateway Reviews	Accept	3	3	9	↔	Project Leads	End October 2023	Active	ADC has approved processes in place. Partners who are delivering projects actively manage COVID impacts, if and when they occur. The risk is reducing.	Nil
3.3	Inflation effect on supply chain- supply of materials	Financial	3	3	9	Negative impact on programme affordability due to increased costs	Development of detailed Cost Plans and implementation of Programme/Project Gateway Reviews	Accept	3	3	9	↔	Programme Lead	End October 2023	Active	Being managed at a project level. Constantly in review.	Nil
3.4	Cost of borrowing increases against assumptions in Business Cases	Financial	3	3	9	Negative impact on programme affordability due to increased debt repayments	Sensitivity Analysis in assumptions that allows for flex in borrowing costs without breaching financial parameters	Accept	3	3	9	↔	Programme Lead	End October 2023	Active	ADC approved process in place	Nil
3.5	Individual project costs increase above agreed parameters	Financial	3	3	9	Impact on collective affordability of the programme	Development of detailed Cost Plans and implementation of Programme/Project Gateway Reviews. Potential for re-allocation of project funding.	Reduce	2	3	6	↔	Programme Lead	End October 2023	Active	The programme undergoes regular scrutiny. Whilst cost pressures are being experienced by some complex projects, in some cases they are being actively reduced and/or balanced by the programme as a whole. Approval for the Towns Fund PAR has been received in June 2023. Awaiting Future High Streets approval.	Yet to receive the formal approval for the changes in Future High Street programme Adjustment Request PAR. As project costs are reviewed we consider reallocation of funds to deliver the Towns Deal Programme as a whole.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
22	3.6	In project cost variances at delivery phase of capital works	Financial	3	3	9	Impact on individual project affordability once delivering	Development of detailed Cost Plans and implementation of Programme/Project Gateway Reviews. Potential for re-allocation of project funding.	Reduce	2	3	6	↔	Project Leads	End October 2023	Active	Each project cost plan being scrutinised and options for cost reduction or other viability considerations investigated where necessary.	Nil
23	3.7	Project delays put at risk the availability of funding	Financial	3	3	9	Impact on individual project affordability once delivering	Development of detailed Cost Plans and implementation of Programme/Project Gateway Reviews. Potential for re-allocation of project funding. Work with partners and funders	Reduce	3	2	6	↔	Programme Lead	End October 2023	Active	ADC is working with partners and funders to seek a way forward to ensure that projects with delays can be delivered where possible.	Continue to review projects to ensure they can move into each stage to both quality and cost.
24	3.8	Drawdowns of funds are not received in line with expected deadlines	Financial	3	2	6	Impact on programme cashflow forecasts negatively impacting on the wider Council cashflow position	Ensure fund drawdowns are clearly identified and owned by individuals within the programme	Avoid	2	2	4	↔	Programme Lead	End October 2023	Active	ADC currently reviewing project progress against original milestones so that any slippage in cost or advanced payments can be managed within existing budget allowances	Ensure that reported forecasts and spends too DLUHC highlight the required drawdown profile.
25	3.9	Partner organisation suffers catastrophic change in financial standing once in delivery	Financial	3	3	9	Impact on individual project deliverability	Continual dialogue and engagement with partner organisations to consistently gauge delivery potential	Contingency	3	3	9	↔	Programme Lead	End October 2023	Active	ADC continues to monitor	Work closely with delivery partners to ensure that they have in place the necessary financial checks and balances in procurement and financial management.
26	3.10	Change in Taxation Status of a delivery partner	Financial	2	2	4	Variance to organisations financial standing limiting ability to deliver programme	As necessary conversations regarding ongoing viability and tax status	Avoid	2	2	4	↔	Programme Lead	End October 2023	Active	Continue to work with partners, finance experts, to ensure opportunities maximised for the betterment of the District and the projects.	Nil
27	3.11	Change in VAT Rules/Status	Financial	2	2	4	Change in ability to recoup/offset costs	Review any HM Government Changes in Law and ensure as necessary conversations with all parties regarding VAT implications	Reduce	1	2	2	↔	Programme Lead	End October 2023	Active	ADC continues to review VAT status of partner organisations to understand the implications of how the project budgets may be impacted. This is a process it will continue to do.	Nil
28	3.12	Supplier organisation suffers catastrophic change in financial standing once in delivery	Financial	3	3	9	Impact on individual project deliverability	Continual dialogue and engagement with the contractor. Support the supplier to help manage their situation. Ultimately retender or identify next preferred supplier.	Contingency	3	3	9	↔	Programme Lead	End October 2023	Active	In constant review	Nil
29	3.13	Inability to action capital funding swaps to ensure the allocated Towns Fund funding is fully utilised in each financial year.	Financial	3	3	9	Impact on overall programme deliverability due to non-compliance with Towns Fund requirements.	Continual dialogue and engagement with partner organisations to ensure spend profiling information is continually monitored to identify project slippage in advance to ensure corrective action can be taken so that spend requirements are met. Continual monitoring of the need for capital swaps in the context of the overall ADC capital programme and continual dialogue with DLUHC regarding underspend and inability to swap.	Contingency	3	3	9	↔	Programme Lead	End October 2023	Active	PARs submitted. Formal confirmation from Towns Fund received.	Awaiting a formal response from DLUHC for Future High Streets project adjustment request.
30	Legal risks																	
31	4.1	Submissions to DLUHC are not completed in correct timescales	Governance	1	1	1	Impacts on the overall programme delivery of the Towns Fund	Ensure clear Project Plans are in place to ensure that submissions are available and have been QC'd in good time	Reduce	1	1	1	↔	Programme Lead	End October 2023	Active	Report for October 2022 to March 2023 was provided by DLUHC on 25 Apr 2023. Submissions for LUF and UKSPF have already been undertaken and provided to DLUHC on 24th par and 26 Apr respectively. A Dashboard for ease of decision making for DA Board has been developed for the DA Board.	DLUHC is developing an online tool for reporting to streamline the process in November 2023. This will also include the potential to request an extension for delivering the remaining Future High Street projects.
32	4.2	Necessary sub-funding agreements with partner agencies aren't correctly in place	Governance	1	1	1	The Council is placed at risk of delivering a programme where necessary legal agreements aren't in place ensuring correct use of the Towns Fund monies	Develop 'Boiler Plate' ready documents for partner agencies in advance of the risk proximity	Reduce	1	1	1	↔	Programme Lead	End October 2023	Active	Standard form of agreement circulated to each of the partners. Partner individual elements/changes are resulting in each agreement being different, thus creating a delay in agreements being signed and funds transferred. ADC legal team reviewing thoroughly and working closely with Programme team to manage time frames. Standard GFA is in place and is aligned to Subsidy control review. Three GFA's are in place. One needs to align with a potential lease agreement and another is awaiting documentation to complete.	Nil

