



**DISCOVER ASHFIELD BOARD MEETING**

**Friday 16<sup>th</sup> July 2021  
9:00am – 9:05am start**

**Virtual Meeting via Microsoft Teams**

## Attendees

Name	Position on Board	Position/Organisation	Apologies
Martin Rigley MBE	<b>Chair</b> / Theme Lead – Succeed in Ashfield	Managing Director, Lindhurst Engineering	✓
Louise Knott	<b>Vice Chair</b>	Vice Principal, West Nottinghamshire College	✓
Darron Ellis	Theme Lead – More to Discover	Historian, Sutton Living Memory Group	X
Liz Barrett	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	✓
Callum Parr	Board Member	Youth Council Leader, Ashfield District Youth Council	✓
Carol Cooper-Smith	Board Member	Chief Executive, Ashfield District Council	✓
Chloe O'Donnell	Board Member	Shopping Centre Manager, Idlewells Shopping Centre	X
Christopher Baron	Substitute for Lee Anderson, MP	Office Manager, Ashfield & Eastwood MP's Office	✓
Chris Farrow	Substitute for Vicki Dyer	Job Centre Plus, Department of Work and Pensions	✓
Cllr Christian Chapman	Board Member	Scrutiny Rep, Ashfield District Council	X
Cllr Helen-Ann Smith	Board Member	Deputy Council Leader, Ashfield District Council	✓
Cllr Daniel Williamson	Board Member	Annesley and Felley Parish Council	X
Cllr Matthew Relf	Board Member	Portfolio Holder, Planning & Regen, Ashfield District Council	✓
David Ainsworth	Board Member	Locality Director of Nottinghamshire Clinical Commissioning Group, NHS	✓
David Jackson	Board Member	Centre Manager, East Midlands Designer Outlet	X
Edward Johnstone	Board Member	Assistant Principal (Development), Portland College	✓
Fiona Anderson	Board Member	Head of Civic Engagement, Nottingham Trent University (NTU)	✓
Frank Horsley	Board Member	Head of Business and Innovation, D2N2	X
Gary Jordan	Board Member	Chair, Mansfield and Ashfield 2020	✓
Julia Terry	Board Member	Development Worker, Transforming Notts Together	X
Kathryn Stacey	Board Member	Chief Executive, Citizens Advice Ashfield	✓
Lee Anderson, MP	Board Member	MP for Ashfield and Eastwood	X
Mark Spencer, MP	Board Member	MP for Sherwood	X
Melanie Phythian	Observer	Towns Fund Policy Advisor, Cities & Local Growth Unit	X
Peter Gaw	Board Member	Chief Executive Officer, Inspire: Culture, Learning and Libraries	✓
Robert Orgill	Board Member	Property Manager EMEA, Rolls Royce	X
Simon Martin	Board Member	Vice Principal, Academy Transformation Trust Further Education (ATTFE)	✓
Teresa Jackson	Board Member	Chief Officer, Ashfield Voluntary Action	✓
Theresa Hodgkinson	Board Member	Director of Place and Communities, Ashfield District Council	✓
Viki Dyer	Board Member	District Operations Lead, Department of Work and Pensions	X
Andrea Stone	Supporting Officer	Health and Wellbeing Manager, Ashfield District Council	✓

Alastair Blunkett	Observer	Service Manager for Neighbourhoods and Environment	✓
Katherine Green	Supporting Officer	Senior Communications Officer, Ashfield District Council	X
Lana Mills	Secretary / Supporting Officer	Discover Ashfield Project Officer, Ashfield District Council	✓
Matthew Neal	Supporting Officer	Service Director of Investment and Growth, Nottinghamshire County Council	X
Paul Crawford	Supporting Officer	Senior Regeneration Officer, Ashfield District Council	X
Sarah Daniel	Supporting Officer	Service Manager for Place and Wellbeing, Ashfield District Council	X
Tracey Bird	Supporting Officer	Health and Wellbeing Officer, Ashfield District Council	X
Trevor Middleton	Supporting Officer	Town Centres and Markets Manager, Ashfield District Council	✓

