



**DISCOVER ASHFIELD BOARD MEETING**

**Friday 8<sup>th</sup> July 2022  
9:00am – 9:05am start**

**Virtual Meeting via Microsoft Teams**

## ATTENDEES

Name	Position on Board	Position/Organisation	Present
<b>Martin Rigley MBE</b>	<b>Chair / Theme Lead – Succeed in Ashfield</b>	<b>Managing Director, Lindhurst Engineering</b>	
<b>Louise Knott</b>	<b>Vice Chair</b>	<b>Vice Principal, West Nottinghamshire College – joined the meeting at 9.50am</b>	√
<b>Darron Ellis</b>	<b>Theme Lead – More to Discover</b>	<b>Historian, Sutton Living Memory Group</b>	
<b>Liz Barrett OBE</b>	<b>Theme Lead – Love Where You Live</b>	<b>Principal, Academy Transformation Trust Further Education (ATTFE)</b>	√
<b>Pete Edwards</b>	<b>Theme Lead – Be Happy, Be Healthy</b>	<b>Chair, Ashfield Health and Wellbeing Partnership</b>	
Callum Parr MYP	Board Member	UK Youth Parliament Steering Group Representative for the East Midlands	
Claire Ward	Board Member	Chair of Sherwood Forest Hospitals NHS Foundation Trust	
Christopher Baron	Substitute for Lee Anderson, MP	Office Manager, Ashfield & Eastwood MP's Office	
Cllr Christian Chapman	Board Member	Scrutiny Rep, Ashfield District Council	
Cllr Helen-Ann Smith	Board Member	Deputy Council Leader, Ashfield District Council	
Cllr Daniel Williamson	Board Member	Annesley and Felley Parish Council	
Cllr Matthew Relf	Board Member	Portfolio Holder, Planning & Regen, Ashfield District Council	√
David Ainsworth	Board Member	Director of Sherwood Forest Hospitals Trust	√
Edward Johnstone	Board Member	Assistant Principal (Development), Portland College	√
Ella McManus	Board Member	Mansfield & Ashfield 2020	
Fiona Anderson	Board Member	Head of Civic Engagement, Nottingham Trent University (NTU)	√
Frank Horsley	Board Member	Head of Business and Innovation, D2N2	√
Gary Jordan MBE	Board Member	Director of The Musketeers CIC Charity	
Ian Bond	Substitute for Peter Graw	Director of Learning, Inspire: Culture, Learning and Libraries	
Julia Terry	Board Member	Development Worker, Transforming Notts Together	
Kathryn Stacey	Board Member	Chief Executive, Citizens Advice Ashfield	√
Lee Anderson, MP	Board Member	MP for Ashfield and Eastwood	
Lorraine Palmer	Board Member	Interim Programme Director, Place Based Partnership	√
Mark Spencer, MP	Board Member	MP for Sherwood	
Mark Clifford	Substitute for Viki Dyer	Department for Work and Pensions	
Mark Yates			
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)	√
Stephen Salisbury	Board Member	Idlewells Centre Manager	
Tim Hepke	Board Member	ITP Aero	√
Teresa Jackson	Board Member	Chief Officer, Ashfield Voluntary Action	√
Theresa Hodgkinson	Board Member	Chief Executive, Ashfield District Council	

Viki Dyer	Board Member	District Operations Lead, Department of Work and Pensions	
Andrea Stone	Supporting Officer	Health and Wellbeing Manager, Ashfield District Council	
Alastair Blunkett	Observer	Service Manager for Neighbourhoods and Environment	√
Abbie Smith	Supporting Officer	Communications Officer, Ashfield District Officer	
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	√
Matthew Neal	Supporting Officer	Service Director of Investment and Growth, Nottinghamshire County Council	√
Paul Crawford	Supporting Officer	Senior Regeneration Officer, Ashfield District Council	√
Robert Docherty	Supporting Officer	Director of Place & Communities, Ashfield District Council	√
Sarah Daniel	Supporting Officer	Service Manager for Place and Wellbeing, Ashfield District Council	
Tracey Bird	Supporting Officer	Health and Wellbeing Officer, Ashfield District Council	
Trevor Middleton	Supporting Officer	Town Centres and Markets Manager, Ashfield District Council	√

