**

DISCOVER ASHFIELD BOARD MEETING**

**Friday 22nd August 2025**

**9am – 11:00am**

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

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|  ATTENDEES  |
| Name | Position on Board | Position/Organisation | Present  |
| Kieran Percival | Chair | Director, Gardens of Giving CIC  | √ |
| Louise Knott | Vice Chair | Vice Principal, West Nottinghamshire CollegeMA2020 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  | Director Strategy and Partnerships Sherwood Forest Hospitals  |  |
| Clare Hitchings  | Substitute for Tim Hepke  | Communications Lead, ITP Aero  |  |
| Cllr Julie Gregory  | Board Member  | Scrutiny Representative, Ashfield District Council  | √ |
| Cllr Dale Grounds  | Board Member  | Vice-Chairman of the Council, Ashfield District Council  |  |
| Cllr Matthew Relf | Board Member | Executive Lead Member for Growth, Regeneration and Local Planning, Ashfield District CouncilMA2020 Representation  | √ |
| David Williams | Substitute for Shola Olawole  | Partnerships Manager North Nottinghamshire DWP |  |
| Edward Johnstone | Board Member | Assistant Principal (Development), Portland College |  |
| Gary Jordan MBE | Board Member  | Community Engagement and Learning Lead, ATTFE |  |
| Graham Ward  | Board Member  | Chair of Board of Directors, Sherwood Forest Hospitals Trust  |  |
| Holly Shuttleworth  | Substitute for Paula Longden  | Strategies and Partnerships Lead, Sherwood Forest Hospitals Trust |  |
| Ian Bond | Substitute for Peter Graw | Director of Learning, inspire: Culture, Learning and Libraries  | √ |
| Jackie Insley | Board Member  | Chief Executive Officer Citizens Advice Central Nottinghamshire |  |
| Kirsty Blyth  | Substitute for Peter Gaw  | Inspire: Culture, Learning and Libraries |  |
| Leanne Harwood | Substitute for Simon Cartwright  | Operations Lead - Transforming Notts Together |  |
| Leanne Monger  | Board Member  | Interim Programme Director, Mid Notts PBP  |  |
| Lee Anderson, MP | Board Member | MP for Ashfield and Eastwood |  |
| Mark Yates | Substitute  | PCN Development Managers, Nottingham and Nottinghamshire ICB  |  |
| Paula Longden  | Substitute for Claire Hinchley  | Associate Director of Strategy and Partnerships Sherwood Forest Hospitals  | √ |
| Peter Gaw | Board Member | Chief Executive Officer, inspire: Culture, Learning and Libraries  |  |
| Sarah Mayfield  | Board Member  | Director of Skills and UK College and Civic Partnerships, NTU  |  |
| Sarah Speight  | Observer  | Deputy Vice-Chancellor & Provost, NTU  |  |
| Sam Howlett  | Substitute for Lee Anderson, MP | Office Manager, Ashfield & Eastwood MP’s Office  |  |
| Simon Cartwright  | Board Member  | Chief Officer Transforming Notts  |  |
| Simon Martin | Board Member | Vice Principal, Academy Transformation Trust Further Education (ATTFE) | √ |
| Shola Olawole | Board Member  | North & East Midlands Group Performance Lead, DWP |  |
| Tim Hepke | Board Member | UK Head of Maintenance and Group Property, ITP Aero  |  |
| Theresa Hodgkinson | Board Member | Chief Executive, Ashfield District Council |  |
| Una Key  | Board Member | Chief Officer, Ashfield Voluntary Action | √ |
| Andrea Stone | Supporting Officer | Wellbeing Manager, Ashfield District Council |  |
| Charles Edwards | Supporting Officer | Executive Director – Operations, Ashfield District Council  |  |
| Christine Sarris | Supporting Officer | Assistant Director – Planning and Regulatory Services, Ashfield District Council |  |
| Hollie Maxwell-Smith | Supporting Officer | Discover Ashfield Lead, Ashfield District Council  |  |
| Joelle Davies  | Supporting Officer | Group Manager for Growth, Infrastructure and Development  | √ |
| John Bennett  | Supporting Officer  | Executive Director, Place, Ashfield District Council  |  |
| Lucy Lightfoot | Supporting Officer | Regeneration Officer – Regeneration, Ashfield District Council |  |
| Melanie Wheelwright  | Supporting Officer | Forward Planning & Economic Growth Team Manager Ashfield District Council  | √ |
| Millie Connell | Supporting Officer  | Communities Graduate - Regeneration, Ashfield District Council | √ |
| Paul Crawford | Supporting Officer | Investment Manager – Regeneration, Ashfield District Council |  |
| Paul Coffey  | Supporting Officer  | Interim Service Manager for Communications and Events, Ashfield District Council  |  |
| Sarah Daniel | Supporting Officer | Assistant Director - Regeneration, Ashfield District Council | √ |
| Jake Dalton | Supporting Officer | Communities Graduate – Regeneration, Ashfield District Council | √ |
| Suzanne Morton | Guest | District Mission Enabler for the Methodist Church | √ |