## Minutes

Agenda Item		
<b>1</b>	<b>Welcome / Introductions / Apologies</b>	
	The Chair, Martin Rigley welcomed everyone to the virtual meeting.	
	Apologies were received and it was noted that:	
	<ul style="list-style-type: none"> <li>• Christopher Baron will be representing Lee Anderson, MP</li> <li>• Chris Farrow will be representing Viki Dyer.</li> </ul>	
<b>2</b>	<b>Review of Previous Meeting - Friday 18<sup>th</sup> June 2021</b>	
<b>2.1</b>	<b>Board Meeting Minutes</b>	
	Board minutes were agreed as a true and accurate record.	
<b>2.2</b>	<b>Action Log</b>	
<b>2.2.1</b>	<b>Completed Actions</b>	<b>Lead</b>
<b>2.2.1.1</b>	<b>COVID-19 Recovery Plans</b> (16/04/2021, Minute - 6.4)  Theresa Hodgkinson to meet with Pete Edwards on Thursday 22 <sup>nd</sup> July to discuss the Council's COVID-19 recovery plans for the community.	<b>TH / PE</b>
<b>2.2.1.2</b>	<b>Board Meeting Times</b> (18.06.2021, Minute – 6.2)  Lana Mills to change Board Meeting start times from 9:00 – 9:15am, to 9:00am – 9:05am.	<b>LM</b>
<b>2.2.2</b>	<b>Actions (Includes actions from below minutes)</b>	
<b>2.2.2.1</b>	<b>Hucknall Representatives</b> (18.06.2021, Minute – 6.2)  Following on from a discussion in the previous Delivery Group meeting, Martin Rigley will approach a possible Hucknall business representative.  Chris Baron to discuss the possibility of MP Mark Spencer's Office Manager attending future Discover Ashfield board meetings.  Fiona Anderson and Liz Barrett to link up regarding Hucknall schools.	<b>MR</b>  <b>LA, MP</b>  <b>FA / LB</b>
<b>2.2.2.2</b>	<b>Stakeholder Engagement Plan – Business Support</b> (16.07.2021, Minute - 5)  Lana Mills / Sarah Daniel to include some content in the Stakeholder Engagement Plan around how businesses can be supported during the Towns Fund procurement process and where they can access the relevant contract information.	<b>LM / SD</b>
<b>2.2.2.3</b>	<b>Cultural Compact</b> (16.07.2021, Minute 6.2)  Fiona Anderson to liaise with her colleague Barbara Matthews regarding Cllr Relf and another representative from Ashfield Voluntary Action being invited to the next meeting.	<b>FA</b>