Agenda Item		Lead
<b>1</b>	<ul style="list-style-type: none"> <li>• <b>Welcome / Introductions / Apologies – Louise Knott</b></li> </ul>	
	<p>Apologies from Martin Rigley, Darron Ellis, Pete Edwards, Callum Parr, Christopher Baron, Gary Jordan, Julia Terry, Paula Longden, Stephen Salisbury, Sarah Daniel, Melanie Phythian.</p>	
	<p>Welcome to Robert Docherty – New Director of Place &amp; Communities at ADC</p>	
<b>2</b>	<b>Reflections on Previous Meeting</b>	
<b>a</b>	<b>Meeting Minutes</b>	
	<p>All agreed to be accurate</p>	
<b>b</b>	<b>Action Log</b>	
	<b>Completed Actions</b>	
	<ul style="list-style-type: none"> <li>• Martin &amp; Hollie met to discuss the skills matrix and updating this.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Minutes from 6<sup>th</sup> May Board meeting have been amended and updated on the Discover Ashfield website.</li> </ul>	
	<b>Outstanding Actions</b>	
	<ul style="list-style-type: none"> <li>• Cllr Relf and Martin Rigley to meet Taylors Transport contact.</li> </ul>	
<b>3</b>	<b>New Declarations of Interest – ALL</b>	
	<p>Fiona Anderson recorded DOI from NTU for the UK Shared Prosperity Fund &amp; Levelling Up Fund. Louise Knott, Simon Martin and Liz Barrett also declared interests for West Notts College, Inspire &amp; ATTFE respectively.</p>	
<b>4</b>	<b>Funding Update – Paul Crawford</b>	
	<p>To date we now have seven projects that have gone through the business case assurance process. Three of the projects are fully signed off. Four additional: Civil Engineering Centre, Kings Mill Reservoir, ADMC &amp; Waking and Cycling have all gone through the process, due to be submitted to DHLUC on 15<sup>th</sup> July.</p> <p>A Walking &amp; Cycling project presentation was provided at the end of this update, In preparation for the submission on the 15<sup>th</sup> July.</p>	
	<p>Projects that are working through assurance are:</p> <ul style="list-style-type: none"> <li>• Libraries Innovation is being taken to the Subgroup, which is nearly at the end of the process.</li> <li>• Construction Centre still being worked through.</li> <li>• West Kirkby Gateway and Science Discovery Centre will be presented to the Subgroup at the end of this month.</li> </ul> <p>Business case completion dates in the agenda pack have not changed, these are still on track.</p>	
	<p>A highlight report has been provided in the pack:</p> <ul style="list-style-type: none"> <li>• North Kirkby Gateway has now had key risks established, which is mainly land acquisition, and working with Health Services to establish a health hub from an existing GP practice arrangement. The business case will be starting the assurance process by early August.</li> <li>• Kings Mill Reservoir business case cost plan is being finalised to report to the subgroup, the outline design is almost ready for release. The construction market at the moment is very volatile and</li> </ul>	

	<p>we have had to go through an exercise of value engineering. We plan to revisit this with the Subgroup on Monday to keep the project within the budget. The project will form an opportunity to share some early design work with stakeholders and residents .</p> <ul style="list-style-type: none"> <li>• Future High Streets Fund projects are now moving into the construction phase, 14 Low Street will be the first which is due to start early August .</li> <li>• We are making progress with the branding for the Theatre Project the High Pavement building.</li> <li>• Fox Street development, which ties in with the Portland Square renovation project. The design work is now drafted so will go to public consultation on the 18<sup>th</sup> July to aim for a construction phase at the end of this year.</li> </ul>	
<b>a</b>	<p>The Risk Register has been updated; risks have remained consistent throughout the period. One challenge is the construction market and inflation risk. Costs are reviewed regularly but there may be some challenging decisions to make when looking to bring these projects in on budget.</p>	
<b>b</b>	<p>The Procurement update has limited activity for this period, there has been some work on the Future High Streets Fund projects. We have extended a contract with an external legal service to provide subsidy control advice to the Council. We are writing to and updating project partners.</p>	
	<p>UK Shared Prosperity Fund – projects are still being collated through workshops and working with external partners. Projects will be prioritised utilising a scoring matrix and a report will be brought back to Board on 22<sup>nd</sup> July and to the Funding Subgroup in advance of the Board meeting.</p>	
	<p>The Hucknall Levelling Up Fund bid has been completed and a bid for potential match funding for the Science Discovery Centre and Planetarium project has been developed by the observatory’s project manager. The levelling up bids are supported by the local MPs.</p> <p>We are awaiting the opening of the application portal which is expected in the near future.</p>	
	<p>Fiona Anderson asks about the volatility and increase in prices, and commented that this is something which needs to be monitored. This could present a deliverability challenge with all of the projects that were costed in the Towns Fund. We should keep a close eye on as a Board and think of potential contingency plans.</p>	
	<p>Louise Knott agreed with Fiona and asked if the volatility means we may need to prioritise projects to achieve the full spectrum of projects.</p>	
	<p>Paul agreed with these comments and explained that we aim to achieve the scope within budget and there are continuous discussions on how far away from scope a project can become before it becomes unviable, and this is being monitored. We also have projects which may not provide Value for Money, delivering less outputs. The TF funding for these projects could be considered by the board for reallocation . Guidance to be obtained from the Board if this is the case.</p>	
	<p>Louise followed on to ask if that is the reality, then the Board have approved some projects, and some which won’t be ready for approval</p>	

