**Discover Ashfield logo and text. 
  
  
DISCOVER ASHFIELD BOARD MEETING**

**Friday 13th December 2024**

**9am – 11am**

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

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| **AGENDA** | **Page** |

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|  | **Welcome / Introductions / Apologies – Martin Rigley** |  |

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|  | **Reflections of Previous Meeting – Martin Rigley** |  |

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|  | **Meeting Minutes** |  |

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| **b** | **Action Log**   * There were no actions. |  |

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|  | **New Declarations of Interest - ALL** |  |
| **4.** | **Regeneration Programmes 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 Chair position – Hollie Maxwell-Smith** |  |

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| **7.** | **Board Member Updates – All** |  |
| **8.** | **Any Other Business – All** |  |
| **9.** | **Date of Next Meeting – Wednesday 15th January** |  |

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| 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 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 |  |
| 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 Gaw | Board Member | Chief Executive Officer, Inspire: Culture, Learning and Libraries |  |
| Sarah Speight | Observer | Deputy Vice-Chancellor & Provost, NTU |  |
| Sarah Mayfield | Substitute for Sarah Speight | Director of Skills and UK College and Civic Partnerships | √ |
| 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 | √ |
| 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 | √ |

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| **Agenda Item** |  |
| **1** | **Welcome / Introductions / Apologies – Martin Rigley** |
|  | * Apologies were made for Sarah Speight, Charles Edwards, Mel Phythian, Jackie Insley, Gary Jordan, Shola Olawole, Kate Porter and Darron Ellis. * Introductions were made around the meeting. |
| **2** | **Review of Previous Meeting – Martin Rigley** |
| **a** | **Board Meeting Minutes** |
|  | * All minutes agreed. |
| **b** | Action Log (these include actions from the below minutes) |
|  | * There were no actions from the meeting. |
| **3** | **New Declarations of Interest – ALL** |
|  | * There were no new declarations of interest. |
| **4.** | **Regeneration Programmes Update – Sarah Daniel** |
|  | * Sarah went through the programmes update, starting with Succeed in Ashfield (included in the agenda pack). |
|  | * Melanie Wheelwright updated on Supporting Local Business. |
|  | * Cllr Girling commented that Nottinghamshire County Council held their Economic Development department staff Christmas event at Sherwood Observatory, and he recommended visiting the site. |
|  | * Melanie continued to update the board on People and Skills. |
|  | * Sarah continued with the update from More to Discover. |
|  | * Cllr Gregory expressed how popular the Growing packs were previously and asked if there would be a contingency to ensure different groups were able to access these next time round. |
|  | * Sarah confirmed she will check with the team and let Cllr Gregory know. |
|  | * She continued with the report. * The Monitoring and Evaluation submission for the period of April 2024 to September 2024 was submitted to Ministry of Housing, Communities, and Local Government (MHCLG). A summary of the M&E was completed on 18th November and the funding subgroup agreed to make the recommendation to the board that the report is signed off by the DA Board Chair. * The M&E submission for April 2024-September 2024 for UK Shared Prosperity Fund has been submitted. |
|  | * Sarah then moved onto Section 1.7 Proposals. * Reallocation of funding. The West Kirkby Gateway and Low Street project budgets have been reviewed to ensure funding can be committed and spent before the end of the programme. * **West Kirkby Gateway/ADMC -** The draft plans for residential development at West Kirkby Gateway (former Wyvern Club site) have been costed at £4,689,452 including site acquisition, demolition and fees. This budget would help to achieve Passivhaus certification on the building as an exemplar project within the District. * The balance of funds was ringfenced to support emerging plans for the Lane End derelict site which has recently been submitted for planning although subsequently withdrawn whilst issues are resolved. Delays in the private development on Lane End coming forwards means that there is insufficient time for a scheme to be completed before the end of the Towns Fund programme. It is therefore recommended to move some of the unallocated balance of the project budget to projects where there are cost pressures. * **TF03 ADMC** - The principal contractor has now completed the fixed cost plan which has identified increases in cost. The cost increases are principally in relation to higher building construction costs, Section 278 works and associated professional services delivery fees. The total increase is £1.9 million. * A value engineering review has been undertaken and £400k of cost savings have been identified. A decrease in the equipment budget from five to four million can also be achieved, both of which would have minimal impact on the overall project. If £500k is reallocated from West Kirkby Gateway project this would enable the budget deficit to be fully covered and the project to retain a healthy contingency. |