<b>3</b>	<b>New Declarations of Interest</b>
	The following declarations were noted in relation to the Towns Fund and the Future High Streets Fund projects:
	<ul style="list-style-type: none"> <li>• Martin Rigley, Chair and Theme Lead for Succeed in Ashfield <ul style="list-style-type: none"> <li>- Sherwood Observatory (Chair of the Board)</li> <li>- Sutton Academy Theatre Project (Board Member)</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Louise Knott - Vice Chair <ul style="list-style-type: none"> <li>- Colleges/further education projects (Vice Principal, Vision West Notts College)</li> <li>- Construction and Civil Engineering Centre project (Vice Principal, Vision West Notts College)</li> <li>- Automated Distribution and Manufacturing Centre (Vice Principal, Vision West Notts College)</li> <li>- Learning in Skills Project (Vice Principal, Vision West Notts College)</li> <li>- Community Renewal Fund (Vice Principal, Vision West Notts College)</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Liz Barrett, Theme Lead for Love Where You Live <ul style="list-style-type: none"> <li>- College/further education projects (Principal, ATTFE)</li> <li>- Construction Centre project (Principal, ATTFE)</li> <li>- Sutton Academy Theatre Project (Principal, ATTFE)</li> <li>- Sherwood Observatory (Board Member)</li> <li>- Community Renewal Fund (Principal, ATTFE)</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Pete Edwards, Theme Lead for Be Happy, Be Healthy <ul style="list-style-type: none"> <li>- Sutton Academy Theatre Project (Chair of Governors, Sutton Academy)</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Fiona Anderson, Board Member <ul style="list-style-type: none"> <li>- The Towns Fund; in particular in the ADMC project, Enterprising Ashfield Project. (Head of Civic Engagement, NTU)</li> <li>- Community Renewal Fund (Head of Civic Engagement, NTU)</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Simon Martin, Board Member <ul style="list-style-type: none"> <li>- College/further education projects (Vice Principal, ATTFE)</li> <li>- Construction centre projects (Vice Principal, ATTFE)</li> <li>- Sutton Centre Theatre Project (Vice Principal, ATTFE)</li> <li>- Community Renewal Fund (Vice Principal, ATTFE)</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Peter Gaw, Board Member <ul style="list-style-type: none"> <li>- Construction Centre (CEO, Inspire)</li> <li>- Library Innovation Centres (CEO, Inspire)</li> <li>- Community Renewal Fund (CEO, Inspire)</li> </ul> </li> </ul>
<b>4</b>	<b>New Chief Executive for Ashfield District Council – Carol Cooper-Smith</b>
	Carol Cooper-Smith announced that Theresa Hodgkinson had been appointed the new Chief Executive of Ashfield District Council.
	Carol further noted that she would be leaving her position at the Council at the end of the month, and it had been a privilege to work with board members on the Towns Funding programmes, as well as various other projects across the District.
	The Board congratulated Theresa on her new role and thanked Carol for all her support which she had given the Board over the years.
<b>5</b>	<b>Towns Funding Update – Cllr Matthew Relf</b>
	Cllr Relf referred to the Towns Fund Update (Appendix 1) and gave a verbal account of the report. The following points were particularly noted by the Board:
	<ul style="list-style-type: none"> <li>• Edward Johnstone stated that with regards to the Newstart Hall at Portland College a snagging process was completed on Tuesday 13<sup>th</sup> July 2021 and this raised a few remaining issues which the team need to revisit and amend. However, the work on the hall was progressing well overall.</li> </ul>

