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Wednesday, 17 April 2024

To All Board Members:

As a Member or Substitute of the **Ashbourne Reborn Programme Board**, please treat this as your summons to attend a meeting on **Thursday, 25 April 2024 at 10.00 am** in the **Committee Room, Town Hall, Matlock, DE4 3NN**

Yours sincerely,

Helen Mitchell
Director of Corporate and Customer Services

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AGENDA

1. APOLOGIES FOR ABSENCE

Please advise the Democratic Services Team on 01629 761133 or email committee@derbyshire.gov.uk of any apologies for absence.

2. PUBLIC PARTICIPATION

To enable members of the public to ask questions, express views or present petitions, **IF NOTICE HAS BEEN GIVEN**, (by telephone, in writing or by email) **BY NO LATER THAN 12 NOON OF THE WORKING DAY PRECEDING THE MEETING**. As per Procedural Rule 14.4 at any one meeting no person may submit more than 3 questions and no more than 1 such question may be asked on behalf of one organisation.

3. INTERESTS

Members of the Programme Board are required to declare the existence and nature of any interests they may have in subsequent agenda items in accordance with the Ashbourne Reborn Programme Board Code of Conduct. Those interests are matters that relate to money or that which can be valued in money, affecting the Member, their partner, extended family and close friends. Interests that become apparent at a later stage in the proceedings may be declared at the time.

4. APPROVAL OF MINUTES OF PREVIOUS MEETING (Pages 3 - 8)

08 March 2024

5. ASHBOURNE REBORN PROGRAMME UPDATE (Pages 9 - 44)

This report summarises the actions taken to progress the Ashbourne Reborn Programme, and highlights key programme risks.

5.a PROGRESS OVERVIEW

5.b ASHBOURNE METHODIST CHURCH UPDATE

5.c DERBYSHIRE COUNTY COUNCIL UPDATE

6. COMMS UPDATE

7. PROGRAMME PARTNER UPDATES

Members of the Committee - Councillor David Hughes (Chair), Councillor Simon Spencer (Vice-Chair) (Derbyshire County Council), Councillor Peter Dobbs, Councillor Steve Flitter, Councillor Stuart Lees, Sarah Dines MP, Councillor Steve Bull (Derbyshire County Council), Tony Walker (Ashbourne Methodist Church), Anne Wright (Ashbourne Town Team), Sue Bridgett (Ashcom), Councillor Anthony Bates (Ashbourne Town Council).

NOTE

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committee@derbyshiredales.gov.uk

Ashbourne Reborn Programme Board

Minutes of a Ashbourne Reborn Programme Board meeting held at 10.00 am on Friday, 8th March, 2024 in the Council Chamber, Town Hall, Matlock, DE4 3NN.

PRESENT

Councillor David Hughes - In the Chair

Board Members: Councillor Simon Spencer (Vice-Chair) (DCC), Councillor Steve Bull (DCC), Councillor Steve Flitter (DDDC), Councillor Stuart Lees (DDDC), Councillor Peter Dobbs (DDDC), Sarah Dines MP, Tony Walker (Ashbourne Methodist Church), Sue Bridgett (Ashcom) and Councillor Anthony Bates (Ashbourne Town Council)

Present as substitute: Kim Dorrington (Ashbourne Town Team)

Steve Capes (Director of Regeneration & Policy), Giles Dann (Regeneration and Place Manager), Karen Henriksen (Director of Resources), Lucy Harrison (Democratic Services Assistant), Anna Paxton (Communications Officer (Ashbourne Reborn)), Laura Simpson (Principal Regeneration Officer) Kevin Parkes (Head of Professional Services – Highways Delivery – Derbyshire County Council) and Paul Wilson (Chief Executive)

Note:

“Opinions expressed or statements made by individual persons during the public participation part of a Council or committee meeting are not the opinions or statements of Derbyshire Dales District Council. These comments are made by individuals who have exercised the provisions of the Council’s Constitution to address a specific meeting. The Council therefore accepts no liability for any defamatory remarks that are made during a meeting that are replicated on this document.”

