



DISCOVER ASHFIELD BOARD MEETING

**Wednesday 26th March 2025
9am – 10:00am**

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

ATTENDEES

Name	Position on Board	Position/Organisation	Present
Kieran Percival	Chair	Director, Gardens of Giving CIC	✓
Louise Knott	Vice Chair	Vice Principal, West Nottinghamshire College MA2020 Representation	✓
Darron Ellis	Theme Lead – More to Discover	Historian, Sutton Living Memory Group	✓
Martin Rigley OBE	Theme Lead – Succeed in Ashfield	Chief Commercial Officer Devtank Ltd.	
Liz Barrett OBE	Theme Lead – Love Where You Live	Principal, Academy Transformation Trust Further Education (ATTFE)	✓
Pete Edwards	Theme Lead – Be Happy, Be Healthy	Chair, Ashfield Health and Wellbeing Partnership	✓
Claire Hinchley	Board Member	Acting Director Strategy and Partnerships Sherwood Forest Hospitals	
Clare Hitchings	Substitute for Tim Hepke	Communications Lead, ITP Aero	
Cllr 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	Economic Development and Asset Management, Notts County Council	✓
David Williams	Substitute for Shola Olawole	Partnerships Manager North Nottinghamshire DWP	✓
Edward Johnstone	Board Member	Assistant Principal (Development), Portland College	✓
Gary Jordan MBE	Board Member	Community Engagement and Learning Lead, ATTFE	✓
Graham Ward	Board Member	Chair of Board of Directors, Sherwood Forest Hospitals Trust	✓
Holly Shuttleworth	Substitute for Paula Longden	Strategies and Partnerships Lead, Sherwood Forest Hospitals Trust	✓
Ian Bond	Substitute for Peter Graw	Director of Learning, inspire: Culture, Learning and Libraries	✓
Jackie Insley	Board Member	Chief Executive Officer Citizens Advice Central Nottinghamshire	✓
Kirsty Blyth	Substitute for Peter Gaw	Inspire: Culture, Learning and Libraries	
Leanne Harwood	Substitute for Simon Cartwright	Operations Lead - Transforming Notts Together	
Leanne Monger	Board Member	Interim Programme Director, Mid Notts PBP	
Lee Anderson, MP	Board Member	MP for Ashfield and Eastwood	
Mark 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	
Paula Longden	Substitute for Claire Hinchley	Associate Director of Strategy and Partnerships Sherwood Forest Hospitals	✓
Peter Gaw	Board Member	Chief Executive Officer, Inspire: Culture, Learning and Libraries	
Sarah Mayfield	Board Member	Director of Skills and UK College and Civic Partnerships, NTU	✓
Sarah Speight	Observer	Deputy Vice-Chancellor & Provost, NTU	
Sam Howlett	Substitute for Lee Anderson, MP	Office Manager, Ashfield & Eastwood MP's Office	✓
Simon Cartwright	Board Member	Chief Officer Transforming Notts	✓
Simon Martin	Board Member	Vice Principal, Academy Transformation Trust Further Education (ATTFE)	✓
Shola Olawole	Board Member	North & East Midlands Group Performance Lead, DWP	
Tim Hepke	Board Member	UK Head of Maintenance and Group Property, ITP Aero	✓
Theresa Hodgkinson	Board Member	Chief Executive, Ashfield District Council	
Una Key	Board Member	Chief Officer, Ashfield Voluntary Action	
Andrea Stone	Supporting Officer	Wellbeing Manager, Ashfield District Council	
Charles Edwards	Supporting Officer	Executive Director – Operations, Ashfield District Council	✓
Christine Sarris	Supporting Officer	Assistant Director – Planning and Regulatory Services, Ashfield District Council	✓
Hollie Maxwell-Smith	Supporting Officer	Discover Ashfield Lead, Ashfield District Council	✓
Joelle Davies	Supporting Officer	Group Manager for Growth, Infrastructure and Development	✓
John Bennett	Supporting Officer	Executive Director, Place, Ashfield District Council	✓
Kate Porter	Supporting Officer	Towns Centre Manager, Ashfield District Council	
Melanie Wheelwright	Supporting Officer	Forward Planning & Economic Growth Team Manager Ashfield District Council	✓
Millie Connell	Supporting Officer	Communities Graduate - Regeneration, Ashfield District Council	
Paul Crawford	Supporting Officer	Investment Manager – Regeneration, Ashfield District Council	
Sarah Curtiss	Supporting Officer	Service Manager for Communications and Events, Ashfield District Council	✓
Sarah Daniel	Supporting Officer	Assistant Director - Regeneration, Ashfield District Council	✓