|  | * Paula Longden asked what the consequences would be of not delivering the full footprint at the site as originally planned at West Kirkby Gateway. |
|  | * Paul Crawford explained the site across the road has been derelict for decades and there had been no plan to repurpose this. Ashfield Council had looked into purchasing this to include another gateway into the town. * There is now private sector interest in this site which means ADC do not need to intervene. |
|  | * The board were asked to approve the reallocation of £500k from the TF17 West Kirkby Gateway project to the TF03 ADMC project. |
|  | * Tim Hepke proposed, and Cllr Relf seconded. |
|  | * Sarah continued with the report 9-11 Low Street. * This project has been completed and has retained an unallocated contingency which could be allocated to address cost risks on the remaining Future High Streets Fund projects of Fox Street and the Cornerstone Theatre. Any funds that remain following completion of the FHSF programme could be used to reduce the Council’s borrowing costs. |
|  | * The board were asked to approve the reallocation of the remaining contingency costs of £227k to the two remaining Future High Streets Fund projects (Fox Street and Cornerstone Theatre). |
|  | * Pete Edwards proposed, Una Key seconded. |
|  | **Kirkby Long-term Plan for Towns**   * Updated information was provided in late November which confirmed that a revised prospectus will be published by the government in the New Year, with associated timelines and new strategic objectives aligned with the government’s missions. This will include a broader range of policy interventions, affording places greater flexibility in how they improve their areas. * Delivery grant funding will now not be available until March 2026, but Towns can use local authority financed spend to move their plans forward if their local authority and Town Board agree. Plans will still be subject to an assessment and approval process to confirm the eligibility of spend, so any spend incurred would be at the local authority’s risk. * Additional engagement will be advisable due to the broadened scope of possible interventions. Governance arrangements are expected to be broadly the same. * Government representatives will visit places in the coming months. The Town Centre and Safety subgroups have met to agree Terms of Reference and future meetings are planned in. The Funding subgroup will meet once the new guidance is issued. * An additional capacity payment of £200k will be paid next financial year and this can be used to fund project development. The Kirkby Town Board is meeting in January to agree next steps. |
|  | **Hucknall Levelling Up Fund**   * The Council is submitting a consultation response together with further letters of support from partners by 13th December. The outcome is due by the end of January. |
|  | * Paul Crawford highlighted that following the M&E subgroup meeting for Towns Fund monitoring, the recommendation was that the Chair bring this to the next board meeting and confirm they were happy to sign this off. |
|  | * Martin confirmed he had spoken to the Chair of the Funding Subgroup and was happy to sign off. |
|  | * Paul continued and presented on the Towns Fund / Future High Streets Fund projects. * West Kirkby Gateway – the original plan for the former Wyvern Club site was to build a commercial unit to support a wider provision of transport networks, such as a coffee shop or ticket office. * The viability of this has not proven positive. * Another option has been identified to build a housing scheme, with 12 apartments which will be accessible to the private sector market. * This scheme is in the first stages of RIBA stage 2 establishing fixed design and costs plan. The completion date is aimed for June / July 2026. |
|  | * North Kirkby Gateway – the project was to bring together GP practices in the location however there were many challenges around this, for stakeholders and partners. * The focus has now moved onto how Ellis Street can be made more vibrant and to enhance the plaza. * The design team are now looking at a scheme located on the corner of Pond Street & Ellis Street, with a four-storey building which will have a mix of residential and private sector market with a commercial ground floor. * The team are working with local community groups and businesses on the plans for this. There will be designs presented to the board at a future meeting. * RIBA stage 1 design is in process, with completion on site due in October 2026. |
|  | * ADMC – the team are developing the highway strategy. The project is progressing well with a principal contractor engaged, and the project is due to start in February 2026. The land assembly is still an ongoing process as the land ownership has been complex and should be completed early in the new year. |
|  | * Portland Square & Fox Street – the Fox Stret project is the enabling site for Portland Square during construction. The contracts team will stay on site until the works are over. The raised planters and seating have been made by a local company in Huthwaite and site workers are predominantly local. |
|  | * Kings Mill Reservoir Leisure Building – the building was handed over in July. Since then, the council has been working on securing an operator for the site. This process is nearing completion and in the new year a launch plan should be underway. |