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
33	4.3	Failure to secure land where acquisition is required for project delivery	Legal	2	2	4	Failure to secure expected land parcels impacts on both programme and cost parameters	Develop clear property acquisition strategy for each individual project including awareness of individual implications both in relation to cost and programme	Accept	2	2	4	↔	Programme Lead	End October 2023	Active	Fortnightly meetings in place between Assets and the TF Programme Lead. Legal Colleagues to be included to support when land purchases are imminent	Nil
34	4.4	Contracts with suppliers/contractors are not correctly in place	Legal	1	1	1	Reduced or zero legal remedy for The Council should poor performance be observed	Ensure that sub contracts with suppliers/contractors are based on industry standard forms with legal support	Reduce	1	1	1	↔	Programme Lead	End October 2023	Active	ADC ensuring that procurement strategies are clear in terms of inputs and outputs and what frameworks/forms of contract are used	Nil
35	4.5	Planning Judicial review of any of the programme outputs at the applicable time	Legal	2	2	4	Delays to overall programme delivery and negative publicity	Pre-planning advice taken on all projects where applicable	Reduce	1	2	2	↔	Programme Lead	End October 2023	Active		Nil
36	4.6	The change in legal standing of any of the partner organisations	Legal	1	1	1	Potential impact on ability to work in partnership due to change in legal standing	Continual dialogue and engagement with partner organisations to consistency gauge delivery potential	Reduce	1	1	1	↔	Programme Lead	End October 2023	Active		Nil
37	4.7	Failure to procure land and require CPO Process	Legal	2	4	8	Potential significant delays on programme and reputational damage	Develop clear property acquisition strategy for each individual project including awareness of individual implications both in relation to cost and programme	Contingency	2	4	8	↔	Programme Lead	End October 2023	Active	Fortnightly meetings in place and strategy at ADC to ensure land acquisitions progress	Nil
38	5 Managerial risks																	
39	5.1	Brexit effect on supply chain - supply of materials	Managerial / Professional	3	3	9	Delay to projects, affecting the overall programme completion	Ensure procurement strategy includes for early engagement with market to assess potential impact	Reduce	2	2	4	↔	Programme Lead	End October 2023	Active	Managed at a project level. In constant review. Where possible adjustments are made.	Nil
40	5.2	Covid-19 effect on supply chain - limitations on material supply/delivery delays	Managerial / Professional	3	3	9	Delay to projects, affecting the overall programme completion	Ensure procurement strategy includes for early engagement with market to assess potential impact	Reduce	2	2	4	↔	Programme Lead	End October 2023	Active	Managed at a project level. In constant review. Where possible adjustments are made.	Nil
41	5.3	Inflation effect on supply chain- supply of materials	Managerial / Professional	3	3	9	Delay to projects, affecting the overall programme completion	Ensure procurement strategy includes for early engagement with market to assess potential impact	Reduce	2	3	6	↔	Programme Lead	End October 2023	Active	Managed at a project level. In constant review. Where possible adjustments are made.	Nil
42	5.4	Discover Ashfield Board & Sub Group are ineffective as oversight committee	Governance	1	1	1	Ineffective overall governance structure and management of programme	Ensure effective Terms of Reference are in place along with strong leadership inc regular meetings with necessary outputs	Accept	1	1	1	↔	Programme Lead	End October 2023	Active	Actively Managed	Nil
43	5.5	Change in Programme Lead at The Council	Managerial / Professional	3	2	6	Temporary impact on overall programme delivery including potential missed deadlines	Ensure that processes, procedures and governance structures are recorded and documented to assist with potential change in Programme Lead	Contingency	3	2	6	↔	Programme Lead	End October 2023	Active	Programme Management team in place not sitting with one individual so risk is spread.	Nil
44	5.6	Development of Business Cases is not completed within programme and cost parameters	Managerial / Professional	2	2	4	Delays to the programme commencing including secondary impacts on finance and legal risk categories	Ensure that the Business Case Consultants are contracted to deliver outputs in good time to enable the Council to absorb any reviews by Discover Ashfield Board	Reduce	2	2	4	↔	Programme Lead	End October 2023	Active	ADC appointed Business Case Consultants. All BFC submitted and are concluded and agreed by DLLHC	Nil
45	5.7	In house Council delivery teams are reduced in effectiveness due to other deliverables	Managerial / Professional	3	3	9	Loss of momentum on programme and individual projects.	Ensure visibility of the Towns Fund Programme including the applicable resource plan required to oversee the programme	Contingency	2	2	4	↔	Programme Lead	End October 2023	Active	As more projects move into the delivery phase this creates more momentum.	Nil
46	5.8	Consultants perform poorly against stated/contracted outputs	Managerial / Professional	2	2	4	Failure to deliver key programme outputs across various projects	Ensure clear Performance Requirements are stated within the tender and contract documents. Ensure regular performance reviews.	Contingency	3	2	6	↔	Programme Lead	End October 2023	Active	The programme is applying specific time/outputs pressures across programme level delivery. Exercising delivery delays with some projects which is putting pressure on the timely delivery of outputs.	Put in place, where required, necessary supports and resources to mitigate such risks.
47	5.9	Failure to engage with wider internal Council stakeholders to gain buy in and support to Towns Fund	Managerial / Professional	2	2	4	Failure to comply with the Constitution or achieving the benefits of wider stakeholder skill sets and resource	Ensure internal stakeholder review group is implemented, meets regularly with meaningful agendas and clear Actions & Minutes	Contingency	2	2	4	↔	Programme Lead	End October 2023	Active	Regular meetings with key internal stakeholders	Nil
48	5.10	Reporting failure regarding partner organisations and to DLLHC	Managerial / Professional	3	2	6	Failure to adhere to grant terms and conditions & failure to achieve drawdowns as profiled	Ensure that clear reporting structures are in place including clarity over necessary detail/outputs	Contingency	3	2	6	↔	Programme Lead	End October 2023	Active	Regular meetings with partner organisations	Nil