Agenda Item	
1	Welcome / Introductions / Apologies – Kieran Percival
	<ul style="list-style-type: none"> • Apologies were made for Martin Rigley, Peter Gaw, Sarah Speight. • An additional apology and farewell from Mel Phythian, as the Cities and Local Growth Unit is being disbanded, she will no longer be Discover Ashfield's contact from 1st April. She sent her best wishes to the Board and a thank you to all she has worked alongside. • Cllr Relf noted Mel has been an invaluable part of helping the board in securing funding and has encouraged them throughout. She has given an incredible amount of guidance and help to the whole area.
2	Review of Previous Meeting – Kieran Percival
a	Board Meeting Minutes
	<ul style="list-style-type: none"> • All minutes were agreed.
b	Action Log (these include actions from the below minutes)
	<ul style="list-style-type: none"> • There were no new actions from the meeting.
3	New Declarations of Interest – ALL
	<ul style="list-style-type: none"> • There were no new declarations of interest.
4.	Regeneration Programmes Update – Sarah Daniel
	<ul style="list-style-type: none"> • Sarah reported on 1.0 UK Shared Prosperity Fund (UKSPF) 2025-26 (page 15 of the agenda pack). • EMCCA have confirmed the allocation for Ashfield for 2025-26 of £1,305,176. (Capital £571,831, Revenue £733,346). • Ashfield District Council (ADC) are required to submit their proposed programme to EMCCA by 4th April and they will need to submit an area wide forecast to government by 1st May. • EMCCA will receive the funds once the forecast has been submitted, and the Memorandum of Understanding has been signed by EMCCA and government. • The Council has received a draft grant funding agreement from EMCCA which is currently being reviewed. • The fund's three priority areas of Communities and Place; Support for Local Business; and People and Skills are unchanged. • There is some redefinition of the three priorities to align with the government's five Missions and a reduction from the 53 interventions to 12. • Reporting will continue to be every six months through EMCCA.
	<ul style="list-style-type: none"> • Allocations • The Funding Subgroup met on 26th February to discuss UKSPF and the group's remit. Revised Terms of Reference have been agreed which now include a broader remit around funding and monitoring and evaluation. • A vice chair – Pete Edwards has been appointed to support the chair, Simon Martin. • The group discussed the process for allocating funds and consultants were appointed to undertake a scoring process based on criteria including alignment to UKSPF interventions, response to identified local challenges, links to Ashfield strategies and action plans, local opportunities, additionality, transformative potential, deliverability and risk assessment / experience of delivery.

	<ul style="list-style-type: none"> • Focus Consultants were appointed to do initial scoring of the submissions, though there was very little difference in this scoring. Further criteria were added including geographical spread, evidence of collaboration, any duplication, scalability and replicability for future. • The subgroup met again on 20th March, the further scoring by the consultants was not available for the meeting. • The group discussed the approach and the split of the funding across the three themes. There was a discussion about the funding being split equally across the three themes but due to the revenue/ capital split and the concentration of capital schemes within Communities and Place this would mean that there was no revenue within that theme. • This area had the highest value of bids and EMCCA will be providing some elements of business support and Enterprising Ashfield is providing business support in Kirkby and Sutton. • On this basis it was agreed that there would be a higher allocation in the Communities and Place theme. • The funding requires that in general activity should be part of a tender process. This would mean that some of the larger asks by community organisations would need to go through a procurement process which would reduce the time available to deliver the projects. • It was agreed that the community grants scheme proposed by the Council could be expanded to include larger grants of up to £10k. • These grants would be assessed by the Be Healthy, Be Happy subgroup (as per current arrangements) and then taken through the Funding Subgroup. • In order to meet the EMCCA submission deadline and to maximise the project delivery timeframes the Funding Subgroup agreed that the Council would put together a proposal for the allocation of funding based on the scoring and feedback from the group and the Council's Executive Director for Place and the Executive Lead Member for Growth, Regeneration and Local Planning and to circulate to the group for review. • The Funding Subgroup with the Discover Ashfield Chair would then review and sign off the proposal on the Board's behalf.
	<ul style="list-style-type: none"> • The Board were asked to agree that the Funding Subgroup, with the Discover Ashfield Chair, sign off the funding allocations for UKSPF 2025-26 to be submitted to EMCCA.
	<ul style="list-style-type: none"> • Cllr Relf proposed, and Simon Cartwright seconded the decision.
	<ul style="list-style-type: none"> • Sarah continued with the report. • 2.0 UKSPF Review 2022-2025. • A review has been undertaken of the three-year UKSPF programme. As reported earlier in March there are several projects where an underspend has been identified. • The underspend is for a variety of reasons, including limited resource within the Council and ongoing recruitment challenges, lower than anticipated demand for grants and lower than expected costs. In order to demonstrate spend of the full UKSPF allocation it is recommended that the underspend is reallocated to other projects. • A review has been undertaken of the three-year UKSPF programme. As reported earlier in March there are several projects where an underspend has been identified. The underspend is for a variety of reasons, including limited