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| **Agenda Item** |  |
| **1** | **Welcome / Introductions / Apologies – Kieran Percival** |
|  | * Apologies were noted for Jackie Insley, David Williams, Theresa Hodgkinson, Simon Cartwright, John Bennett, Leanne Harwood and Kirsty Ellis.
* Introductions were made to Jake Dalton, who will be joining the Regeneration Team in September. Jake will be supporting the Board over the next six months.
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| **2** | **Review of Previous Meeting – Kieran Percival** |
| **a** | **Board Meeting Minutes**  |
|  | * All minutes were agreed.
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| **3** | **New Declarations of Interest – ALL**  |
|  | * No new declarations.
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| **4.** | **Regeneration Programmes Update – Sarah Daniel**  |
|  | * Melanie presented the group with an overview of the UKSPF programme2023 - 2025. The contents of the presentation will be transferred into a report for the Council’s Cabinet in November. The report will be shared with the Board for information.
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|  | * There are three different themes for UKSPF: Communities and Place, People and Skills and Supporting Local Business.
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|  | * For Communities and Place, there were the following deliverables:
* 4 Community Wellbeing Events held.
* Distribution of growing and indoor nature packs, with 205 households receiving a free growing pack.
* The Community Vertical Farming Project delivered by ATTFE.
* Environmental improvements in Selston, Kirkby and Coxmoor, including improved footpaths and access, tree planting and the installation of a play area in Selston.
* Community safety enhancements in Hucknall town centre and on Station Road in Sutton.
* Cornerstone Theatre mural and shop frontage improvements.
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|  | * For People and Skills:
* 531 students in work experience.
* 700+ students supported with career access, including the Aspiring Careers Ashfield Programme.
* Transforming Your Future Programme which supports economically inactive individuals, with a predicted 1,500+ individuals impacted.
* Digital skills training with ATTFE.
* Basic Skills Course, with 63% of participants who were economically inactive and 48% were referred onto an employment or skills programme.
* Talent attraction with East Midlands universities, with 87% of graduates involved engaged in job searching following support.
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|  | * For Supporting Local Business:
* £489,592 worth of grants to support 55 SMEs.
* Series of 1-2-1 support and advice sessions.
* Over 5,000 client enquiries responded to.
* 74 businesses helped with Net Zero plans.
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|  | * The funding supported Coxmoor House Kennels and Cattery to reduce their energy costs through solar panel and a battery storage system installation. A video will be shared with the minutes.
* The funding supported the Sherwood Observatory with the development of an ecommerce website including a full booking system and merchandise sales portal.
* The funding supported Oceans of Fun Ltd to purchase new equipment for the outdoor play area. A video will be shared with the minutes.
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|  | * Sarah updated the Board on the August 2025 report.
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|  | * Automated Distribution and Manufacturing Cente (ADMC) - The S278 approval works are progressing. There has been invasive species identified on site, which has led to an increase in costs. The work to remove the invasive species has now been commissioned and has started on site. Works are progressing to construct the temporary access and the realignment of the hedgerow. The ADMC Operator tender is now live for an eight-week period.
* Ashfield Construction Centre and Satellite - The project at the former Wilko store in Sutton is due to start on site next week (W/C 26 August), with students due to be in the centre by January.
* Enterprising Ashfield - The outputs are outlined within the report. A meeting will be held with Nottingham Trent University in September to discuss the legacy of the project and what might be needed in the future.
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|  | * Melanie Wheelwright continued with the report.
* Enterprise Development Grant - There have been 6 applications received, with a further 32 potentially in the pipeline. There have been 4 grants awarded, totalling £37,950.
* Test Trading - One application has been awarded for £500. The total budget is £10,000 and a further 3 people have expressed an interest in applying. Further promotional activity will be carried out and there are intentions to link with West Nottinghamshire College and ATTFE to promote the opportunities to learners who are over 18.
* High Street Business Support - Save the High Street will be delivering in Sutton and Kirkby, with a target of 12 outputs. Cliffen Consulting are delivering in Hucknall and Rurals, with a target of 16 outputs.
* Business Events - The Ashfield “Golden Ticket” Training Fair, organised by the DWP and supported by ADC, was a success. Preparations are now underway for the Ashfield Careers Fair, scheduled for 8th October, with a focus on STEM vacancies. The November business leaders network event is also being planned, with a focus on local trade tariffs. There will be a speaker from the Department of Business and Trade at the event.
* People and Skills – The Transform Your Future Programme is progressing well, with the team promoting at Ashfield Show and ADC Housing also advising on how additional customers in priority areas can be reached. The Aspiring Careers Ashfield project ended on 31 July. The Ashfield Financial Resilience Project has started, with Citizens Advice having a successful rollout during July. Procurement has been completed on the Science, Technology, Engineering and Maths Careers Education for Stakeholders project, with the provider being the Threes Club Services LTD.
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|  | * Sarah continued with the report, turning to More to Discover.
* Ashfield Creates: The team supported the community area at Ashfield Show and are supporting the commissioning of an artist to deliver the Kirkby Mural on Ellis Street. The team are also due to restart work on the Cultural Strategy in September, with a draft expected for the Board in October, before being presented at the Council’s Cabinet in November. The Arts Partnership will be reconvened in November, with quarterly meetings planned in thereafter.
* Events Programme: Films in the Park in Selston, Hucknall Fest, the Food and Drink Festival and the Ashfield Show have all been delivered successfully. Sarah thanked all partners who were involved in the Ashfield Show and added that there has been really positive feedback following the event. Turning to the Food and Drink Festival, there were 50+ traders standing and approximately 4,000-5,000 visitors over the course of the day. Sarah flagged future events, with the next being in November, Sparks in the Park at Sutton Lawn and then onto the Christmas Light Switch-Ons in November and December.
* Cornerstone Theatre: The building has been completed and handover has taken place. Sarah handed over to Liz, Simon and Cllr Relf for comment. Liz added that she and the college are thrilled with the project. Feedback has been really positive and it’s a real asset to Ashfield. Simon confirmed that the technical handover was at the end of July and a further devolved handover with the technical team is being planned for the coming weeks. Simon added that work is being progressing with ADC on the various licensing requirements and it is expected that local brewers Fire Rock will be producing a bespoke ale for the facility called Cornerstone Ale. Upcoming events include the Stop the Bleed Project Event on 25th September, with high profile guests such as the Police and Crime Commissioner, the Chief Constable and Major General Tim Hodgetts, along with International Men’s Day event on 14th November.