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
5.11	Changes at national or local level to political stakeholders or policies over the life of the programme	Political	3	2	6	Changing views in relation to projects resulting in delays to project delivery	Ensure effective communication and engagement with stakeholders in relation to projects, outputs and delivery.	Contingency	3	2	6	↔	Programme Lead	End October 2023	Active	Watching brief	Nil
6 Publicity & Promotion																	
6.1	Slave labour (Modern Slavery Act 2015) - association with any manufacturers/companies in countries performing slave labour	Political	2	2	4	The reputational damage which organisations face if exposed as having slavery within their supply chain	Ensure all necessary appointment processes include clear PASS/FAIL Criteria regarding this area	Contingency	2	2	4	↔	Programme Lead	End October 2023	Active	Within criteria	Nil
6.2	Negative local and regional press/social media relating to programme delivery	Customer/Citizen	3	3	9	Impacts and negative responses to major capital works intervention schemes	Ensure that Communications Strategy is agreed and signed off by the Engagement Group.	Contingency	2	3	6	↔	Programme Lead	End October 2023	Active	High level communications plan submitted to the DA Group. Engagement Group to be re-engaged to commence programme level deliverables	Nil
6.3	Failure of partners to deliver projects following receipt of grant	Customer/Citizen	2	2	4	Negative visibility of the programme and partners including the Council	Work proactively with partner agencies and Engagement Group to ensure projects are delivered effectively and in the same methodology as those by the Council	Contingency	2	2	4	↔	Programme Lead	End October 2023	Active	Grant Agreements address this and close working with partners to be able to deliver. Continue to review projects where there are changes that are being made that differ from the original business case to consider impact.	Nil
6.4	Failure to develop Communications Strategy for overall programme	Customer/Citizen	2	2	4	Failure to report positives and mitigate negatives of overall programme	Ensure communications stakeholders are engaged to develop detailed strategies	Contingency	1	2	2	↔	Programme Lead	End October 2023	Active	Communication Plan submitted and supported at DA Board	Nil
6.5	Failure to gain recognition for the Council, Discover Ashfield Board and DLUHC for the levels of investment in the District	Customer/Citizen	2	2	4	Failure to generate positive stories linked to investment and project deliverables	Ensure the communications strategy both at programme and individually at project level identify the Towns Fund and also monies or equivalent from the Council	Contingency	2	2	4	↔	Programme Lead	End October 2023	Active	Covered in Communication Plan	Nil
6.6	Individual projects fail to deliver the Council's Social Value Outputs	Customer/Citizen	2	3	6	Failure to deliver on key social and economic outcomes for the Council in the wider vision for Ashfield	Ensure that each project lead is aware of the Social Value Portal and that procurement strategies include this.	Contingency	2	2	4	↔	Programme Lead	End October 2023	Active	Programme manager has met with Social Value Portal and Social Value Engine and the detail is included in procurement paperwork. Work is being undertaken to demonstrate and implement these benefits practically in the District. Continue to ensure the Social Value offer from each contract procured is delivered.	Nil