APOLOGIES

Apologies for absence were received from: Anne Wright (Ashbourne Town Team) and Jim Seymour (Derbyshire County Council).

18 - PUBLIC PARTICIPATION

There was no public participation.

19 - INTERESTS

There were no declarations of interest.

20 - APPROVAL OF MINUTES OF PREVIOUS MEETING

It was moved by Councillor Anthony Bates, seconded by Tony Walker and

RESOLVED (unanimously)

That the minutes of the meeting of Ashbourne Reborn Programme Board held on 30 January 2024 be approved as a correct record.

The Chair declared the motion **CARRIED**.

21 - Ashbourne Reborn Programme Update

21a - PROGRESS OVERVIEW

Laura Simpson, Principal Regeneration Officer (Derbyshire Dales District Council) introduced an updating report which provided Board Members with information regarding the activities undertaken to progress the Ashbourne Reborn Programme, highlighted key programme risks and set out relevant next steps.

Laura noted that partners continued to work collaboratively to progress both projects. Board Members were informed that the Link Community Hub Project continued to progress through RIBA Stage 4 detailed design and the process for the procurement of the main contractor was ongoing following good indications of interest in the project at PQQ stage. The procurement Guideline/Strategy for the project had been updated to reflect the latest position in line with DLUHC requirements and was attached at Appendix 4.

The DCC led Highways and Public Realm Project was also progressing through Stage 4 RIBA detailed design. Designs for Shrovetide Walk and Millennium Square need to be completed to the required level of detail to enable updated cost estimates and subsequent construction, with cost estimates for this design work to be provided by AECOM for agreement. It was noted that framework contractor Galliford Try were now in contract and Early Contractor Involvement had enabled an initial review of the estimated project cost and an indicative phasing plan. It was anticipated that further development of this work, including to reflect progressed detailed designs as they became available through AECOM, would inform recommendations in March and April 2024 about the extent of any value engineering and if necessary descoping.

It was noted that following discussion, the minutes of the H&PR Project Control Board, as included at Appendix 1, were deemed to not be fully reflective of the response from Guy Taylor Associates to releasing design information for Shrovetide and Millenium Square. It was noted that this would be recorded in the H&PR Project Board Minutes.

Laura informed Members that a further meeting of the Design and Events Working Group had taken place. The future use of spaces and associated influences on design were discussed, with recommendations about street furniture and a preference to allow for the provision of a canopy to support flexible use of the Market Place considered for feedback at the subsequent Project Control Board.

Members were informed that feedback had been received from DLUHC accepting the baseline information that was proposed in the Quarter 2 Monitoring Return in October 2023, rebasing the output and completion dates for the projects. This was July 2025 for the Link Community Hub Project and October 2025 for the Highways and Public Realm Project. It was noted that a new memorandum of understanding had not yet been issued but this was anticipated to be received over the next few months and would need to be checked to ensure all the agreed changes had been fully reflected.

DLUHC had launched their Delivery Associates Network, aiming to provide support to unlock barriers to delivery on DLUHC funded projects. Current challenges for Ashbourne Reborn had been outlined to DLUHC in response to a request for information, submitted in an online survey. It was noted that these challenges were mainly focussed on specialised issues outside the anticipated offer of support, such as Hostile Vehicle Mitigation (HVM) requirements and the influence of bat roosts. It was intended that knowledge sharing groups with other local authorities who had encountered similar issues with HVM would be arranged. Further support was being offered regarding challenges related to value engineering, which was being mobilised to enable a quick response should it be required, if any potential need for descoping becomes clearer in the weeks to come.