There are also a number of local community performances planned in, working with Ashfield Creates. The first will be on 13th September, written and performed by local people, focusing on experiences of growing up on the Carsic Estate during the Miner’s Strike. Other events include: 7th February: Where is Mrs Christie?21st February: Dire Streets14th March: John Power24th April: The Making of a Murderer25th April: Barbara Dixon13th February and a Friday night every two months: Cornerstone Comedy NightThe above events are anticipated to be sell-out events. Tickets will be available through Ticket Source, with the John Power event already on sale. Cllr Relf commended the project and added that culture and arts are an important part of community and place identity. The impact for young people having the facility as part of their learning experience will be beneficial, with transferable skills to take forward. Cllr Relf was keen to see promotion of all the events through a newsletter, including the grass roots events.Una asked for confirmation on the seat capacity. Simon confirmed that the seating capacity is 201, but slightly less if wheelchair users are present. The standing capacity for events is more. Una added that another nearby theatre involved local dance schools and grass roots bands/artists – both of which were sell-out events.The grant opening of the Cornerstone Theatre will be in March 2026 and members of the Board will be invited.  |
|  | * Sarah continued with the remainder of the report.
* Cycling and Walking – Cycle Route 4 is now out for tender and returns are due 28th August.
* Kings Mill Reservoir Leisure Development – A draft lease has been issued to the operator and the kitchen installation has started and will be completed by the end of August.
* Now and Then Heritage – Inspire are leading on the project, Inspire have engaged with primary schools in Hucknall and Skegby to participate in a heritage map and a photography workshop is planned in Selston.
* Hucknall Library – A delivery programme has been agreed, and a grant agreement is progressing. Works are starting for the digitalisation of the archives and a timeline at Hucknall Library.
* Sherwood Observatory – The grant agreement has been signed, and two posts have been recruited to, both of which will support the observatory in meeting the demand.
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|  | * Sarah continued with Be Healthy, Be Happy.
* Kirkby Sports Hub and Sutton Lawn Sports Hub – The legal process is ongoing around restrictions on title with the Football Foundation. There has been additional funding allocated for Kirkby. Legal agreements are progressing for main contractor appointment.
* PlayZones – There is work ongoing with the Football Foundation to clarify project budgets to ensure value for money.
* Community Grants – There are ten organisations receiving support, with decisions made by the Be Healthy Be Happy Management Group and then endorsed by the DA funding sub-group.
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|  | * Sarah continued with Town Centres & High Streets.
* High Street Property Fund – Site work is due to start in late September, early October. West Notts College are looking into a different delivery model due to cost.
* Central Walk & Chapel Street – A new UKSPF project. It is progressing well with surveys and scoping works taking place. A consultation is live on the project.
* North Kirkby Gateway – The tender process for the design and build contract has been completed. Site surveys have been commissioned. Delivery options are being reviewed. The grant agreement and due diligence is progressing.
* West Kirkby Gateway – The planning application has been submitted for 12 residential apartments. The project is progressing through the RIBA phases, with work on site due to commence early 2026, subject to planning approval.
* Portland Square & Fox Street – The majority of the Square is now open, with the remaining areas undergoing paving works. The Fox Street car park is due to open on 10th September. Positive feedback has been received by local residents. There will be an opening event, and a market operator has been engaged to bring a new market into Sutton on alternative Saturdays, with a Food and Maker Market scheduled for 20th September.
* Low Street – This project has been largely completed, with just a discharge of condition to be resolved.
* Library Innovation Centres – Kirkby & Sutton – Nottinghamshire County Council have completed a structural assessment of Sutton library to inform an options appraisal.
* Stanton Hill Investment Plan – There are frequent meetings with the Neighbourhood Forum. The Vine Tree was supported with a community event on 16 August, with another event being planned for Christmas. Work is progressing on transforming a small community allotment space, working with a local housing association, Ashfield Creates have been engaged on a street mural and landlord engagement is taking place to improve the high street.
* Green Ashfield – A final list of projects is due to be produced in September.