The categories of risk to prompt identification and to help to identify the cause / source of risks are:

Contractual/Supplier	Governance	Physical
Customer/Citizen	Legal	Political
Economic	Legislative/Regulatory	Procurement/Competitive
Environmental	Managerial/Professional	Social/People
Financial	Partnership	Technological
Actions in service plans		
Changes in processes		
Decision-making reports		
Finance		
Health and safety risks		
Partnership working		
Policy changes		
Project management process e.g. new business case		

Risk response	Description
Threats	
Avoid	The risk is avoided e.g. change in strategy
Transfer	Some or all of the risk is transferred to a 3 rd party
Reduce	Action is taken to reduce either the likelihood of the risk occurring or the impact that it will have
Accept	The risk may be accepted perhaps because there is a low impact or likelihood
Contingency	A plan is put in place to respond if the risk is realised
Opportunities	
Share	An opportunity is shared with a partner or supplier to maximise the benefits e.g. through use of shared resource/technology
Exploit	A project could be adjusted e.g. to take advantage of a change in technology or a new market
Enhance	Action is taken to increase the likelihood of the opportunity occurring or the positive impact it could have. e.g. Strategic/commercial opportunities such as new partnerships, new capital investment
Reject	No action is taken and the chance to gain from the opportunity is rejected. Contingency plans may be put in place should the opportunity occur - Political or environmental e.g. new transport links, change of government bringing positive changes in policy/opportunities

Aligned with the Risk Appetite Framework which describes the type of action required in accordance with our risk appetite

Risk rating Score	Risk rating action required
18-24	Risks at this level sit above the tolerance of the Council and are of such magnitude that they form the Council's biggest risks. The Council is not willing to take risks at this level and action should be taken immediately to manage the risk. Corporate Risks, monitored by CLT
15-16	These risks are within the upper limit of risk appetite. While these risks can be tolerated, controls should be identified to bring the risk down to a more manageable level where possible. Corporate Risks, monitored by CLT
5-12	These risks sit on the borders of the Council's risk appetite and so while they don't pose an immediate threat, they are still risks that should remain under review. If the impact or likelihood increases then risk owners should seek to manage the increase. Corporate Risk only if deemed threat to delivery of Corporate Objectives
3-4	These are low level risks that could impede or hinder achievement of objectives. Due to the relative low level it is unlikely that additional controls will be identified to respond to the risk.

Probability Score	Impact Score			
	1 Negligible	2 Minor	3 Major	4 Critical
6 (Very High)	Monitor Quarterly	Monitor Monthly	Monitor Quarterly to CLT	Monitor Quarterly to CLT
5 (High)	Monitor Quarterly	Monitor Monthly	Monitor Quarterly to CLT	Monitor Quarterly to CLT
4 (Significant)	Monitor Quarterly	Monitor Monthly	Monitor Monthly	Monitor Quarterly to CLT
3 (Low)	Monitor Quarterly	Monitor Quarterly	Monitor Monthly	Monitor Monthly
2 (Very Low)	Monitor 6 Monthly	Monitor Quarterly	Monitor Quarterly	Monitor Quarterly
1 (Almost)	No action	Monitor 6	Monitor 6	Business

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
103																		
104																		
105																		
106																		
107																		
108																		
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111																		
112																		