	<p>resource within the Council and ongoing recruitment challenges, lower than anticipated demand for grants and lower than expected costs. In order to demonstrate spend of the full UKSPF allocation it is recommended that the underspend is reallocated to other projects.</p> <ul style="list-style-type: none"> • E1 Hucknall TC - High Street property improvement fund - underspend of £175,619.35 to be carried forward and allocated to the Central Walk scheme. • E6 St Mary Magdalene – the church was awarded a grant of £25,000 to support the development of the visitor experience project and the bid to National Lottery Heritage Fund (NLHF). The church has made good progress with commissioning reports and design work, but was advised by NLHF to delay submission until the outcome of the LUF consultation process was known. The underspend of £15,139 will be carried forward into next financial year to support the development and submission of funding bids. • Across the rest of the programme, projects where there is identified underspend are; E5 Coxmoor Env improvements to reduce crime & ASB, E6 Visitor Economy Destination Management Plan, Signage and Stanton Hill Investment Plan, E9 Green Social prescribing & E10 Cycling and Walking for all – grants, E15 Digital support for local communities, E16 Programme design, etc, of property fronts, E16 Online Trading Opportunities, E23 Specialist events/talks for businesses and E24 High Pavement Business Hub rental incentives. • A full report will be provided at a future board meeting on the detail of the underspend which is estimated to be around £88k, or less, which is less than 3% of the overall allocation. • It is recommended that the underspend is allocated to other projects which will be either ADMC Next Steps project (funded through UKSPF), Low Street improvements in Sutton (Future High Streets Fund) and/or other suitable projects. Further work is needed to review the outputs and outcomes across the programme to inform the allocations. This will be reported at a future board meeting.
	<ul style="list-style-type: none"> • The Board were asked to consider and agree the proposed reallocation of the underspend from the UKSPF projects as outlined.
	<ul style="list-style-type: none"> • Simon Cartwright asked if this funding was affiliated with the UKSPF 2025-26 funding which the Funding Subgroup had been discussing.
	<ul style="list-style-type: none"> • Sarah confirmed this was the 3-year funding from 2022-2025 and not the same allocation.
	<ul style="list-style-type: none"> • Pete Edwards proposed, and Simon Martin seconded the decision.
<p>7.</p>	<p>Board Member Updates - All</p>
	<ul style="list-style-type: none"> • Liz updated the Board that as part of the Victory in Europe Day (VE Day), on 8th May, ATTFE put in a bid to the RAF to get a flypast. • This has been confirmed and a Hurricane, and Spitfire will be doing a flypast on 8th May at 4:10pm over Sutton Lawn. • There will also be a VE Ball on 4th May which Liz will get the details of shared round.
	<ul style="list-style-type: none"> • The Board congratulated Liz on the successful bid and thanked her.
	<ul style="list-style-type: none"> • Cllr Girling explained that due to the upcoming elections, this may be his last Board meeting. He wished the Board well with their projects and seeing them come to fruition. He expressed how he had enjoyed being part of the Board and he will hopefully see members in the future.

	<ul style="list-style-type: none">• The Board thanked Cllr Girling for his support and help.
7.	Any Other Business – All
	<ul style="list-style-type: none">• There was no other business raised.
8.	Date of Next Meeting – Friday 30th May