



DISCOVER ASHFIELD BOARD MEETING

**Friday 5th April 2024
9am – 11am**

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

AGENDA

Page

- 1. Welcome / Introductions / Apologies - Martin Rigley**
- 2. Reflections of Previous Meeting - Martin Rigley**
 - a Meeting Minutes**
 - b Action Log**
- 3. New Declarations of Interest - ALL**
- 4. Major Projects & Funding Update – Sarah Daniel**
- 5. 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**
- 6. Discover Ashfield Lead Update – Hollie Maxwell-Smith**
- 7. Board Member Updates – All**
- 8. Any Other Business – All**
- 9. Date of Next Meeting – Friday 5th April 2024**

ATTENDEES

Name	Position on Board	Position/Organisation	Present
Martin Rigley OBE	Chair / Theme Lead – Succeed in Ashfield	Business Development Manager	√
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	
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	Economic Development and Asset Management, Notts County Council	√
David Williams	Substitute for Jean Sharpe	Partnerships Manager North Nottinghamshire DWP	
Edward Johnstone	Board Member	Assistant Principal (Development), Portland College	√
Fiona Anderson	Board Member	Associate Director, Civic Engagement, Nottingham Trent University (NTU)	√
Gary Jordan MBE	Board Member	Community Engagement and Learning Lead, ATTFE	√
Ian Bond	Substitute for Peter Gaw	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 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	
Peter Gaw	Board Member	Chief Executive Officer, Inspire: Culture, Learning and Libraries	
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	
Abbie Smith	Supporting Officer	Senior Communications Officer, Ashfield District Council	√
Andrea Stone	Supporting Officer	Wellbeing Manager, 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	√
Melanie Wheelwright	Supporting Officer	Forward Planning & Economic Growth Team Manager Ashfield District Council	√
Paul Dobson	Observer	Training and Assessment Manager, Van Elle	√
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 Manager, Ashfield District Council	

Agenda Item	
1	Welcome / Introductions / Apologies
	<ul style="list-style-type: none"> • Apologies were made for Darron Ellis, Pete Edwards, Cllr Gregory, Cllr Relf, Ian Bond, Kathryn Stacey, Lee Anderson, Mel Phythian, Peter Gaw, Shola Olawole, Theresa Hodgkinson, Andrea Stone, Paul Crawford and Trevor Middleton. • Martin noted changes to board members as Kathryn Stacey is retiring in May and the Chief Executive of the newly formed Citizens Advice for Ashfield, Broxtowe, Sherwood and Newark, Jackie Insley, will be replacing her on the Board. • Julia Terry from Transforming Notts is reducing her hours and has put forward Simon Cartwright to attend for Transforming.
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"> • There were no actions from this meeting.
3	New Declarations of Interest – ALL
	<ul style="list-style-type: none"> • Martin and Gary Jordan gave declarations of interest as they are voluntarily supporting the Ideas for Careers who have won the Inspiring Ashfield contract. • Louise Knott noted a declaration of interest for the revised proposal for the Construction Centre with West Notts College.
4	Major Projects & Funding Update – Sarah Daniel
	<ul style="list-style-type: none"> • Sarah went through the programmes and funding update for April beginning with the Future High Streets Fund. • There are no changes to finance since the last report. • Cornerstone Theatre – the planning permission has now been received for the project. The principal contractor has been appointed with a start date in May 2024 and completion date for December 2024. • 9 – 11 Low Street – the contract work is progressing well and remains on track. • High Pavement House – the renovation work is complete. The Makerspace CIC has been established. The Council is re-evaluating governance options to manage the facilities due to challenges in the committee structure, which has elevated the risk of this project. • Since the report has been written, the person who was due to take the position of the coordinator role has declined so the job will be going out to advert again shortly. • Fox Street – Lindum’s have now been appointed as the principal contractor for the project. The project will commence on site on the 15th May starting with the Fox Street works and then progressing onto the Portland Square refurbishment.
	<ul style="list-style-type: none"> • Sarah moved onto the Towns Fund update. • There are no changes to finance since the last report.