It was noted that the Communications Protocol (Appendix 3) had been updated and social media updates were ongoing and more frequent, with the comms group being reinvigorated with a new set of meetings. Anna Paxton, Communications Officer for Ashbourne Reborn, had been to Ashbourne with Gary Thompson from Derbyshire County Council to liaise with businesses and property owners regarding the condition and position of underground structures that may influence the methodology for the proposed works. It was noted Anna had begun initial contact with haulers. Councillor Tony Bates, Ashbourne Town Council, requested that once scheduling and a program of work had been finalised, a stakeholder engagement between partners and local retailers take place in order to provide all affected parties with full information in regard to the programme and allow opportunity for questions. It was agreed that this should be held and suggested that a drop-in session would also be beneficial.

10:22 – Sarah Dines MP entered the meeting.

21b - ASHBOURNE METHODIST CHURCH UPDATE

Tony Walker, Ashbourne Methodist Church, presented Board Members with an update on the progress of the Link Community Hub Project. Tony Informed Members that there was an anticipated delay with construction until late summer (circa 3 month delay). This was being actively managed, and it was anticipated that engagement with DLUHC would be held through the delivery associates network to support value engineering. It was noted that there were several causes for this anticipated delay, which included resource availability, delays with mechanical and electrical design and the impact of working within constraints of a grade 2 listed building. It was noted that the design team were nearing the completion of the design and technical specifications to enable the preparation of tender pricing.

Procurement of the main contractor was ongoing. An invitation to tender was due to be issued in late April, with these returned by the end of May, and the contractor on site mid-August. This revised schedule fits in with the bat mitigation measures and it was noted that surveys had confirmed the roof is a summer maternity roost, therefore work could now commence in the roof space from September onwards. The need to ensure co-ordination of the Link Community Hub works with the Highways and Public Realm works was acknowledged.

There was now an operational Hub Planning Team established to ensure the best use of the buildings for the community once the project was complete. Several sub teams had been created in order to execute this including teams for, performance, community, visitor accommodation, marketing, HR, admin, finance and legal. Potential names for the spaces had begun to be discussed.

Tony noted that whilst the Church had a website, there was a consensus that there was need for a new website, solely for the project.

21c - DERBYSHIRE COUNTY COUNCIL UPDATE

Councillor Simon Spencer, Derbyshire County Council, delivered an update on the Highways and Public Realm Project. Members were informed that they were still in the process of developing a programme of work regarding timeline, costing and detailed engineering specification, which was critical to the whole programme running to schedule. It was noted that the initial timeline discussed with Galliford Try had been deemed to be unacceptable and discussion had taken place that works may need to be completed out of hours. The importance of communicating this with local residents and business owners in good time in order to ensure they would be inconvenienced as little as possible was emphasised.

It was noted that there was a historic challenge in Ashbourne in regard to land ownership issues, particularly land that directly lies in front of retail properties which was originally used for selling goods off the street. Some patches of this land were unregistered, and it was noted that there would be a significant amount of work involved in legally establishing ownership. Work was ongoing between DCC legal and highways departments to consider mechanisms for including these areas within the scheme and the implications of adopting the land where appropriate. The need to give Galliford Try assurance that they were able to work on these areas of land in a safe and legal way was noted.

11:06 – Councillor Steve Flitter left the meeting.

Choice of materials, particularly for the road surface, was another key issue under consideration. The materials specification needed to be agreed by the Highway Authority and also meet the aspirations of the original scheme bid and be affordable within the scheme budget.

Councillor Spencer raised concerns regarding the Communications Protocol as drafted which he felt could restrict the ability of Project Board Chairs to respond to media enquiries.

It was moved by Councillor Simon Spencer, seconded by Councillor Steve Bull and

RESOLVED

That recommended 2, 'That the updated Ashbourne Reborn Communication Protocol is received and noted by the Board, including the approach to urgent communications' is removed from the list of recommendations set out in the report.

Voting

05 For

03 Against

02 Abstentions

The Chair declared the motion **CARRIED**.

The Communications Protocol would be re-visited and considered at the next meeting of the Programme Board.

