



**DISCOVER ASHFIELD BOARD MEETING**

**Wednesday 23<sup>rd</sup> October 2024  
9am – 11am**

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

## **AGENDA**

**Page**

- 1. Welcome / Introductions / Apologies – Louise Knott**
- 2. Reflections of Previous Meeting – Louise Knott**
  - a Meeting Minutes**
  - b Action Log**
    - There were no actions.
- 3. New Declarations of Interest - ALL**
- 4. Sherwood Observatory Update – Steve Wallace**
- 5. Regeneration Programmes Update – Sarah Daniel**
- 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. Board Member Updates – All**
- 8. Any Other Business – All**
- 9. Date of Next Meeting – Friday 13<sup>th</sup> December**

**ATTENDEES**

Name	Position on Board	Position/Organisation	Present
Martin Rigley OBE	Chair / Theme Lead – Succeed in Ashfield	Director, Gordian Consulting	√
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	√
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 Jean Sharpe	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	√
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	
Kieran Percival	Observer	Business Director, Doorcerts	√
Kirsty Blyth	Substitute for Peter Graw	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	√
Nicola Stevens	Substitute for Cllr Girling	Nottinghamshire County Council	√
Paula Longden	Substitute for Claire Hinchley	Associate Director of Strategy and Partnerships Sherwood Forest Hospitals	
Peter Graw	Board Member	Chief Executive Officer, Inspire: Culture, Learning and Libraries	
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	
Steve Wallace	Presenting	Chair and Planetarium Project Manager	√
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	
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	
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	√

<b>Agenda Item</b>	
<b>1</b>	<b>Welcome / Introductions / Apologies – Louise Knott</b>
	<ul style="list-style-type: none"> <li>• Apologies were made for Martin Rigley, Darron Ellis, Claire Hinchley, Cllr Gregory, Cllr Relf, Cllr Girling, Edward Johnstone, Paula Longdon, Peter Gaw, Shola Olawole, Theresa Hodgkinson, Christine Sarris, Paul Crawford &amp; Sarah Curtiss.</li> <li>• An introduction was made to Charles Edwards, new operations executive director at Ashfield District Council.</li> </ul>
<b>2</b>	<b>Review of Previous Meeting – Louise Knott</b>
<b>a</b>	<b>Board Meeting Minutes</b>
	<ul style="list-style-type: none"> <li>• All minutes agreed.</li> </ul>
<b>b</b>	Action Log (these include actions from the below minutes)
	<ul style="list-style-type: none"> <li>• There were no actions from the meeting.</li> </ul>
<b>3</b>	<b>New Declarations of Interest – ALL</b>
	<ul style="list-style-type: none"> <li>• There were no new declarations of interest.</li> </ul>
<b>4.</b>	<b>Sherwood Observatory Update – Steve Wallace</b>
	<ul style="list-style-type: none"> <li>• Steve gave the board members an update on Sherwood Observatory and thanked the board for all their support.</li> </ul>
	<ul style="list-style-type: none"> <li>• The vision was to create a science discovery centre and planetarium that will inspire Science, Technology, Engineering and Maths (STEM) learning in young and old alike. A pipeline of talented and motivated people that will support prosperity in the area. A unique visitor attraction that is an important part of the visitor economy.</li> </ul>
	<ul style="list-style-type: none"> <li>• He explained there had been fundraising which has assisted with the project and showed images of the progress of the build.</li> <li>• The café will be run by the catering students from ATTFE to support their learning.</li> <li>• A time capsule from local primary school students will be installed within the reservoir floor.</li> <li>• East Midlands Rail sponsored a hoist in the toilets / changing facilities.</li> <li>• Mansfield Building Society sponsored the solar panels on the roof of the planetarium.</li> <li>• Students from West Notts College have been working on the project as part of the social value.</li> <li>• Students from a local school planted and took away tomato plants.</li> <li>• Murals have been painted by learners at ATTFE which charts the history of the observatory.</li> <li>• Steve presented at a Rolls Royce retiree group in the past year and was offered a rocket engines for the site, which have been delivered and are going to be displayed in the reservoir building.</li> <li>• Heritage Lottery Funding has funded information boards to tell the story of the reservoir and its history in water sanitation for the area.</li> <li>• Tony Booth has been appointed to work at the observatory and Matt will be the lead planetarium presenter.</li> <li>• The new website will be launched shortly which will include a booking function for individuals or groups.</li> </ul>