	<ul style="list-style-type: none"> <li>Chris Baron enquired about the procurement process for the Towns Fund, and particularly noted that Ashfield businesses should be prioritised in this process.</li> </ul>
	<ul style="list-style-type: none"> <li>Theresa Hodgkinson agreed that wherever possible the funding should create jobs for local people. Theresa stated that the project management contract that had been recently issued for the Towns Fund projects was for sixteen weeks only, and the main roles are due to go out for open procurement in the next few weeks. Value for money and quality were another two key factors which would also be carefully considered in this process.</li> </ul>
	<ul style="list-style-type: none"> <li>Furthermore, Theresa noted that Chris Baron will sit on the Towns Fund subgroup which will oversee procurement through the Local Assurance process.</li> </ul>
	<ul style="list-style-type: none"> <li>Cllr Relf agreed with Chris Baron's comments also, and reiterated Theresa's comments that other key considerations would also need to be factored into the procurement decisions as well.</li> </ul>
	<ul style="list-style-type: none"> <li>Teresa Jackson reiterated the importance of providing local businesses with constructive feedback if their bid was not successful as this helps them to learn and develop.</li> </ul>
	<ul style="list-style-type: none"> <li>In regards to business case development, Carol Cooper-Smith noted that this is a highly technical skill and internal Council officers, as well as staff at partner organisations, should be given the opportunity to develop this skill. Sarah Daniel is currently looking into training opportunities for this.</li> </ul>
	<ul style="list-style-type: none"> <li>Fiona Anderson proposed that the Board should link up with Nottinghamshire County Council regarding business case development, and also look into the business support options available to local businesses.</li> </ul>
	<ul style="list-style-type: none"> <li>Simon Martin noted that it's important for contract opportunities to be featured on platforms and channels that local businesses are likely to access.</li> </ul>
	<ul style="list-style-type: none"> <li>Cllr Relf proposed that the Place team feedback the geographical locations of businesses that bid for contracts.</li> </ul>
	<ul style="list-style-type: none"> <li>Fiona Anderson suggested that we embed engaging with local businesses into the Engagement Plan.</li> </ul>
	<ul style="list-style-type: none"> <li>Chris Baron proposed the option of having a page on the Ashfield District Council website that highlights the tendering exercise for businesses to review.</li> </ul>
	<ul style="list-style-type: none"> <li><b>New action – Please see action log – 2.2.2.2</b></li> </ul>
<b>6</b>	<b>Reports Back from Delivery Group</b>
<b>6.1</b>	<b>Succeed in Ashfield</b>
	Martin Rigley, Theme Lead provided the following update:
	<ul style="list-style-type: none"> <li><b>The Heads of Terms</b> – This Towns Fund document has now been signed by Martin Rigley, The Discover Ashfield Chair and Carol Cooper-Smith, Chief Executive of Ashfield District Council.</li> </ul>
	<ul style="list-style-type: none"> <li><b>Chair of D2N2's new Manufacturing Advisory Panel Board</b> - 14% of businesses in the East Midlands are working in manufacturing, and the Board is focusing on uniting manufacturing businesses in the area.</li> </ul>
	<ul style="list-style-type: none"> <li><b>Automated Distribution and Manufacturing Centre (ADMC) Project</b> – Has been lobbying the ADMC project in various meetings to generate support for the project. The first meeting for this project is due to take place next month.</li> </ul>
<b>6.2</b>	<b>Love Where You Live (LWYL)</b>
	Liz Barrett, Theme Lead provided the following update:
	<b>Love Where You Live Banners</b> – Discover Ashfield Primary Schools banners will be displayed in town centres in the near future. They will be a part of the