- North Kirkby Gateway – negotiations for the land assembly are progressing alongside the Council’s legal due-diligence. The risk remains elevated from the previous meeting due to this.
- Kirkby Sports Hub – the planning application has now been submitted. The design team are progressing RIBA stage 4 with work due to start later in 2024.
- Sutton Lawn Sports Hub – the planning application has now been submitted. The design team are progressing, and work is continuing with the Football Foundation as they will deliver the 3G improvements through their framework agreement. The tennis court improvements are now completed, and the courts can be booked via the app.
- Portland Square – this is being delivered with Fox Street.
- Cycling and Walking routes – the design team has been appointed and is progressing through procurement.
- Visitor Digital – the website is now live, with the app still being worked on. There is ongoing work for the content on the website.
- Science Discover Centre and Planetarium – work on site is progressing well with the main structure and planetarium steel frame being installed. The team are monitoring some budgetary pressures however mitigation measures are being explored to maintain cost controls and completion date is on target for November 2024.
- Kings Mill Reservoir Leisure Development – the construction phase remains on programme and within budget. An operator brief has been issued and an agent is being engaged.
- ADMC – the project team are progressing RIBA stage 3. The appointment of a principal contractor has now been completed and the planning application has been submitted.
- Ashfield Construction Centre – Porland College: construction works have commenced at Portland College and are nearing completion in April / May 2024. Vision West Notts College (VWNC): the draft grant agreement for the construction centre works at West Notts College at Julia’s Way campus has been prepared for signing. Sarah explained she will return to this further down the update as there is a project variation request for the board.
- Ashfield Civil Engineering Centre – the risk remains elevated as the project has been delayed as the site development will need to align to the changes to the Council’s wider depot development work. The key factor is sufficient safe working space to develop the area. VWNC are exploring additional site options.
- Enterprising Ashfield – the risk remains elevated because the target outputs are behind plan at this point in the programme. The project manager will be attending the board meeting in May to provide an overview of the project.
- Library Innovation Centres – project planning is progressing for the Sutton project in collaboration with Nottinghamshire County Council (NCC) and Inspire.
- West Kirkby Gateway & public transport hub – the design team are progressing RIBA stage 3 plans. The planning application is due to be submitted in May to align to further work being developed for an operator. Public consultation took place and there was positive feedback from this.

	<ul style="list-style-type: none"> • Green Ashfield – the project delivery plan is being prepared and the procurement strategy is progressing. The risk remains elevated slightly because the project programme has slipped due to delays in agreeing the project plan and performance of the lead consultant. • High Street Property Fund – VWNC have appointed a member of the team to explore the feasibility of developing the space above Moor Markert in collaboration with the Council.
	<ul style="list-style-type: none"> • Sarah continued to the monitoring and evaluation part of the report. • There are no project adjustments during this reporting period. • A number of communication activities have occurred during this period including Fox Street renovation work, Science Discovery Centre progress update and Cornerstone Theatre. • The risk register is included in the agenda pack annexes.
	<ul style="list-style-type: none"> • Sarah moved onto an update of the UK Shared Prosperity Fund. • The challenge was having an 80% commitment for spend for 2023-2024 which has been confirmed at 82.3% which means that we will receive 100% of the funding for 2024-2025 in April. • High Street Property Improvement Fund – as a result of the board’s decision at the February meeting, Save the High Street was appointed to support the eligible Hucknall High Street businesses. • Events and Activities – the Arts Explora Mobile Museum, in partnership with the Tate, visited Kirkby, Sutton and Hucknall in March, spending one week in each area. Attendance from schools and the public on Saturdays was high. We are awaiting detailed feedback from the provider, but they were very pleased with attendance as most of the school time was fully booked out. • Visitor Economy – a draft Destination Management Plan has been produced which will be shared with the board in May. Quotes for the gateway signage are being sought and designs finalised. • Arts Council Bid – the bid has been submitted and a decision is expected in early June. • Community Vertical Farming - there was no committed spend for this project in 2023-2024 and it was concluded that the proposed location at Sutton Lawn was not viable due to the costs. It is currently being explored whether ATTFE could host the project within the college building. • Digital support for local communities – the project is being delivered as expected. A more detailed update will be provided at the next board meeting. • Support Local Businesses – the Ashfield Accelerator programme is being delivered in partnership with the Chamber of Commerce. VWNC are delivering the online trading pilot with traders from the Idlewell’s Market. • ADMC – the reopening ADMC programme is in progress. The next special event will be held at the Mour Hotel focussing on global trading. This coincides with a visit from a delegation from Mentor City, Ohio. • People and Skills – the Future’s agreement with the Council to deliver support to the economically inactive was put in place in March. Support is available to all residents with delivery sites in the priority areas. The Careers advice tender is out for procurement. The procurement for the Ashfield Digital Hub and Ashfield’s talent attraction have both been completed. Unfortunately, neither procurement attracted any competent bids, and officers are considering next steps with these projects.