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UKSPF	UKSPF Project & Intervention		Risk response	Residual Probability (RP)	Residual Impact (RI)	Residual Risk Score	Responsible person	Date	Update	Changes
				1 - Never 2 - Hardly Ever 3 - Possible 4 - Probable 5 - Almost Certain 6 - Almost Definite	1 - Negligible 2 - Minor 3 - Major 4 - Critical	RP x RI				
Communities and Place										
E1	E1 Hucknall Town Centre - High Street Property Improvement Fund	Fail to attract potential businesses to take on the grant	Reduce	4	2	8	Melanie Wheelwright	01 November 2023	Launched jointly on 31 July 2023 and is now live. Under constant review. Officers to make repeat visits to continue to raise awareness. All eligible premises have been visited. Eligibility criteria and the programme is in constant review. Only 4 enquiries and no applications.	One application has been received. Three enquiries are being followed up. The Town Centre Manager continues to visit eligible premises. The programme is under constant review.
E3	E3 Selston Country Park Phase 2 Improvements - play area, footpaths and biodiversity	Costs escalate due to inflation	Avoid	2	2	4	Paul Crawford	01 November 2023	On capital programme - successful procurement for July 2023 - Procurement complete	In progress.
E5	E5 Comoor Estate, Kirkby - environmental improvements to reduce crime & ASB	Delayed programme due to problems with the site, costs escalate due to inflation	Avoid	2	2	4	Paul Crawford	01 November 2023	Met with Stakeholders to agree priorities. Contractor engaged - developing programme	In progress.
	Sutton-environmental improvements	Fail to promote UKSPF	Avoid	2	2	4	Antonio Taylor	01 November 2023	Logos and branding - provided - project complete - required to monitor outputs and outcomes	No change
	Hucknall Safer Streets Initiative - CCTV/ Safe Spaces	Fail to promote UKSPF	Avoid	2	2	4	Antonio Taylor	01 November 2023	Logos and branding - provided - project complete - required to monitor outputs and outcomes	No change
E6	E6 Events and activities - increase resource/ create opportunities with local providers & groups. May not spend all the budget.	Fail to promote UKSPF. Underspend budget for Year 2	Avoid	2	2	4	Andrea Stone	01 November 2023	Reprofiling programme - delivered Coronation Event, planning Ashfield Day and Selston event.	No changes
	Visitor economy - Consultancy & officer role for visitor economy/tourism, arts & culture	Unable to deliver within the time frame - insufficient resource to deal with the programme. Underspend budget for Year 2.	Reduce	2	2	4	Sarah Daniel	01 November 2023	Paper written, developing an approach based on this to expand offer. Plan in place, budget reallocated to Arts Council Bid as if successful this will support the visitor economy. Reallocation has been approved by the DA Board. Consultancy appointed to assist with the programme.	Identified improvements eg signage to promote the area.
	Arts Council Bid			2	2	4	Sarah Daniel	01 November 2023	Budget reallocated from the Events budget. Additional budget agreed and provided from Visit and Community Vertical farming budget. EOI submitted, feedback received. Clarifications are being provided. Bid is in progress. Funds may be required to be carried forward.	No change
E9	E9 Kings Mill Ranger/ activities	Unable to deliver programme - insufficient funds	Avoid	2	2	4	Paul Crawford	01 November 2023	To be delivered in Year 3. Meeting with Communities Team to ensure good links between projects. Mill Adventure base etc	No change
E9	Green Social prescribing, community growing / allotments / nursery	Fail to attract participants. Insufficient budget to deliver programme.	Avoid	2	2	4	Andrea Stone	01 November 2023	Looking to expand plan with the potential of bringing forward funding from Year 3 to Year 2. Plan to accelerate delivery to meet higher than anticipated demand has been agreed.	No change
E10	E10 Cycling and Walking for All - cycle training and access to refurbished bikes	Fail to attract participants. Insufficient budget to deliver programme.	Avoid	2	1	2	Andrea Stone	01 November 2023	Plan is exceeding expectation. Plan to accelerate the project by bringing forward funding to deliver to more communities has been agreed.	No change
	Community Vertical Farming initiative	Delayed due to differing requirements of partner	Avoid	4	2	8	Sarah Daniel	01 November 2023	Whilst there is commitment in Ashfield to deliver the programme, requirements from MDC have altered. Aiming to gain clarity with MDC on their needs and work with delivery partner. Continue to work with MDC and NTU. Budget reduced with excess reallocated to the Arts Council bid. EDR approved to enter into contractual relations with NTU has been agreed. Risk increased due to limited progress.	NTU is working on a delivery plan. Need to ensure that Masfield District Council funds are secured to deliver the project. NTU will work closely with the Social prescribing project. Ensure branding is clear and consistent.
E15	E15 Digital support for local communities	Unable to attract bidders to deliver the programme	Reduce	2	2	4	Nathan McNicholas/ Melanie Wheelwright	01 November 2023	ATTFE has been awarded the contract. Delivery has commenced. Marketing in hand. Progress meeting with ATTFE scheduled for 10th October. In the delivery phase	No change
Supporting Local Business										
E16	E16 Enterprise grant for town centre properties and relocation/expansion	Fail to attract potential businesses to take on the grant	Reduce	2	2	4	Melanie Wheelwright	01 November 2023	Meeting with ADC Web content in June to plan upload of agreed documentation. Aiming for a launch with Hucknall Grant by 31 July 2023. There is already interest in the programme. Online applications, ensure support for applicants. 75% intervention rate - up to a £6k grant. Programme Launched 31 July 2023	Constant review on uptake. 25 enquiries but only 5 meetings for growth plans and 1 application. Eligibility criteria and eligible boundary locations reviewed. Targeted marketing to take place in November along with a review of previously unsuccessful applications.
	Student programme for design/manufacture of property fronts	Fail to deliver plan	Reduce	3	2	6	Melanie Wheelwright	01 November 2023	Although this is a Y3 investment, the agreed criteria for the Town Centre enterprise grant will influence how this project will be implemented. Officers will work closely with the College to develop this project and provide a proposal to the DA Board. The criteria will align to the grant provision.	No changes
	Online Trading Opportunities: develop online directory, media students to offer support services	Fail to deliver plan, unable to find the best product - Costs increase with inflation	Reduce	3	2	6	Trevor Middleton	01 November 2023	Developing a potential online approach involving a project centred around traders in the Idlewells indoor market. Still in development. Budget is 28k. Options are being considered.	A pilot proposal is being developed by WHC Update meeting held 06/11. Revised proposal to be submitted next week.
	Preopening support - ADMC	Fail to deliver the plan. Unable to spend the Year 2 budget	Reduce	2	2	4	Sarah Daniel	01 November 2023	Developing a plan to support businesses who have interest in Automation and manufacturing as a precursor to the physical delivery of the ADMC. Plan has been developed with slightly reduced costs. New Plan and programme has been agreed by the DA Board. An agreement for the service is being put in place. Good engagement with existing Business support.	Nil