	<ul style="list-style-type: none"> <li>• There are 59 seats in the planetarium, some of these are removeable to allow wheelchair access.</li> <li>• Staff training starts on 4<sup>th</sup> November.</li> <li>• Handover date from the contractors is 11<sup>th</sup> November.</li> <li>• Test events start on 19<sup>th</sup> November.</li> <li>• Open to visitors on 25<sup>th</sup> November.</li> <li>• VIP opening on 23<sup>rd</sup> January with Chris Lintott (BBC Sky at Night) and Catherine Heyman (Scottish Astronomer Royal).</li> <li>• Bookings have already been taken.</li> </ul>
	<ul style="list-style-type: none"> <li>• Martin commented that the planetarium is looking amazing.</li> </ul>
	<ul style="list-style-type: none"> <li>• Sarah Speight asked Steve if the universities had been involved.</li> </ul>
	<ul style="list-style-type: none"> <li>• Steve confirmed through NTU Enterprising Ashfield, and both university's astronomy departments had been involved.</li> </ul>
	<ul style="list-style-type: none"> <li>• Steve thanked the board again for all their support and help.</li> </ul>
<b>5.</b>	<b>Regeneration Programmes Update – Sarah Daniel</b>
	<ul style="list-style-type: none"> <li>• Sarah went through the programmes update, starting with Succeed in Ashfield (included in the agenda pack).</li> </ul>
	<ul style="list-style-type: none"> <li>• Melanie Wheelwright updated on Supporting Local Business and People and Skills.</li> </ul>
	<ul style="list-style-type: none"> <li>• Sarah continued with the update from More to Discover.</li> </ul>
	<ul style="list-style-type: none"> <li>• Preparation for the monitoring and evaluation for Towns Fund and Future High Streets for the period ending 31 September has commenced. The submission is currently planned for 21<sup>st</sup> November. The Funding Subgroup will be set up in advance of the deadline to review the submission.</li> <li>• The risk registers for Towns Fund, FHSF and UKSPF are included in the annexes to the agenda pack within the report.</li> </ul>
	<ul style="list-style-type: none"> <li>• Melanie continued with agenda item 1.7.1 Ashfield Accelerator and E16 Enterprise Grant proposal.</li> <li>• The delivery of the Ashfield Accelerator programme has been subject to regular monthly monitoring to ensure the UKSPF investment plan targets are met. The programme was jointly procured with other local authorities through the Nottinghamshire County Council framework. The grant has proved popular and is fully subscribed.</li> <li>• Work is continuing with the East Midlands Chamber of Commerce and forecast, based on average performances, is an underspend of £52,078. It was proposed to reallocate £33,198 of this underspend to Enterprise Grants.</li> <li>• The Enterprise Grant has continued to have good take up and there are a number of project proposals the additional funding could be used for</li> </ul>
	<ul style="list-style-type: none"> <li>• The board was asked to consider and approve the reallocation of £33,198 from the Ashfield Accelerator programme to the E16 Enterprise Grant.</li> </ul>
	<ul style="list-style-type: none"> <li>• Gary Jordan proposed, and Tim Hepke seconded.</li> </ul>
	<ul style="list-style-type: none"> <li>• Sarah continued with 1.7.2 E16 Online Trading Opportunities.</li> <li>• £28,000 was allocated to support businesses to trade online and offer support services. In March West Notts College (WNC) began a pilot with Market Traders to engage and assist them in trading online. Due to a range of challenges the project was unable to achieve the outputs and outcomes, but there are opportunities to complete the pilot in collaboration with other delivery partners.</li> </ul>