	<ul style="list-style-type: none"> • Sarah then moved onto Kirkby Long-Term Plan for Towns. • A £20m allocation of government funding was announced for Kirkby in October with £19.51m allocated to the town with the remaining amount funding a new national High Streets and Towns Taskforce which will provide advice and support. • The Kirkby Town Board (KTB) is being set up to oversee the fund and plan and will include community partners, local businesses, cultural and sporting organisations, schools, the MP, and a representation from the Police and Crime Commissioner. • An initial meeting was held on 22nd March, which was hosted at Van Elle. The meeting provided an opportunity for partners to learn about the funding and how the programme will be delivered and to discuss the formation of the interim board. The first board meeting is scheduled for Friday 12th April. Sarah thanked the Discover Ashfield board members who have confirmed they can support the KTB and thanked Martin for agreeing to be the interim Chair for the KTB. Guidance for the Long-term Plan for Towns can be found in the agenda pack.
	<ul style="list-style-type: none"> • Sarah then moved to the Hucknall Levelling Up Fund update. • It was announced as part of the Spring Budget that the Council has been provisionally awarded up to £9,281,283 as part of the Government's Levelling Up Round 2. • The plan to drive economic regeneration in Hucknall is centred around three main themes -Skills and Economic Regeneration, Cultural and Heritage Gateway, and Access to Hucknall Town Centre. • Sarah plans to bring a presentation to the next board meeting to outline the plans for the funding as the projects need to be delivered in the next 24 months so it needs to be agreed what can be deliverable.
	<ul style="list-style-type: none"> • Joelle Davies let Sarah know that if she needs assistance with the procurement issues and if NCC can assist.
	<ul style="list-style-type: none"> • Chris Baron asked if there was a venue scheduled for the KTB meeting on April 12th.
	<ul style="list-style-type: none"> • Sarah confirmed the meeting will be hybrid and it can be attended in person at the Council offices for those who wish to attend. • She also explained the KTB papers will be out the following Monday, and that the consultants, Mutual Ventures, will be at the meeting to explain their role further.
	<ul style="list-style-type: none"> • Sarah then continued with the VWNC Construction Centre project variation proposal. • The Construction project consists of three main elements: expansion of West Notts College, creation of the construction training centre at Portland and relocation of the Inspire construction to High Pavement House. • Originally the project included building a new centre but this was too expensive. Consequently, plans were developed to increase capacity at the existing site off Julias Way. Sarah explained that an opportunity has arisen to purchase an additional site which would support expansion of construction provision. The site cannot be named due to commercial sensitivity. The cost of the site is £1.38m which would be covered by the Towns Fund budget, which is already allocated to the VWNC expansion, as the project at Julia's

	Way has reduced in scope. The new site also has the benefit of parking, which is a challenge atJulias Way.
	<ul style="list-style-type: none"> • Louise Knott confirmed that, looking at applications for next September for construction, they are already over 200 above the previous year and are expecting a significant increase in student numbers going forward to 2031 – 2032 so they will need more space for construction to accommodate these numbers.
	<ul style="list-style-type: none"> • Sarah explained the proposal is for the Council to buy the site with the Towns Fund and it would then go on a 125-year lease rent to the college for a peppercorn rent.
	<ul style="list-style-type: none"> • Martin commented that he understands there is a demand for space and agreed that the parking is an added bonus.
	<ul style="list-style-type: none"> • Fiona Johnson gave her opinion that this opportunity sounds very positive and that Nottingham Trent University, alongside VWNC, are looking at the importance of green sustainable construction and the career pathways in that industry and the growth opportunities locally are brilliant.
	<ul style="list-style-type: none"> • Simon Martin commented that this sounds an exciting possibility. He asked when the site might be ready for use.
	<ul style="list-style-type: none"> • Louise explained, if all goes smoothly, it could be midway through the next academic year or latest September 2025.
	<ul style="list-style-type: none"> • Cllr Girling offered his assistance for sites around Ashfield, if the proposed site does not go through as NCC are undertaking a rationalisation of NCC's sites around Ashfield and Nottinghamshire.
	<ul style="list-style-type: none"> • John Bennett responded to Cllr Girling that a discussion regarding assets that the County have within Ashfield would be beneficial.
	<ul style="list-style-type: none"> • Cllr Girling agreed.
	<ul style="list-style-type: none"> • Joelle offered to give introductions to John and the property manager at NCC following the meeting.
	<ul style="list-style-type: none"> • Martin asked the board to decide on the proposed site for the Construction Centre.
	<ul style="list-style-type: none"> • Liz Barrett proposed the decision, and Fiona Johnson seconded.
5	Theme Lead Reports – Theme Leads
a	Succeed in Ashfield – Martin Rigley
	<ul style="list-style-type: none"> • Martin explained that he and Gary Jordan had been working on the Ideas for Careers and will continue to work on this.
	<ul style="list-style-type: none"> • He attended the Chamber of Commerce Manufacturing Conference, which was very good.
	<ul style="list-style-type: none"> • He supported NTU's application for their further education application to a business school accreditation which could get NTU into the top 130 business schools globally.
	<ul style="list-style-type: none"> • Fiona expressed her thanks for Martin's support.
	<ul style="list-style-type: none"> • Martin explained that the Science Discover Centre has been raising money via seat sponsorship and that he had contact from Steve Wallace, the project manager at the Centre, to say that the Astronomer Royal for Scotland had sponsored a seat, proving that there is national recognition coming through for the Planetarium.