E18	E18	Ashfield Accelerator- Adopting digital technologies	Fail to deliver the plan	Avoid	2	2	4	Paul Stoppard	01 November 2023	Details of the NCC Supporting Business Framework are being refined subject to the letting of the framework. Council contractual processes will be implemented once the framework and programme with the successful bidder is concluded. East Midland Chamber of Commerce has been awarded the contract. Detailed negotiations and approvals are being undertaken. Mobilisation is in progress. Met for pre-contract in September 2023. Monthly meeting to manage delivery is in place.	Planning to launch delivery in November 2023. Working with partners to align to other programmes such as Pre-opening ADMC, Enterprising Ashfield, Made Smarter East Midlands. Need to ensure that the programme is consistently badged as Ashfield District Funded programme as part of UKSPF.
		Ashfield Accelerator -Workforce development courses - short skills courses, targeting top 5 industries and emerging sectors, includes skills access hub, training needs analysis	Fail to deliver the plan	Avoid	2	2	4	Paul Stoppard	01 November 2023	Details of the NCC Supporting Business Framework are being refined subject to the letting of the framework. Council contractual processes will be implemented once the framework and programme with the successful bidder is concluded. East Midland Chamber of Commerce has been awarded the contract. Detailed negotiations and approvals are being undertaken. Mobilisation is in progress. Met for pre-contract in September 2023. Monthly meeting to manage delivery is in place.	Planning to launch delivery in November 2023. Working with partners to align to other programmes such as Pre-opening ADMC, Enterprising Ashfield, Made Smarter East Midlands. Need to ensure that the programme is consistently badged as Ashfield District Funded programme as part of UKSPF.
	E19	Ashfield Accelerator - Improving productivity & innovation	Fail to deliver the plan	Avoid	2	2	4	Paul Stoppard	01 November 2023	Details of the NCC Supporting Business Framework are being refined subject to the letting of the framework. Council contractual processes will be implemented once the framework and programme with the successful bidder is concluded. East Midland Chamber of Commerce has been awarded the contract. Detailed negotiations and approvals are being undertaken. Mobilisation is in progress. Met for pre-contract in September 2023. Monthly meeting to manage delivery is in place.	Planning to launch delivery in November 2023. Working with partners to align to other programmes such as Pre-opening ADMC, Enterprising Ashfield, Made Smarter East Midlands. Need to ensure that the programme is consistently badged as Ashfield District Funded programme as part of UKSPF.
E19	E23	Specialist events / talks for businesses - expand existing programme	Fail to deliver events or attract businesses due to insufficient resource	Avoid	2	2	4	Paul Stoppard	01 November 2023	A programme for 2023-24 has been developed. Seek support to deliver e.g. an external contract with a third party to deliver, additional internal resource. Autumn 2023 event focusses on Decarbonisation. Successful careers fair included highlighting local opportunities for young people with local employers. Decarbonisation event to be held in November has currently attracted over 70 participants. Work on 2024 and Spring event - planning in progress	Nil
	E24	High Pavement Business Hub- rental incentives	Fail to deliver the plan	Avoid	3	2	6	Matthew Kirk	01 November 2023	Criteria for support has been completed. ADC business support team will be working in August with Matthew Kirk on a grant for rental incentives. Web application is being developed. Advertising collateral to be designed. Budget has been reviewed as less funds are needed overall. Bidding to be handed over in November 2023. A number of interested parties. Need to confirm rental prices which excluded service charge.	The details of the incentive is still to be finalised. Opening is imminent
	E24	Maker space coordination	Unable to recruit	Avoid	3	2	6	Paul Crawford	01 November 2023	Develop a specification for Makerspace support person. Work with partners to deliver. Working with partner on the job description.	Job description has been refined and agreed. Need to ensure that future funding from other sources makes the post viable.
	E28	Ashfield Accelerator/Trading Overseas programme- support SMEs to identify new markets, attend overseas trade shows	Fail to deliver plan	Avoid	2	2	4	Paul Stoppard	01 November 2023	Details of the NCC Supporting Business Framework are being refined subject to the letting of the framework. Council contractual processes will be implemented once the framework and programme with the successful bidder is concluded. East Midland Chamber of Commerce has been awarded the contract. Detailed negotiations and approvals are being undertaken. Mobilisation is in progress. Met for pre-contract in September 2023. Monthly meeting to manage delivery is in place.	Planning to launch delivery in November 2023. Working with partners to align to other programmes such as Pre-opening ADMC, Enterprising Ashfield, Made Smarter East Midlands, DIT. Need to ensure that the programme is consistently badged as Ashfield District Funded programme as part of UKSPF.
	E29	Ashfield Accelerator - decarbonisation, with grant	Fail to deliver plan	Avoid	2	2	4	Paul Stoppard	01 November 2023	Details of the NCC Supporting Business Framework are being refined subject to the letting of the framework. Council contractual processes will be implemented once the framework and programme with the successful bidder is concluded. East Midland Chamber of Commerce has been awarded the contract. Detailed negotiations and approvals are being undertaken. Mobilisation is in progress. Met for pre-contract in September 2023. Monthly meeting to manage delivery is in place.	Planning to launch delivery in November 2023. Working with partners to align to other programmes such as Pre-opening ADMC, Enterprising Ashfield, Made Smarter East Midlands. Need to ensure that the programme is consistently badged as Ashfield District Funded programme as part of UKSPF.
E29											

