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

**Friday 12th January 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**   * Paul Crawford to bring a revised Theatre programme to the next board meeting. * The Board is asked to consider and approve the request for allocation of funding for gateway signage under the Visitor Economy update from the 15th of November meeting. |  |

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|  | **New Declarations of Interest - ALL** |  |
| **4.** | **Major Projects & Funding Update – Sarah Daniel** |  |

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| **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** |  |

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| **6.** | **Discover Ashfield Project Officer Update – Hollie Maxwell-Smith** |  |

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| **7.** | **Board Member Updates – All** |  |
| **8.** | **Any Other Business – All** |  |
| **9.** | **Date of Next Meeting – Wednesday 14th February 2024** |  |

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| ATTENDEES | | | |
| Name | Position on Board | Position/Organisation | Present |
| Martin Rigley OBE | Chair / Theme Lead – Succeed in Ashfield | Innovation Engineer, ECS Engineering | √ |
| 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 Ward | Board Member | Chair of Sherwood Forest Hospitals NHS Foundation Trust |  |
| 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 | Economical Development and Asset Management, Notts County Council | √ |
| David Ainsworth | Board Member | Director of Sherwood Forest Hospitals Trust |  |
| David Williams | Substitute for Jean Sharpe | Partnerships Manager North Nottinghamshire DWP | √ |
| Edward Johnstone | Board Member | Assistant Principal (Development), Portland College | √ |
| Fiona Anderson | Board Member | Associative Director, Civic Engagement, Nottingham Trent University (NTU) | √ |
| Gary Jordan MBE | Board Member | Community Engagement and Learning Lead, ATTFE | √ |
| Ian Bond | Substitute for Peter Graw | Director of Learning, Inspire: Culture, Learning and Libraries | √ |
| Jean Sharpe | Board Member | Lincolnshire, Nottinghamshire & Rutland Progression Champion for In-Work Progression |  |
| Julia Terry | Board Member | Development Worker, Transforming Notts Together |  |
| Kathryn Stacey | Board Member | Chief Executive, Citizens Advice Ashfield | √ |
| 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 Martin | Board Member | Vice Principal, Academy Transformation Trust Further Education (ATTFE) | √ |
| 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 | √ |
| Will Morlidge | Board Member | Chief Executive, D2N2 LEP |  |
| Andrea Stone | Supporting Officer | Health and Wellbeing Manager, Ashfield District Council |  |
| Chris Stephenson | Supporting Officer | Communications Manager, Ashfield District Council |  |
| Christine Sarris | Supporting Officer | Assistant Director – Planning and Regulatory Services | √ |
| Hollie Maxwell-Smith | Supporting Officer | Project Officer Discover Ashfield, Ashfield District Council | √ |
| Jas Hundal | Supporting Officer | Programme Director – Place, 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 | √ |
| 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 and Markets Manager, Ashfield District Council | √ |