It was then moved by Councillor Simon Spencer, seconded by Councillor Anthony Bates and

RESOLVED (unanimously)

1. That the Board considers progress to date and the position regarding program, cost, deliverables, and risks be received and noted.
2. That the Board receives and notes the AMC Procurement Strategy/Guidelines document.

The Chair declared the motion **CARRIED**.

22 - PROGRAMME PARTNER UPDATES

Kim Dorrington provided Board Members with an update on partner initiatives on behalf of the Town Team. The team had been working with Thinking Place, a place brand specialist organisation, with the aim of achieving social, cultural and economic regeneration to transform the mindset of local people. Stage one of this work was narrative development, involving an in-depth consultation with stakeholders through workshops, focus groups and an online survey, it was expected that this would be shared by the end of march. The next stage was visual development, creating a brand identity and visual material to promote the Town and the final stage would be implementation. It was hoped this process would create unity of purpose and positivity and enhance civic pride and community confidence, attracting new visitors, residents and businesses.

The potential for Ashbourne to have a Business Improvement District (BID) was then discussed with Members, in order to ensure the Town centre had some form of management moving forward. It was noted that a BID could only be formed following consultation and a ballot in which businesses vote on a BID proposal for the area. The BID would be funded through a BID levy, this would be 1-2% of the hereditaments rateable value. It was noted that a BID would aid in achieving an effective networking and collaboration in the local community and with external bodies and could release funds to support the cost of a town centre manager.

Phase one of this work would be to carry out a BID feasibility study which would cost approximately £8,000. The Town Team were exploring funding opportunities for the feasibility stage. Steve Capes, Director of Regeneration and Policy, noted that this would be an important step in generating town centre management and suggested that the feasibility study may be able to be considered for funding from the UK Shared Prosperity Fund (UKSPF) which included an allocation for feasibility studies within the investment plan. A proposal would need Board approval.

11:26 – Sarah Dines MP left the meeting.

Meeting Closed: 11.59 am

Chair

Ashbourne Reborn Programme Board – 25 April 2024

ASHBOURNE REBORN PROGRAMME UPDATE

Report of the Director of Regeneration and Policy

Report Author and Contact Details

Laura Simpson, Principal Regeneration Officer
01629 761146 or laura.simpson@derbyshiredales.gov.uk

Wards Affected

Ashbourne North and South

Report Summary

The report summarises activity to progress the *Ashbourne Reborn* Programme, highlights key programme risks and sets out next steps.

Recommendations

1. That the Board considers progress to date and the position regarding programme, cost, deliverables and risks be received and noted.
2. That the revised Ashbourne Reborn Communications Protocol is received and approved by the Board, including the approach to urgent communications.

List of Appendices

Appendix 1 Draft Minutes of the H&PR Project Control Board 05/03/24

Appendix 2 Minutes of the LCH Project Board 05/03/24

Appendix 3 Ashbourne Reborn Communications Protocol 04/24

Background Papers

Ashbourne Reborn Programme Board Update Report 27 September 2023.

Ashbourne Reborn Programme Board Update Report 26 October 2023.

Ashbourne Reborn Programme Board Update Report 12 December 2023.

Ashbourne Reborn Programme Board Update Report 30 January 2024.

Ashbourne Reborn Programme Board Update Report 8 March 2024.

Consideration of report by Council or other committee

No

Council Approval Required

No

Exempt from Press or Public

No

ASHBOURNE REBORN PROGRAMME UPDATE

1. Background

- 1.1 As set out in the papers of previous Programme Board meetings, Ashbourne Reborn is a £15.22m programme aimed at transforming Ashbourne town centre through significant improvements to highways and public realm and the development of the Link Community Hub. The programme is principally funded by the UK Government through a £13,373,509 funding allocation from the Levelling Up Fund, Round Two. The programme comprises the following projects:

Project 1: Public Realm & Highways Improvements led by Derbyshire County Council - £8.804m

Project 2: Link Community Hub led by Ashbourne Methodist Church - £6.418m

- 1.2 Derbyshire Dales District Council (DDDC) is the Accountable Body for Ashbourne Reborn. Matters that could have a significant impact on the programme, potentially resulting in a change to the approved bid / Memorandum of Understanding between the District Council and the Department for Levelling Up, Housing and Communities (DLUHC) in terms of deliverables, timescales, cost, outputs / outcomes and risk should be matters for decision by the strategic Programme Board and are required to be escalated by Project Boards.