	E23	General business support through ADC team, need marketing budget	Unable to recruit, insufficient funding	Avoid	2	2	4	Melanie Wheelwright	01 November 2023	Preparing to recruit for an October 2023 start. Need to reallocate Year 2 budget of £8510 to Year 3 to cover the full year payment of graduate of £33,510.50 - This includes oncosts. Post is being advertised for recruitment. Recruitment completed and the Graduate Economic Development Officer, Bertie Chadwick is in post.	No changes
People and Skills											
E33	E33	Support package for economically inactive incl. confidence building, customer service, social prescribing, coaching/ mentoring	Fail to deliver plan. No signposting in Year 2	Avoid	2	2	4	Nathan McNicholas/ Melanie Wheelwright	01 November 2023	NCC joint commissioned framework, procurement completed. Look to find additional funding to support signposting the programme in Year 2. Effective stakeholder engagement will be part of the service delivery and the DA Board agreed to align £40k for this service delivery. The procurement has completed	The service has been awarded to Futures to deliver. Need to ensure that those this is a jointly procured programme that it is badged as an Ashfield programme. Signing of Framework and contract preparation underway. Pre meeting with Futures set for 14th Nov.
E34	E34	Basic Skills Courses - English/ESOL & Maths, IT & Life Skills (inc gardening, cooking, baking)	Fail to deliver plan	Avoid	3	2	6	Nathan McNicholas/ Melanie Wheelwright	01 November 2023	Procure independently. DA Board agreed to move E13 Financial resilience to Basic skills to complement the activities being provided in the UKSPF. Multiply programme to increase the level of qualification in the District which is lacking. This aligns with the Council's Skills Policy. Awaiting internal ADC sign off of EDR to commence tendering work. DA Board agreed to move E13 Community finance skills investment into Basic Life Skills. 5 tenders received	The services has been awarded to Futures. Need to ensure that the programme is branded as an Ashfield Programme. Precontract meeting arranged for 22 November.
E37	E37	Ashfield Education and Business Collaboration package Careers Service in schools	Fail to deliver plan. Cost increases	Avoid	2	2	4	Nathan McNicholas/ Melanie Wheelwright	01 November 2023	ADC will procure this independently for a Year 3 start up. Aim to complete by January 2024 at the latest. Self-procure. Plan to tender Autumn 2023. Met with NTU with partners regarding current ERDF and ESF offer.	Specification is being developed in house. Tender planned for November 2023.
E38	E38	Ashfield talent Attraction	Fail to deliver plan. Cost increases	Avoid	2	2	4	Nathan McNicholas/ Melanie Wheelwright	01 November 2023	Part of the NCC framework agreement. Aim to complete by January 2024. The timescales for joint tendering are slow - out to tender in Oct, delivery start end of Dec. ADC officers to push for quicker timescale. Met with NTU with partners regarding current ERDF and ESF offer.	Specification is being developed in house. Tender planned for November 2023.
		Ashfield Digital Training	Fail to deliver plan. Cost increases	Avoid	2	2	4	Nathan McNicholas/ Melanie Wheelwright	01 November 2023	Part of the NCC framework agreement. Aim to complete by January 2024. The timescales for joint tendering are slow - out to tender in Oct, delivery start end of Dec. ADC officers to push for quicker timescale. Met with NTU with partners regarding	Specification is being developed in house. Tender planned for November 2023.
		Ashfield Local Careers Service Training/Careers Hub - businesses/Ambassadors engaging with hub	Fail to deliver plan. Cost increases	Avoid	2	2	4	Nathan McNicholas/ Melanie Wheelwright	01 November 2023	ADC will procure this independently for a Year 3 start up. Aim to complete by January 2024 at the latest. Plan to tender Autumn 2023. Met with NTU with partners regarding current ERDF and ESF offer.	Specification is being developed in house. Tender planned for November 2023.
People and Skills Total											