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| **Agenda Item** |  |
| **1** | **Welcome / Introductions / Apologies** |
|  | * Apologies were noted from Pete Edwards, Chris Stephenson, David Ainsworth, Nathan McNicholas, Paul Crawford, Jean Sharpe and Mel Phythian. * Introductions were made to Leanne Monger, Interim Programme Director for Mid Notts Place Based Partnership and to Una Key, the new CEO at Ashfield Voluntary Action. * Theresa Hodgkinson gave congratulations to Martin upon receiving his OBE in the new years honour list. * Cllr Relf thanked Martin for all his help and efforts in the last year. |
| **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 this meeting. |
| **3** | **New Declarations of Interest – ALL** |
|  | * Cllr Girling made a declaration of interest in regard to the Ranger Activities decision as this is within his portfolio. * Theresa Hodgkinson declared that she has been appointed as a Governor on the West Notts College board. |
| **4** | **Major Projects & Funding Update – Sarah Daniel** |
|  | * Sarah ran through the Future High Streets Fund update. * The planning application for the Theatre project has been submitted and the procurement of a principal contractor is progressing. A project extension request has been put in to DLUHC as they requested some more information. Sarah noted that the revised programme was included in the annexes which as an action from the last meeting. * High Pavement – the contract reached practical completion in December. The council is working with multiple stakeholders and private sector businesses to secure tenancies within the building. The Maker Space CIS has now been approved. The committee is preparing for the fit out of facilities over the next few months. * Fox Street – the framework contract agreement is progressing via legal services. The project is being progressed alongside the Towns Fund Portland Square scheme. An extension of time request has been submitted to DLUHC which is awaiting approval. |
|  | **Towns Fund**   * North Kirkby Gateway – two options have been drafted for the Pond Hole / factory shop sites. A cost appraisal is now being completed before a decision can be reached. * Kirkby Sports Hub and Sutton Lawn Sports Hub – both are progressing through RIBA stage 3. The tender to secure an operator for the tennis courts at Sutton Lawn has closed and is being evaluated before the award is made, which will include Huthwaite Welfare and Kingsway Park. * Cycling and Walking routes – a mini tender is underway to appoint the design team and is due to close mid-January. * Visitor Digital Offer – the testing protocol is near completion and the team is preparing to launch the website at the Discover Ashfield awards. * Science Discovery Centre and Planetarium – works progressing well with the retaining wall now constructed and foundations completed. * Kings Mill Reservoir leisure development – the construction phase remains on programme and within budget. * ADMC – the project team are progressing RIBA stage 3 and the construction phase procurement plan for the site. The planning application is on programme to be submitted by 4th March. * Ashfield Construction Centre and Satellite – Portland college: Construction works have commenced and are scheduled to be completed in April with training courses due to commence as soon as it is practicable after completion. Vision West Notts College: The draft grant agreement for the construction centre at West Notts College (VWNC) has been prepared for the college to sign. * Ashfield Civil Engineering Centre – the project has been delayed as the site development will need to align to any changes to the Council’s wider depot development work. The project opening will now be delayed until September 2025. * Enterprising Ashfield – the team will provide a report of outcomes at the next board meeting. * West Kirkby Gateway & public transport hub – a public consultation is being prepared which will be displayed in Moor Market and the Library at the end of January. An online update will also be circulated to residents via Facebook. * Green Ashfield – a review of the project progress is underway. Workshops have been completed and the project delivery plan is being updated ready for delivery. * High Street Property Fund – a meeting has been held with VWNC to explore options for learners to use the refurbishment of the flats above Moor Market as a work experience project. |
|  | * Sarah explained that the monitoring and evaluation report was submitted for the Future High Streets Fund on 30th November including the request for an extension of time for the Theatre project, Fox Street and 9-11 Low Street. * The monitoring and evaluation report was prepared and submitted to DLUHC on 4th December. A summary of the report was reviewed by 6 Board members on 15th December at a subgroup meeting due to board meeting dates not aligning. * The subgroup voted to recommend to the Discover Ashfield board that they approve the Monitoring and Evaluation return. |
|  | * The Board were asked to approve the recommendation by the subgroup for the Chair of the Discover Ashfield board to sign the monitoring and evaluation return. |
|  | * Gary Jordan proposed, and Edward Johnstone seconded. |