	Ashfield Art Trail 2021 and will bring a great sense of pride to the District over the summer.
	<ul style="list-style-type: none"> <li>• <b>Discover Ashfield Project Group</b> – A meeting took place on 23<sup>rd</sup> June 2021 to discuss and develop the theme’s arising projects and initiatives. The group is keen to recruit and invite more Hucknall and Rural Ambassadors to the meetings.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Discover Ashfield Primary Schools</b> – Another successful meeting took place on 13<sup>th</sup> July 2021. The meetings are proving to be a great resource for Ashfield primary schools, and another three schools have been approached since and would like to join the group.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Primary Schools and Sherwood Observatory</b> – Through the subgroup a link has been made between Ashfield primary schools and the Sherwood Observatory, and several schools have now visited the observatory. The trips have proven to be an incredible experience for both pupils and teachers.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>*Comment*</b> Cllr Relf commended the work happening around the primary schools and Sherwood Observatory, and asked how we could engage other schools in Ashfield in this project, as well as the wider region.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>*Comment*</b> Peter Gaw noted that CAPTIVATE (Cultural Education Partnership) would be able to help promote this opportunity to schools across Nottinghamshire.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>*Comment*</b> Simon Martin mentioned that he is the Chair of Governors at Croft Primary School and the feedback he has received from teachers regarding their trip to the Sherwood Observatory has been very positive.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>*Comment*</b> Fiona Anderson noted that NTU might be able to support the Discover Ashfield Primary Schools Subgroup as they have a Schools Outreach team.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Love Where You Live Litter Picking</b> – Over the summer a small strategic group will be working to develop this initiative.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Summer Reading Challenge</b> – Ashfield libraries are currently running a summer reading challenge for children to get involved with.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Cultural Compact</b> – Unfortunately Martin Rigley and Liz Barrett could not attend the first meeting, however board members Peter Gaw and David Ainsworth attended.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>New action – Please see action log – 2.2.2.3</b></li> </ul>
<b>6.3</b>	<b>More to Discover</b>
	Apologies were received from Darron Ellis and Lana Mills gave the following update:
	<ul style="list-style-type: none"> <li>• <b>More to Discover Project Group</b> – The next meeting will take place on Thursday 29<sup>th</sup> July 2021 to develop the theme’s growing projects, including displaying more blue plaques around Ashfield’s town centres and villages.</li> </ul>
<b>6.4</b>	<b>Be Healthy, Be Happy</b>
	Pete Edwards, Theme Lead provided the following update:
	<ul style="list-style-type: none"> <li>• <b>Ashfield Health and Wellbeing Partnership</b> – The second strategic group will take place on Monday 26<sup>th</sup> July 2021 and the full partnership meeting will take place on Wednesday 21<sup>st</sup> July 2021.</li> </ul>
<b>7</b>	<b>Discover Ashfield Officer Update</b>
	Lana Mills provided the following update:
	<ul style="list-style-type: none"> <li>• <b>Discover Ashfield Calendar</b> – Currently in the process of creating an event and meeting calendar and asked the Board if they could contribute their organisation’s events to the calendar.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>*Comment*</b> Fiona Anderson suggested that the Discover Ashfield calendar might be best developed through the Stakeholder Engagement Group.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Ambassador Event</b> – The next Discover Ashfield event will take place on Thursday 22<sup>nd</sup> July. The Nottingham Festival of Science and Curiosity will be speaking at the event and are looking to link up with Ambassadors to help develop their ideas and projects. On the agenda, Ambassadors will also be discussing how they can support young people in Ashfield access work experience and voluntary opportunities.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Secondary Schools and Businesses Partnership</b> – The strategic group for the Ashfield Careers Plan will be meeting on September 7<sup>th</sup> 2021 to outline the content for the plan.</li> </ul>
<b>8</b>	<b>Partnership Update: Inspiring Ashfield - Teresa Jackson</b>
	Teresa Jackson shared a visual presentation to the Board and particularly noted the following key points regarding Inspiring Ashfield:
	<ul style="list-style-type: none"> <li>• Ashfield Voluntary Action (AVA) secured the Thriving Communities fund earlier in the year.</li> </ul>
	<ul style="list-style-type: none"> <li>• The funding is from the Arts Council and National Academy for Social Prescribing and is voluntary sector programme which was set up to improve the range and reach of social prescribing. The funding will run from June 2021 – March 2022.</li> </ul>
	<ul style="list-style-type: none"> <li>• As well as AVA, partners include Ashfield District Council, Our Centre, First Art and NTU, as well as local link workers.</li> </ul>
	<ul style="list-style-type: none"> <li>• Link workers in Ashfield have identified the following prominent themes in patient referrals: Poor mental health in young people and men, isolation, technology, and carers. Therefore, the Inspiring Ashfield programme will focus on delivering projects and activities within these themes to make a greater impact.</li> </ul>
	<ul style="list-style-type: none"> <li>• The following projects and activities are currently being delivered through the Inspiring Ashfield programme: Mindfulness, Tai Chi and Qigong for carers, Nordic Walking for families, drama classes for carers and Fight the Stigma for young men.</li> </ul>
	<ul style="list-style-type: none"> <li>• There is still opportunity for new partnership projects to be developed from the Inspiring Ashfield programme.</li> </ul>
<b>9</b>	<b>Board Member Updates</b>
<b>9.1</b>	<b>Permanent D2N2 Representative will be Frank Horsley</b>
	The Chair, Martin Rigley noted that Frank Horsley is the new permanent D2N2 representative.
<b>9.2</b>	<b>New Board Member Proposal</b>
	<b>Proposal:</b> Scott Barlow to join the board to increase business and rural representation.
	<b>Verdict:</b> Gary Jordan proposed, Pete Edwards seconded. The Board agreed with no objections.
<b>9.3</b>	<b>Nottingham Trent University – Fiona Anderson</b>
	Fiona Anderson noted that there will be an Open House event at the NTU Student Hub in Mansfield on Saturday 31 <sup>st</sup> July 2021 which will focus on student recruitment.
<b>9.4</b>	<b>Gary Jordan</b>
	Gary Jordan has joined the D2N2's People & Skills Advisory Board.
<b>9.5</b>	<b>Welcome Back Fund – Trevor Middleton</b>
	Trevor Middleton noted that the Welcome Back Fund is government funding which aims to support the reopening of high streets and encourage people back into town centres. The government funding will be available until March 2022.