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More to Discover - Visitor Economy consultancy work, UKSPF

Over £17 million is being invested in the District's visitor economy through the following projects:

- Sherwood Observatory, Science Discovery Centre and Planetarium
- Cornerstone Theatre, Sutton
- Kings Mill Reservoir and water sports centre
- Lindley's Mill
- Fox Street/ Portland Square, Sutton - pop-up food space and events
- Walking and cycling route improvements
- Visitor Digital offer

In order to maximise the opportunities this investment will bring we are reviewing the existing and planned visitor economy assets in the District and identifying opportunities for future growth. This work is being supported by TEAM Tourism Consulting who have substantial experience of supporting local authorities and businesses. The project will complement the ongoing work by Visit Nottinghamshire and the county council.

Background

Nottinghamshire's central location means it has a large audience within a two-hour drive time, with opportunities to collaborate with neighbouring areas including Derbyshire. Nottinghamshire has a base of regular repeat visitors, with day visits dominating at 90%.

Ashfield is located on the edge of the modern-day Sherwood Forest boundary and close to visitor destinations such as Hardwick Hall, Newstead Abbey and Derbyshire. The District has associations with several historical figures including the romantic poet Lord Byron and his daughter Countess Ada Lovelace who is credited as the first computer programmer.

One of the area's greatest assets is the number of walking and cycling routes along former railway lines. To the north/ north-west of Sutton the trails around Skegby and Teversal connect into Derbyshire and Hardwick Hall. Hidden Valleys is an undulating expanse of countryside south of Kirkby, much of which D. H. Lawrence referred to as 'The country of my heart'. Many of his novels are based around the places and families of the area.

Challenges

Ashfield's visitor offer is fragmented, with heritage hidden or lost during the last century, and it is not well connected with opportunities just over our boundaries such as Newstead Abbey. Challenges include the lack of narrative to promote attractions, the lack of a hospitality network and target markets, and limited baseline information.

There is potential to develop the area's visitor economy by exploiting its heritage and environment, developing existing and new assets and raising the profile and identity of the three towns and rural areas.

TEAM will be focusing on the following areas of work:

- Develop a vision for Ashfield's visitor economy
- Review existing, and identify additional opportunities
- Identify the target visitor market
- Engage with, and profile local hospitality businesses
- Provide a Destination Management Plan.
- Review events and sponsorship in the area and provide recommendations/ identify opportunities for expansion.

The consultants will be arranging a number of workshops to engage with local businesses and organisations.

Board members are asked to note the above and to provide support to the project by attending the workshops and providing other input where needed.

District gateway signage



Gateway signage around the district was upgraded around four years ago, but not all signs were included within the replacement programme due to the costs. Eleven signs have been installed with the Discover Ashfield branding.

It is proposed that we now replace the remaining old signs within the District, some of which are in poor condition. A survey would be undertaken of all signs to identify where replacements are required. Proposals would be developed over the next two months and brought to the Board for review in January.

£150k is currently allocated to the visitor economy theme in the UKSPF programme, of which up to £18k is allocated for the consultancy work. It is recommended that £25k of the funding is allocated to a phase 2 replacement of gateway signage.

The Destination Management Plan being produced as part of the consultancy work will include a costed action plan and this will be used to provide proposals for allocation of the remaining funds within the budget.

The Board is asked to consider and approve the request for allocation of funding for gateway signage.