|  | * Sarah highlighted point 2.4 in the agenda pack on Communications and commented that the risk register was within this pack as an annex. * She also highlighted point 2.6 of Procurement activity since the last board meeting. |
|  | **UK Shared Prosperity Fund update (UKSPF)**   * Hucknall Town Centre High Street Property Improvement Fund – there has been relatively low interest in this scheme with only four enquiries. The project has a budget of £190k with £50k of budget available this year. It is unlikely there will be any spend this financial year so will be an underspend. A review is being undertaken to consider the next steps, which will consider the best way to utilise this investment whilst delivering the planned outputs and outcomes for this priority. * Selston Country Park – the installation of the new play area is complete. * Coxmoor Estate, Kirkby – the contractor is engaged, and the programme is being developed. * Visitor Economy – a consultant has been appointed to undertake a review and provide recommendations following the consultation workshops later this month. |
|  | * Sarah brought up the decision for the board on gateway signage which was not formally agreed at the November board meeting. * £150k is currently allocated to the visitor economy theme in the UKSPF programme, of which up to £18k is allocated for the consultancy work. It is recommended that £25k of the funding is allocated to a phase 2 replacement of the gateway signage in Ashfield. |
|  | * Martin confirmed this had been brought to the previous board meeting however it had not been voted on. |
|  | * The Board was asked to consider and approve the request for allocation of funding for the gateway signage. |
|  | * Gary Jordan proposed, and Cllr Relf seconded. |
|  | * Arts Council Bid – further work has been undertaken on the Expression of Interest (EOI) and this was resubmitted in December and there should be feedback on this shortly. * Community Vertical Farming – the risk for this has increased due to limited progress on the project and the need to commit the capital spend this financial year. Planning for delivery is underway with Nottingham Trent University (NTU) and funding from Mansfield District Council is agreed subject to receiving the funds. The project site is agreed for Sutton Lawn with the location to be confirmed. * Digital support for local communities – the Digital skills programme is being delivered by ATTFE in locations across Sutton and Kirkby using repurposed laptops. * Supporting Local Business – the East Midlands Chamber of Commerce launched the delivery of the Ashfield Accelerator programme, which covers specialised business support for digital, innovation, workforce skills, overseas trade and decarbonisation plans and grants. The Enterprise grant, for high street properties, has had low interest. The programme is currently being reviewed. * People and Skills – the joint procurement for supporting economically inactive people has been awarded to Futures and the project is due to start soon. Support is available to all residents with delivery sites in priority areas listed within the agenda pack. * Futures are also delivery the Ashfield’s Basic and Lifestyle skills programme, with marketing starting in January and the programmes being delivered in 2024 – 2025. |
|  | * Sarah moved onto item 3.2 of the agenda pack, the Risk Register. * She explained the highest risk is the potential underspend on projects and the payment of Year 3 funds. * Payment of Year 3 allocations is based on spend over the first two years of the fund. To receive 100% of the Year 3 payment in April the total combined spend must be 80% or higher. Authorities who have committed less than this will be paid the remaining balance at the end of the financial year based on actual spend. When an underspend remains at the end of 2024/25, funds will be expected to be repaid. Based on the worst-case scenario for Ashfield which would be the 60-79% band this would mean that 70% would be paid at the start of the year with the remaining 30% paid in arrears. * There is currently a review of the programme to identify where spend can be brought forward from other projects and to ensure funds are committed on the projects. A more detailed report will be brought to the next Board meeting. |
|  | * Agenda item 3.3 Ranger Activities. * Sarah explained the Mill Waters Officer Post builds on the work delivered by the Heritage Lottery funded Ranger post, in partnership with Nottinghamshire County Council. * The new post will be extended in focus to the District and support the wider visitor economy offer. The project has £30k allocated in the 2024 -2025 Financial year but it is requested that the project delivery is brought forward to January 2024 with an end date of March 2025. |
|  | * The board is asked to consider and approve a proposal to bring forward £6k of funds from 2024 – 25 allocations to accelerate the delivery of this project in the 2023 – 24 financial year. |
|  | * Tim Hepke proposed, and Edward Johnstone seconded. |