	The following initiatives, events and activities are being held in Ashfield town centres over the coming months:
	<ul style="list-style-type: none"> <li>• Every Thursday in August there will be live music on the streets in Hucknall.</li> </ul>
	<ul style="list-style-type: none"> <li>• Hucknall Food and Drink Festival – There are approximately 26 food traders and the Council is working closely with Lincoln Green Brewery to develop the festival.</li> </ul>
	<ul style="list-style-type: none"> <li>• Reviewing street furniture, repainting the columns in Sutton in Ashfield and deep cleaning the pavements in all three town centres.</li> </ul>
	<ul style="list-style-type: none"> <li>• Tabletop sales and plant markets will be taking place across the summer.</li> </ul>
	<ul style="list-style-type: none"> <li>• The Ashfield Art Trail 2021 is currently being developed in collaboration with the Ashfield Virtual ArtFest and local schools.</li> </ul>
<b>9.6</b>	<b>Vaccination Information – David Ainsworth</b>
	<ul style="list-style-type: none"> <li>• David Ainsworth reminded the Board that the vaccination campaign is ongoing and it's still important for individuals to get both their vaccinations.</li> </ul>
	<ul style="list-style-type: none"> <li>• Theresa Hodgkinson will send Lana Mills the Council's vaccination promotion so that she can share with the Board.</li> </ul>
<b>9.7</b>	<b>Inspire: Culture, Learning and Libraries – Peter Gaw</b>
	<ul style="list-style-type: none"> <li>• Peter Gaw noted that he would also share some information with Lana Mills regarding the CAPTIVATE partnership's summer of events to circulate to the Board.</li> </ul>
<b>10</b>	<b>Any Other Business</b>
	Nothing to note.
<b>11</b>	<b>Date of Next Meeting</b>
	Friday 27th August 2021, 9.00am - 9.05am start.

# Appendix 1

## Discover Ashfield Board, 16<sup>th</sup> July 2021, Towns Funding Update

### Future High Streets

**Fox Street:** The delivery phase is progressing well with site surveys and analysis to inform the approach to the project. Multiple constraints and mitigation options are being reviewed including the presence of Japanese knotweed and surface water flood risk. The bird nesting season has required an adjustment to the project delivery programme.

**Low Street:** Unit 14 Low Street property purchase is now complete, and Unit 9-11 is close to completion. We are also exploring further options for property development and are in ongoing communication with property landowners.

Progress has been made to secure the design team for repurposing the first two units. The design team will commence work later this month.

**Make Space and Business Hub:** The Heads of Terms have been agreed for the purchase of the property and the solicitors are progressing the completion of purchase.

Progress has been made to secure the design team for repurposing the first two units which will also commence later this month.

### Sutton Academy Theatre:

Progress has been made to secure a specialist theatre consultant to steer design and business plan development for the project. The appointment of the consultant is due to be complete by early August.

## Towns Fund

### 1. Heads of Terms & written confirmation

The Heads of Terms have been signed by the Chair of the Board and the Council's Chief Executive and returned to MHCLG.

We now have until 2<sup>nd</sup> September to confirm details of the projects being taken forward and a plan for addressing the conditions.