	<ul style="list-style-type: none"> <li>• E24 Low Street, Sutton Improvements – the proposal approved for Low Street primarily focusses on enhancing the appearance of three derelict building through façade wraps, to improve the overall look and feel of the street. It has also been identified that further environmental improvements could significantly enhance the overall street appearance including the installation of planters, murals, and repainting the street furniture.</li> <li>• There are also potential works in the alleyway which leads from Low Street up to the Cornerstone Theatre at ATTFE.</li> <li>• To fund these additional improvements, it is proposed to utilise the underspend from the E16 Online Trading Opportunities project.</li> </ul>
	<ul style="list-style-type: none"> <li>• The board are asked to consider and approve the reallocation of £13,608.65 from Online trading opportunities to E24 Low Street area improvements.</li> </ul>
	<ul style="list-style-type: none"> <li>• Pete Edwards proposed, and Gary Jordan seconded.</li> </ul>
	<ul style="list-style-type: none"> <li>• Sarah continued with 1.7.3 E6 Visitor Economy.</li> <li>• The Council has started working in Stanton Hill with the Neighbourhood Forum to look at how the area can be regenerated. A key part of this is how the visitor economy can support this work due to the number of key assets in this area which include Brierley Forest Park, Silverhill Wood, Teversal Village, a holiday park, walking and cycling trails and nearby Hardwick Hall as well as the wider countryside. Consultancy support is required for this work and the highest scoring submission is costed at £20k, there is also the need to fund some consultation and engagement work which could cost up to £22k in total.</li> <li>• Over the last 18 months the Council has invested over £90k to safeguard Lindley’s Mill in Sutton which has included replacing the roof and treating the walls to address issues with water ingress and loose plaster.</li> <li>• After many years of care by the Sutton Heritage Society the group has decided that they can no longer support this work. Sutton Living Memory Group have kindly agreed to take on the responsibility of arranging access for school and other group visits and marking annual events such as National Mills Day. There is a need to refresh the interpretation material within the mill and provide additional resources to engage visitors. There are also other local heritage sites which would benefit from some investment.</li> <li>• There is currently £28,035.28 unallocated within this project. We therefore recommend that this amount is allocated to the Stanton Hill work, Lindley’s Mill and other heritage sites. Further information will be provided at a future board once we have reviewed requirements at other sites.</li> </ul>
	<ul style="list-style-type: none"> <li>• The Board is asked to consider and approve the allocation of £28,035.28 from the Visitor Economy budget to the Stanton Hill Investment Plan and to allocate the remaining funds to Lindley’s Mill and other heritage sites and activities.</li> </ul>
	<ul style="list-style-type: none"> <li>• Simon Cartwright explained he is involved with Teversal Church and would be keen to be included with the Stanton consultation. He is also aware the football pitch at Teversal is in need of some upgrades.</li> </ul>
	<ul style="list-style-type: none"> <li>• Sarah thanked Simon, and added she would check with the neighbourhood forum if the church is part of that group.</li> <li>• She added that whilst the football pitch does need attention, the land is in trust, which is a barrier, but the Council is working with the football club to look at pitch improvements with the Football Foundation.</li> </ul>
	<ul style="list-style-type: none"> <li>• Pete Edwards proposed, and Simon Cartwright seconded.</li> </ul>