|  | **4.0 Kirkby Plan for Towns**   * A £20m allocation of government funding was announced for Kirkby in October as part of a national ‘Plan for Towns’ programme. There has been additional information from the government guidance which was issued on 18th December. * The funding is aligned to the themes of:   Safety and security.  High streets, heritage, and regeneration.  Transport and connectivity.   * The long-term plan (LTP) is a 10-year vision which needs to include a 3-year investment plan. Towns will be required to demonstrate how they have developed plans in consultation with local people and will be expected to provide a contribution, for example time and resource, local match-funding, or properties to include in regeneration projects. * MPs should be closely engaged in the design and delivery of the long-term plan and should be involved in reviewing the plan prior to submission. * It has been agreed that a Kirkby Town Board (KTB) will be set up which will be part of the Discover Ashfield structure. The KTB will oversee the fund and plan and will be chaired by a local business or community leader. * The independent chair of the board should be invited by the local authority, with the MP engaged as part of the process. * Sarah asked the board to give recommendations for a KTB Chair if they have any. * The government has agreed to provide capacity funding this financial year with a £50k payment received by the Council in December. This funding is part of the £20m allocation and will be used to fund consultation and engagement activities and support to develop the plan. * Submission of the LTP is due between 1st April – 1st August. * Sarah noted to the board there are links to the interventions, original guidance from the government and the updated version from December within the agenda pack. |
| **5** | **Theme Lead Reports – Theme Leads** |
| **a** | **Succeed in Ashfield – Martin Rigley** |
|  | * Martin attended the monitoring and evaluation meeting on 15th December. |
|  | * He is continuing work with ADMC and the Science Discover Centre. |
| **b** | **Love Where You Live – Liz Barrett** |
|  | * Martin delivered Liz’s update. |
|  | * Liz gave thanks to the Council and partners for the Christmas events. She attended all three of them and all were vibrant and brilliant. |
|  | * The Made in Ashfield branding is progressing with students from VWNC designing the logo. |
| **c** | **More to Discover – Darron Ellis** |
|  | * There was no update from Darron. |
| **d** | **Be Healthy, Be Happy – Pete Edwards** |
|  | * There was no update from Pete. |
| **6** | **Discover Ashfield Project Officer Update – Hollie Maxwell-Smith** |
|  | * Hollie explained that Discover Ashfield Champions certificates had been given to schools and dance groups at the Christmas events, which were well received and given out in assemblies. |
|  | * The Awards planning is progressing, and the team are looking forward to celebrating some great local people. |
| **7** | **Board Member Updates – All** |
|  | * Fiona Johnson updated the board that NTU are working with a range of stakeholders to create the Ashfield & Mansfield stakeholder conference in June. * Good progress is being made by the steering group, with a draft plan being produced. * John Bennett is the ADC representative and Louise Knott is both the Discover Ashfield and VWNC representative within the group. * She explained that there is a plan to learn from what other towns are doing. * There is also the potential scope following the conference to hold workshops with themes. |
|  | * Martin commented that the previous conference by NTU was very beneficial, and he is supportive of using it as a catalyst to do further workshops following the conference. |
|  | * Cllr Girling explained he is the Armed Forces Champion for Nottinghamshire and last year Nottinghamshire County Council (NCC) held the first ever Boots & Beret Awards which was aimed at businesses who employed veterans, reservists, or adult volunteer cadent instructors. * These Awards will be an annual event, with the next one being held in August 2024. NCC are the only council who host awards like this. * Cllr Girling will distribute the information to the board to share with businesses or also to anyone who would be able to sponsor the awards. * He is keen to get as many businesses as possible signed up to the Armed Forces Covenant. |
|  | * Edward Johnstone updated the board that Portland College has been delivering a pilot, alongside the Duke of Edinburgh and the National Citizens Service, looking at educational providers who have resources which are not currently being used externally. * These providers will be mapped out and use events / training to get schools and other organisations sharing resources. |
|  | * Fiona responded to Cllr Girling that NTU are supportive of the Armed Forces awards, as NTU is sigend up to the Covenant. * She commented that there may be a link with the National Rehabilitation Centre in Nottinghamshire. |
|  | * Una Key explained that Ashfield Voluntary Action is also an employer of ex-service individuals. * Una asked Cllr Girling to send over the information of signing up to the Armed Forces Covenant. |
|  | * David Williams noted that the Department for Work & Pensions have a district wide armed forces champion who supports customers who are ex-forces and reservists. David asked Cllr Girling if he could pass his details onto this champion. |
|  | * Cllr Girling is happy to be contacted regarding this and will get interested board members to the right department. |
| **8** | **Any Other Business - All** |
|  | * There was no other business. |
| **9** | **Date of Next Meeting – Wednesday 14th February** |