|  | * Cllr Relf explained that there had been delays with the Highways team for ADMC and asked Cllr Girling if he could look into this. |
|  | * Cllr Girling offered to ask the questions. |
|  | * Leanne Monger echoed the challenges around North Kirkby Gateway and was positive about the new design. * She asked Paul about the size and target population for the supported living at the new project site. |
|  | * Paul explained the scheme is being led by a development partner. He believes there are 21 apartment at the site, but he will put Leanne in contact with the partner to give more context to the plan. |
|  | * Paula asked how the board would be measuring the economic impact of these changes in the programme. |
|  | * Paul explained the monitoring will continue for 5 years following project completion, this will include vacancy rates and footfall. Health & wellbeing will be covered by this team. |
|  | * Sarah Daniel added that the Monitoring & Evaluation subgroup could be a group to look more into the impact of the projects in the new year. |
|  | * Paula offered herself and Leanne to be able to help in looking at health metrics. |
|  | * Simon Martin agreed that the M&E subgroup could look at measuring the impacts of these, with some changes to the terms of reference. |
|  | * Leanne added that the Mid Notts Place Based Partnership was meeting the following week with an update from Place boards and she would be keen to hear more from Theresa on health and wellbeing. |
| **5** | **Theme Lead Reports – Theme Leads** |
|  | **Succeed in Ashfield – Martin Rigley** |
|  | * He has been supporting Inspiring Careers Ashfield, through Ideas for Careers, networking and making connections with local businesses to support the work experience agenda. |
| **b.** | **Love Where You Live – Liz Barrett** |
|  | * Liz praised Sherwood Observatory and local bookings they have had. The official opening is in January. |
|  | * As Deputy-Lieutenant, Liz attended a Trusted Partnership event, and Ashfield was represented very strongly. She is keen to know of anyone within the district doing great work who can be recognised at a local and national level through this. |
|  | * As part of the Vertical Farming project, ATTFE are hopeful to have their first grown product by the end of the following week, with learners and volunteers being involved in this. The aim is to have a sustainable model by the end of March 2025. |
|  | * The Christmas light switch on events were well attended and something to be proud of in Ashfield. |
|  | * Cllr Girling thanked ATTFE for the catering at Sherwood Observatory during their visit. |
|  | * Liz thanked Simon for all his work on this and explained these are learners and volunteers working at the site, building their confidence and skills. |
|  | * Cllr Relf echoed the comments on the observatory and praised ATTFE’s work at site. |
|  | * Una Key explained that Stewart Nubley of Ashfield Spartans Boxing Academy had been awarded with BBC’s East Midlands Sport Personality Award of the Year Unsung Hero Award and is now progressing to the main Unsung Hero Award against all other regional winners in December. She asked Liz to mention this to the Lord Lieutenant. |
| **c.** | **More to Discover – Darron Ellis** |
|  | * There were no updates from Darron. |
| **d.** | **Be Healthy, Be Happy – Pete Edwards** |
|  | * The group had recently had a Management meeting with a presentation from Michael from A Better Life (ABL) who spoke about health in Nottingham and the programmes they are doing. * There was also a presentation from Citizens Advice on their restructure. * Mark Yates spoke about the Local Design Team change and the development of this in the future. * All the dates for future meetings and networking events have been put into diaries to ensure minimal clashes. |
| **6.** | **Discover Ashfield Chair Position – Hollie Maxwell-Smith** |
|  | * Hollie explained that Martin will be stepping down from his role as Chair of the Discover Ashfield Board but continuing as a Board member in the future. * An email went out to the Board asking if any private sector individuals would like to put themselves forward for this role, with only one volunteer coming forward which was Kieran Percival. * The proposal is, in line with the formal documents of the board, for Kieran to shadow Martin in his role of Chair until March when the next Annual General Meeting is held. At this point there can be voting on the role of Chair at the AGM. |
|  | * Hollie asked the Board to approve Kieran to shadow Martin ahead of the AGM on March. |
|  | * Una Key proposed, and Pete Edwards seconded. |
| **7.** | **Board Member Updates - All** |
|  | * There were no updates from the board. |
| **8.** | **Any Other Business – All** |
|  | * Hollie updated the board that the January board meeting will be at the Planetarium, with an extended time of a Board meeting and a tour of the site. If the board can let Hollie know if they can attend and if there are any dietary requirements. * She also explained that she had met with Leon Dale from Mansfield Place board and there had been a discussion regarding an Ashfield and Mansfield Place board away day. * The board agreed this would be beneficial. |
| **9.** | **Date of Next Meeting – Wednesday 15th January at Sherwood Observatory.** |