	<ul style="list-style-type: none"> <li>• Sarah continued with item 1.7.4 Community Vertical Farming.</li> <li>• There is an underspend on this project of £8,050. An opportunity has been identified to support a pilot project in Kirkby which would compliment the vertical farming initiative through the creation of a community allotment and wildlife garden. This would support the physical, mental, social and emotional health of local people who would get involved with the project which would include children and vulnerable adults.</li> <li>• The project would be based at St Thomas' Church in Kirkby and the total cost of the project is £6,186.43 which would cover materials and labour for the installation of raised beds, fencing, a shed and pond area as well as seating and gardening equipment.</li> </ul>
	<ul style="list-style-type: none"> <li>• The Board is asked to consider and approve the reallocation of £8,050 from E13 Community Vertical Farming to Green Social Prescribing with £6,186.43 allocated to the community allotment and wildlife garden and the remainder to the various initiatives within the Green Social Prescribing programme.</li> </ul>
	<ul style="list-style-type: none"> <li>• Gary Jordan proposed, and Tim Hepke seconded.</li> </ul>
	<ul style="list-style-type: none"> <li>• Kirkby Long-term Plan for Towns - We are awaiting an update from the Ministry for Housing, Communities and Local Government regarding confirmation of the revised submission timelines for this fund.</li> <li>• The three new subgroups met in September – for funding, safety and security and town centre, regeneration, and transport. The groups have all agreed terms of reference. Meetings will recommence once we have received further information about the fund.</li> <li>• Hucknall Levelling Up Fund - We are awaiting an update from the Ministry for Housing, Communities and Local Government regarding this fund. Information about the project programme is being developed to update residents and businesses about the proposals.</li> </ul>
<b>6</b>	<b>Theme Lead Reports – Theme Leads</b>
<b>a.</b>	<b>Succeed in Ashfield – Martin Rigley</b>
	<ul style="list-style-type: none"> <li>• Martin supported ATTFE with the vertical farming project.</li> </ul>
	<ul style="list-style-type: none"> <li>• He also supported the Planetarium by interviewing for the new staff.</li> </ul>
	<ul style="list-style-type: none"> <li>• Supported Ideas4Careers alongside Gary Jordan.</li> </ul>
	<ul style="list-style-type: none"> <li>• He attended a Midlands Skills &amp; Employability parliamentary session at Whitehall. He met with local MPs and the East &amp; West Midlands Mayors.</li> </ul>
	<ul style="list-style-type: none"> <li>• He met with Hollie and Kieran to discuss Discover Ashfield and plan the next Champions event in November which will be a lunchtime event on Wednesday 27<sup>th</sup> November.</li> </ul>
<b>b.</b>	<b>Love Where You Live – Liz Barrett</b>
	<ul style="list-style-type: none"> <li>• Simon Martin gave the Love Where You Live update on behalf of Liz.</li> </ul>
	<ul style="list-style-type: none"> <li>• It has been amazing to have the Northern Lights over Ashfield recently and captured as a winner in the Discover Ashfield photography competition 2024. There were some fabulous nominations this year and well done to all who submitted an image.</li> </ul>
	<ul style="list-style-type: none"> <li>• Work has started on Portland Square. The new look will feature two raised lawns, with in-built seating and semi-mature trees to bring nature back into the urban setting. There will be better lights, paving and outside space for businesses to utilise for seating. CCTV will also be fitted, creating a safe space for the town centre.</li> </ul>



	<ul style="list-style-type: none"> <li>• The next few weeks see the preparation for Remembrance Day where all areas of Ashfield take time and pride to remember the impact of wars.</li> <li>• ATTFE and Together in Ashfield CIC have led a 6-month initiative with learners and volunteers of all ages working alongside veterans and the local community, including Ashfield Fire Station, to create wooden installations for Remembrance. These will be celebrated at an event on 2<sup>nd</sup> November at St Mary's Cenotaph followed by an event at Ashfield Fire Station led by the new Lord Lieutenant of Nottinghamshire.</li> </ul>
	<ul style="list-style-type: none"> <li>• Simon added that by the time of the next board meeting he hopes to have some pictures to share of the Vertical Farming project.</li> </ul>
<b>c.</b>	<b>More to Discover – Darron Ellis</b>
	<ul style="list-style-type: none"> <li>• There was no update for More to Discover.</li> <li>• Hollie added that Darron has also been working with the Fire Station event.</li> </ul>
<b>d.</b>	<b>Be Healthy, Be Happy – Pete Edwards</b>
	<ul style="list-style-type: none"> <li>• The Management group met to look at the current strategy and from 2025 and beyond. .</li> <li>• Pete attended the Mid Notts Place Based Partnership meeting, organised through the health service. The theme was aging well and frailty transformation. There were discussions on maximising servicing across Ashfield, Newark &amp; Sherwood and Mansfield, including transport links.</li> <li>• They also discussed care homes, with the area having 117 care homes with approx. 3,700 beds and the aim would be to align these with GP practices.</li> <li>• There was a conversation about having Best Year Hubs in the area, and there was a mapping exercise to see what assets Ashfield already had, and whether there could be any funding to turn these assets into Best Year Hubs.</li> </ul>
<b>6.</b>	<b>Board Member Updates - All</b>
	<ul style="list-style-type: none"> <li>• There were no board member updates.</li> </ul>
<b>7.</b>	<b>Any Other Business – All</b>
	<ul style="list-style-type: none"> <li>• Hollie notified the Board that the January board meeting will be an in-person held at Sherwood Observatory. There will be further updates closer to the time for this, she thanked Liz for organising this.</li> </ul>
<b>10.</b>	<b>Date of Next Meeting – Friday 13<sup>th</sup> December 2024</b>