	until later. Is the Board at the point where consideration needs to be given as to whether those later projects are more of a priority than those already approved, and is this process already happening?	
	Paul commented that fortunately these are still on the list, so it may be a case that if projects are considered unviable project funding could be reallocated. Project scope could also be adjusted to reduce project costs. For example North Kirby Gateway is of such a size that there is a reasonable amount of flexibility that we could still deliver with less output. It is likely that this will be discussed at the August Board meeting.	
<b>c</b>	<b>Walking and Cycling – Paul Crawford</b>	
	Paul Crawford presented on the Walking and Cycling Project – attached.	
	A comment from Mark Yates – are we going to utilise the cycle to work scheme? and Louise Knott also asked if there will be a ‘rent-a-bike’ type project?	
	Paul confirmed it is something the Council are aware of and we are working with the County Council, looking at different initiatives. There have also been conversations with Ride Wise as a plug in to this project. The infrastructure will come first and then we can utilise the key sites for example; Mill Water Adventure Base and Brierley Forest Park.	
	Matthew Neal wanted it to be noted that the walking and cycling design process is subject to the County Council’s approval process.	
	Paul explained that there is a challenge that some of the guidance from DfT is unclear so there is new opportunity with Active Travel England (ATE) which has been set up to advise on active travel projects to be a steering group partner. ADC will work with NCC and ATE to develop the project.	
	Cllr Relf commented that the cycling routes within city centres are not the same as within a rural place such as Ashfield, so it is a positive to work with Active Travel England to consider an appropriate design standard. We also have the digital visitor offer coming, and this will be key in promoting the wide offer for public walking and cycling routes for all abilities and ages.	
	Decision for Board: to approve the Walking and Cycling Project. All agreed.	
<b>5</b>	<b>Theme Lead Reports – Theme Leads</b>	
	<b>Succeed in Ashfield – Martin Rigley</b>	
<b>a</b>	<ul style="list-style-type: none"> <li>• Attended and presented at the Chamber’s North Nottinghamshire Manufacturing Network Meeting</li> <li>• Facilitated a peer to peer session of the North Nottinghamshire Manufacturing Peer Group</li> <li>• Attended both UKSPF workshops</li> <li>• Chaired DA Delivery Group meeting</li> <li>• Met two businesses, in an DA Ambassadorial role, looking to move their business to Ashfield who currently trade elsewhere. One has now confirmed they are relocating.</li> <li>• Attended ADMC and Science Discovery Centre steering group meetings.</li> <li>• Met with Hollie at Lindhurst with a view to getting Ambassador events moving again.</li> </ul>	
<b>b</b>	<b>Love Where You Live – Liz Barrett</b>	
	<ul style="list-style-type: none"> <li>• Liz thanked Fiona at NTU for hosting the Chancellor’s dinner and how great it was for the positive feedback of Ashfield. It’s a great example of a partnership.</li> </ul>	

	<ul style="list-style-type: none"> <li>Fiona thanked Liz for the mention and said NTU is appreciative of Ashfield and Mansfield.</li> </ul>
	<ul style="list-style-type: none"> <li>Liz attended the UK Shared Prosperity Workshop, some great ideas to come from this. One of the key points taken from this was the presentation of trees and how Ashfield as an area, is represented by trees. She has recently received an email from ADC about a tree planting opportunity and thinks this is great timing. Martin is following this up.</li> </ul>
	<ul style="list-style-type: none"> <li>Love Where You Live Primary School group is continuing; it will have a break during the summer holidays.</li> </ul>
	<ul style="list-style-type: none"> <li>Trevor, Louise and Liz had a productive meeting to establish a Made in Ashfield scheme, to be presented to businesses, young people, sports people or people achieving within their community. Work will continue on this throughout the summer months and hope to be able to present these in Autumn.</li> </ul>
	<ul style="list-style-type: none"> <li>Remembrance Sunday is high on the agenda for LWYL – to ensure that throughout Ashfield this is remembered, and an intergenerational event. Would like the litter picking volunteers involved in this to have a sense of community, pride and aspiration.</li> </ul>
	<ul style="list-style-type: none"> <li>Teresa Jackson commented she has had a response from the maintenance team regarding the cold storage she mentioned at the last meeting, Teresa and Liz will pick this up to ensure they are getting food to people who need it in Ashfield.</li> </ul>
	<ul style="list-style-type: none"> <li>Christine Sarris commented to Matthew Neal that there was a conversation at the UKSPF workshop about how trees are beneficial to highways, and Christine has brought this up at the Major projects meeting regarding setting up a subgroup to discuss the value of nursery trees etc. to the local highway network</li> </ul>
	<ul style="list-style-type: none"> <li>Matthew Neal will discuss with Highways colleagues. Matthew asked if Liz has contacted Heather Stokes at NCC who is also running the ‘Trees for Climate’ change programme. These details will be shared.</li> </ul>
<b>c</b>	<b>More to Discover – Darron Ellis</b>
	<ul style="list-style-type: none"> <li>Darron met with Debbie, who runs the Visitors Centre at Teversal. Will update on the Visitor Economy aspect of this as they work together.</li> </ul>
<b>d</b>	<b>Be Healthy, Be Happy – Pete Edwards</b>
	<ul style="list-style-type: none"> <li>The next partnership meeting is 13<sup>th</sup> July 2022 – the focus will be on ageing well and supporting children after Covid</li> <li>The annual report for 2021-22 draft is completed. We are looking forward to sharing this with you as it gives some great examples of the partnership working in the district and the positive impact for residents.</li> <li>The Summer HAF programme for Ashfield is almost finalised – please promote opportunities to children and young people in receipt of free school meals <a href="https://www.nottinghamshire.gov.uk/education/holiday-activities-and-food/activities-and-venues">https://www.nottinghamshire.gov.uk/education/holiday-activities-and-food/activities-and-venues</a> If board members know of other young people in challenging circumstances that would benefit, please contact <a href="mailto:healthandwellbeing@ashfield.gov.uk">healthandwellbeing@ashfield.gov.uk</a></li> <li>Kirkby Leisure Centre will open to the public on 6<sup>th</sup> August 2022 – there will be a community weekend on Saturday 17<sup>th</sup> and Sunday 18<sup>th</sup> September – more details about this will be circulated shortly.</li> </ul>