	<ul style="list-style-type: none"> • Martin confirmed he would be standing as the interim Chair for the KTB and will attend the board meetings.
	Love Where You Live – Liz Barrett
	<ul style="list-style-type: none"> • Liz celebrated the Mobile Art Museum Explora, as she attended the Sutton location. She explained some children who had attended in the week with their schools had then gone again at the weekend with their parents / carers. • She thanked the Council for organising this.
	<ul style="list-style-type: none"> • She reiterated Theresa Hodgkinson’s words regarding the Council’s 50th anniversary saying, “Proudly serving residents and businesses of Hucknall, Sutton, Kirkby and Rural areas for 50 years”.
	<ul style="list-style-type: none"> • Liz discussed the free Growing Packs which had been offered out by the Council and these had gone very, very quickly and it is great to think people of Ashfield are going to be active growing and making the district bloom, and this is thanks to the UK Shared Prosperity Fund.
	<ul style="list-style-type: none"> • There are also the Wellbeing Community events upcoming which are so beneficial to residents and reiterated the importance of promoting this.
	<ul style="list-style-type: none"> • Liz finished by saying she is very proud of Ashfield and doesn’t believe she has ever seen so much investment such as what has come in the last few years. She understands the funding can be a lot of work, but it is so beneficial, and it is positive to have additional funding for Hucknall. She thanked Ashfield District Council for their continued work.
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"> • There was no update from Pete.
6	Discover Ashfield Lead Update – Hollie Maxwell-Smith
	<ul style="list-style-type: none"> • Hollie followed on from Sarah’s report that the visitor economy DMP is looking at current and new events and it will be great to have a fresh set of ideas.
	<ul style="list-style-type: none"> • She is looking to get together the visitor centres, heritage groups and places to visit to work together and form a group.
	<ul style="list-style-type: none"> • She has looked at dates with Martin for the Champions Evenings for the next year so these will be booked, and invites sent out.
	<ul style="list-style-type: none"> • A date for the AGM and development day is also in discussion so further details will follow for this.
	<ul style="list-style-type: none"> • Martin expressed how well the Champions Evenings go and invited all the board to attend if they can.
7	Board Member Updates – All
	<ul style="list-style-type: none"> • Fiona updated the board on the Stakeholder Conference which is taking place on June 26th at the NTU Hub in Mansfield. • Colleagues on the steering group have agreed the theme of ‘Place Making’ to look at how they can add value to the work already going on and gain ideas from other areas of the country with work happening. • The Conference will have a welcome introduction, then a presentation by Andrew Cropley and Martin Rigley followed by a session led by guests from the Liverpool City region and an organisation called Place Matters, followed by workshops. • This will lead into a wrap-up session.

	<ul style="list-style-type: none">• Martin commented he was keen to listen to speakers from other areas and see what work they are doing and what cross fertilisation there is.
8	Any Other Business - All
	<ul style="list-style-type: none">• There was no other business.
9	Date of Next Meeting – Wednesday 8th May