2. Key Issues

Project Progress, Procurement and Risks:

- 2.1 Partners continue to work collaboratively to progress both projects. Brief project-based updates are set out below, with further detail provided in Appendix 1 – Minutes of the Highways and Public Realm Project Control Board 05/03/24, and Appendix 2 – Minutes of the Link Community Hub Project Board 05/03/24. Verbal updates reflecting the Project Board meetings on Tuesday 2 April and Thursday 11 April will be provided to the Programme Board in advance of the written Minutes being available.

Link Community Hub:

- 2.2 The Link Community Hub Project, led by Ashbourne Methodist Church, is currently in a period of cost review, following receipt of an updated pre-tender estimate / bill of quantities prepared by the Project Manager / QS. The estimated cost increases are more significant than previously understood and require appropriate validation, which is being addressed alongside comprehensive assessment of options for value engineering and consideration of approaches to delivery.
- 2.3 Work continues to consider a range of potential solutions to remain on budget while continuing to deliver the project outputs and outcomes agreed with DLUHC. Confirmation of whether an element of descoping is likely to be required will be provided over the next few weeks to inform any changes

that may need to be considered by the Programme Board. Following initial review, the AMC team is of the view that the outputs and outcomes remain achievable.

- 2.4 Work continues in parallel to finalise RIBA Stage 4 detailed design and the process for the procurement of the main contractor is now due to proceed in May to allow for the outcome of the review process to influence the main works contract information.
- 2.5 Highest scored risks for the Link Community Hub Project continue to include project costs and unforeseen costs, and slippage within the programme.

Highways and Public Realm Project:

- 2.6 The DCC-led Highways and Public Realm Project is progressing through RIBA Stage 4 design, with highways designs becoming available for review. Public realm designs are due to follow later this month, with a short delay to drainage and lighting designs, which will follow in May. Following consideration of the existing designs, it has been identified that there will be unavoidable additional costs to complete the Shrovetide Walk and Millennium Square designs to the required level of detail to enable updated cost estimates and subsequent construction. Ashbourne Town Council re-considered the design cost information for Millennium Square at its meeting on 16 April and resolved to contribute up to £35k towards finalising the designs. Confirmation of additional design costs for Shrovetide Walk will follow for review by the Project Control Board.
- 2.7 Framework contractor Galliford Try is progressing Early Contractor Involvement (ECI). Further development of cost and phasing plans, including to reflect progressed detailed designs as they become available through AECOM, will inform recommendations about the extent of any value engineering and if necessary descoping that may be required to stay within the project budget. The completion of detailed design beyond the end of April will result in a delay to the full cost update and associated decisions. A key design decision relates to the choice of materials used on the highway. The materials specification needed to be agreed by the Highway Authority and also meet the aspirations of the original scheme bid and be affordable within the scheme budget. The project team is working to mitigate overall impact on the timing of delivery and further information will be provided at the next Programme Board meeting. A review of the latest construction cost estimate against the original bid costs is also planned.
- 2.8 Highest scored risks for the Highways and Public Realm Project continue to include budget pressures, traffic management and phasing of delivery, disruption to traders and stakeholder management. Active co-ordination of projects across Ashbourne and liaison with utility providers to minimise impact of their activities on the Ashbourne Reborn improvements following completion are also key mitigation strategies.