**Monitoring and Evaluation*** Project outputs and outcomes will be presented to the Board in November.
* Kirkby Neighbourhood Plan – The latest survey closed in mid-July and over 300 responses were received. There have been over 1000 responses over the duration of the various consultations. There has been updated data from government, which was shared at the last Kirkby Neighbourhood Board meeting. Analysis of the data is being undertaken. The Board meetings in September and October will be used to develop and agree the final plan, with a deadline of 28th November.
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| **5** | **Theme Lead Updates – Theme Leads** |
| **a** | **Succeed in Ashfield – Martin Rigley**  |
|  | Pete updated the group. Martin, Kieran and Pete are meeting on 1 September to prepare for business visits focusing on career support and promotion of the Board. |
| **b** | **Love Where You Live – Liz Barrett** |
|  | * Liz acknowledged that Hollie has gone on maternity leave and added that the Board are grateful for Hollie’s contributions.
* Liz also noted that Vanessa Oxspring has recently passed away. Vanessa played a strong role in supporting and championing Cornerstone Theatre and ATTFE plan to name the Green Room in the Theatre after Vanessa.
* The Theatre is a community asset and those who wish to use the facility are asked to get in touch. ATTFE are working on the marketing. The link for the Facebook page will be shared with the minutes. The Theatre will be scaffolded and supported by lifelong learning, with the tutors and volunteers supporting the Theatre. The Butterfly Bakery will also be supporting the catering at the Theatre.
* VJ Day was recently celebrated and acknowledged across the district. Liz thanked all those involved.
* Ashfield Festival of Remembrance will take place on 1 November at St Mary’s Cenotaph in Sutton. The event details will be shared with the minutes.
* The Hucknall Food and Drink Festival and the Ashfield Show were both really successful, with lots of positive feedback.
* The Central Walk public consultation is now live, and Board Members are encouraged to share the consultation and play an active role.
* Ideas For Careers have won a national award for supporting young people.