### 2. Business Case Assurance

Further work has been undertaken on the draft Local Assurance Framework (LAF) which will set out the process of approval for the business cases. MHCLG are reviewing the LAF, following which a final draft will be circulated to the Board. This will be brought to the August Board meeting for discussion and approval.

An initial meeting has been set up for the Towns Fund Board sub-group and a Terms of Reference is being produced. The draft LAF will be reviewed by the sub-group and any revisions made before circulation of the final draft to the Board.

### External assurance

A consultant is due to be appointed through a framework agreement in the next two weeks.

### **3. Community and Stakeholder Engagement**

#### **Engagement Group**

There are 14 members in the engagement group and most are communications colleagues from partner organisations. So far, we have been gathering information from partners regarding the stakeholders they engage with, the publications they produce (digital / print) and the key Towns Fund projects their stakeholders will most likely be interested in. A meeting is being scheduled for the end of July and the group will be reviewing the Towns Fund project programme.

#### **Engagement pledge**

The pledge has been developed and the Council's comms. team are designing the layout. A draft of the engagement pledge will be brought to the board meeting.

### **4. Programme Delivery**

A Council Executive Decision Record has been signed off (with the call-in period expiring on 29<sup>th</sup> June 2021) giving delegated authority to the Director Place and Communities, Theresa Hodgkinson and the Portfolio Holder for Regeneration and Place, Cllr. Matthew Relf to undertake the steps required to accept the Towns Fund offer and to progress the project programmes for Towns Fund and Future High Streets Fund. Delegated authority is for the following:

1. Arrange for the signing of the Towns Fund Heads of Terms and submission of the summary document
2. Consult with all Council members on the projects with broad geographical scope and Kirkby and Sutton members on projects more local in scope. Agree the budgets for the Towns Fund projects including the Towns Fund allocation for each project within the envelope of £62.6m with the Portfolio Holder for Parks, Town Centres and Neighbourhood Services and the Discover Ashfield Board.
3. Agree that the Council will act as the Accountable Body for the Towns Fund programme
4. Project development and management:
  - a. To appoint Gleeds via a Framework contract (subject to an acceptable fee proposal) for the development of business cases for a number of the Towns Fund projects
  - b. To appoint AD Business Solutions for the development of the business case for the ADMC (Automated Distribution and Manufacturing Centre)
  - c. To appoint Kinver Solutions for project management support for the development of the Towns Fund programme and the Future High Streets Fund projects for a 16- week period whilst a procurement exercise is undertaken to appoint a project management company for the delivery of the project programmes

5. Agree the adoption of the Local Assurance Framework which will be used to approve the business cases for each of the Towns Fund projects
6. Signing of the Memorandum of Understanding for the Future High Streets Fund by the Chief Executive Officer.

We are currently reviewing the project programme and will be confirming to MHCLG the target date for submission of the business cases which will be submitted in a number of batches.

We will be arranging meetings with all project partners in the coming weeks to discuss timeframes, governance and business case development.

### **5. Partnership-led projects**

Follow up meetings have been held with Nottingham Trent University (Enterprising Ashfield), Mansfield and Sutton Astronomical Society (Sherwood Observatory Planetarium and Education Centre) and Inspire (Library Innovation Centres) to discuss the business case development for the projects, timeframes and support required.

### **6. Accelerated Towns Fund projects**

**Moor Market**, Kirkby is progressing well. A small contract delay has accrued due to structural remedial works which were found during the construction work. The planned completion of the construction work is 5<sup>th</sup> August.

Progress to secure tenants for the Moor Market is also moving forward with advanced negotiation for the café tenant and interest growing in the trader units.

The **Cycle network project** is progressing to the procurement phase. Land-owner consent from the private landowner (developer) for one section of the route has failed to be secured and alternative options have been considered and identified to secure a continuation of the route.

**Newstart Hall:** the project is due to be completed in mid-July.

**Sorrel Drive:** the completion of the play area is awaiting developer infrastructure works to enable the site to be adopted by the Council and opened to the public.