	<ul style="list-style-type: none"> <li>Ashley Marshall has started in her position as Food Co-ordinator – she can be contacted on <a href="mailto:Ashley.Marshall@ashfield.gov.uk">Ashley.Marshall@ashfield.gov.uk</a> and 07791 695716.</li> <li>A successful carers event was held at Portland Square on 7<sup>th</sup> June. The event provided information and entertainment to carers and was well received by carers and stall holders alike. A second event was hosted by ATTFF on 7<sup>th</sup> July 2022.</li> <li>The Centenary event took place at Titchfield Park, Hucknall on the 18<sup>th</sup> June and despite some rain, there was good attendance, with approximately 1000 people at the park.</li> <li>The Discover Ashfield Awards are now open for applications which can be made online via the Council’s website. Please have a look at the categories and nominate all those you feel worthy of recognition. The application process will close on 31<sup>st</sup> July <a href="https://www.ashfield.gov.uk/community-leisure/discover-ashfield-awards-2022-nomination-form/thank-you-for-your-discover-ashfield-award-nomination-1/">https://www.ashfield.gov.uk/community-leisure/discover-ashfield-awards-2022-nomination-form/thank-you-for-your-discover-ashfield-award-nomination-1/</a></li> </ul>
<b>6</b>	<b>Discover Ashfield Project Officer Update</b>
	<ul style="list-style-type: none"> <li>Discover Ashfield Awards are open, details of this have been shared, please pass around to colleagues etc.</li> </ul>
	<ul style="list-style-type: none"> <li>The Photography Competition is proving very popular, with around 90 entries.</li> </ul>
	<ul style="list-style-type: none"> <li>Hollie and Trevor met to discuss Ashfield Day and creating some more marketing material, asked the Board to send their organisation logos to Hollie for this please.</li> </ul>
	<ul style="list-style-type: none"> <li>Hollie is aiming to drive the Discover Ashfield brand, having ADC Comms. put the Facebook tag on more social media posts to build up audience on the Facebook page.</li> </ul>
<b>7</b>	<b>Board Member Updates – ALL</b>
	<ul style="list-style-type: none"> <li>Fiona Anderson mentioned that NTU is delivering the Enterprising Ashfield programme, looking for businesses they can engage with that they have not met before. Fiona asked for support reaching out to these. Asked if ADC had a map of the businesses at Sherwood Business Park as would like a pop up there. Fiona wants NTU to be more visible to the business community.</li> </ul>
	<ul style="list-style-type: none"> <li>Cllr Relf to ensure that Fiona is linked with the Business Support team at ADC.</li> </ul>
	<ul style="list-style-type: none"> <li>Louise Knott offered to join up with West Notts too.</li> </ul>
	<ul style="list-style-type: none"> <li>Christine Sarris commented that Paul Stoppard and Nathan McNicholas are the best people to speak to at ADC, and that the Business Network events are a good opportunity to get involved with other businesses. The details of this will be shared to Fiona Anderson and Louise Knott.</li> </ul>
<b>8</b>	<b>Any Other Business – ALL</b>
	None
<b>9</b>	<b>Date of Next Meeting – Friday 22<sup>nd</sup> July 2022</b>