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| **c** | **More to Discover – Darron Ellis** |
|  | * No updates.
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| **d** | **Be Healthy, Be Happy – Pete Edwards**  |
|  | * The Be Healthy, Be Happy group are working on the new strategy for 2026-2036. Pete thanked Andrea and the Wellbeing Team for their work on the draft strategy.
* The BHBH group are meeting on 18th September to review the existing strategy which will inform the new strategy.
* Pete will be attending resident groups, including working in Leamington, Stanton Hill, Skegby and Teversal, Coxmoor and with AVA.
* Pete is also working with Emma from Mill Waters on community grants. There is up to £7,000 available, with up to a maximum of £500 available per group. There are three Leamington residents joining a panel which can approve applications. Two grants have already been approved.
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| **7.**  | **Discover Ashfield Away Day Priorities – All** |
|  | * The priorities have cross over between themes. The priorities will now be streamlined and condensed for the Delivery Group to review ahead of the next meeting.
* Louise gave the Board an update on a meeting with local businesses held at the College to discuss an economic strategy for Mansfield and Ashfield. ADC are also working on an Economic Growth Strategy. Melanie/Sarah and Louise to link-up.
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| **6.** | **Board Member Updates – All** |
|  | * MakerSpace – Matt confirmed that the Charity Commission should be granting MakerSpace charitable status shortly. A successful open day was held on Sunday, with good attendance. It is hoped to be open by October.
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|  | * Ian Bond’s Retirement – Pete thanked Ian for his contributions to the Board and wished him well in his retirement. Ian added that is has been a privilege to be a member of the Discover Ashfield Board.
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| **7.** | **Any Other Business – All**  |
|  | * Suzanne Morton – Suzanne was invited to come along by Louisa Hillman (Housing Resettlement Officer at ADC). Suzanne is a District Mission Enabler for the Methodist Church across Nottinghamshire and Derbyshire and is interested in exploring how churches can become reinvolved with community and complement community services. Kieran welcomes Suzanne to the meeting.
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| **8.** | **Date of Next Meeting – 24th September 2025** |