Hostile Vehicle Mitigation:

- 2.9 A brief was developed in partnership with Derbyshire Dales District Council and issued by Derbyshire County Council in March to procure specialist advice on HVM for Ashbourne Reborn.
- 2.10 The consultant's initial proposal did not meet the required criteria in terms of cost and timeframe and a further proposal has been sought by DCC. This work is required to support proportionate / evidence-based recommendations as quickly as possible regarding any implications to the design of relevant areas within the Ashbourne Reborn Highways and Public Realm Project. Any resultant cost implications from mitigations proposed will also need to be reviewed by the Project and Programme Boards.

Working Group – Design and Events:

- 2.11 The Design and Events Working Group meets approximately fortnightly to support design completion and ensure the intended future use of spaces influences design. Recommendations from the group are considered at the subsequent Project Control Board. Related decisions have included confirmation that the current wayfinding signs should be retained and the provision of a storage unit on Shawcroft Carpark will not be pursued as this had been intended to house market stalls that are not anticipated to be required for the Market Place and the distance is also considered impractical. The concept of a canopy for the Market Place is being reviewed by the Town Team, as this was not within the original project scope and may be difficult to deliver, especially in advance of an agreed organisation to take responsibility for the related management and maintenance.
- 2.12 As discussed at the Programme Board on 8 March 2024, the Town Team is keen to investigate the opportunity for a Business Improvement District (BID) that could provide a management mechanism to support future events, alongside other benefits. In advance of a BID being determined, local partners will need to consider an interim or alternative approach to events promotion and management.
- 2.13 Future meetings will also include practical consideration of the influence on the emerging construction programme on key events, with parallel work through the Comms Group and Comms officer to liaise with events' organisers.

DLUHC Information and Processes

- 2.14 Email confirmation was received from DLUHC on 3 April 2024 that there will not be an annually updated Memorandum of Understanding (MoU) for LUF round 2 projects and programmes. Instead, changes will be agreed through the quarterly monitoring process, by separate negotiation recorded by email and, where appropriate, through formal Project Adjustment Requests.
- 2.15 The next monitoring requirement for DLUHC is the 2023/24 Quarter 4 Monitoring Report, which is required to be submitted by 26 April 2024.
- 2.16 A series of discussions have been held with DLUHC's Delivery Associates Network, which aims to provide support to unlock barriers to delivery on DLUHC funded projects. Current challenges for Ashbourne Reborn had previously been outlined to DLUHC in response to their request for

information. Initial support has facilitated the written agreement by DLUHC of departures from LTN1/20 guidance where necessary in the delivery of cycling improvements as part of Ashbourne Reborn. The Delivery Associates Network is also intending to set up a knowledge sharing event for HVM and is keen to support the consideration of a proportionate approach to HVM within Ashbourne

- 2.17 Support through the Delivery Associates Network is ongoing as part of the cost review and value engineering work for the Link Community Hub, with a pre-meeting on 12 April and a workshop on 16 April 2024. This is intended to complement work by the project team and support solutions that should be acceptable with DLUHC.
- 2.18 AMC partners are also meeting with DLUHC's Levelling Up Service representatives on 1 May. This is to take up the offer of advice around building audience and visitor numbers to help lock-in the benefits of the Ashbourne Reborn investment.

3. Options Considered and Recommended Proposal

- 3.1 Not applicable.

4. Consultation

- 4.1 An overview of recent and planned Comms activity will be provided separately to this report in a verbal update in Agenda Item 6 of the Programme Board meeting.
- 4.2 Regular comms updates continue for Ashbourne Reborn, supported by the Ashbourne Reborn Comms officer and in line with the agreed Comms Grid of planned activities. The Ashbourne Reborn Communications Protocol has been revised following feedback at and following the Programme Board Meeting on 8 March and through consultation with the Ashbourne Reborn Communications Group (Comms Group), which includes representation from all project partners. This is provided in Appendix 3 of this report.
- 4.3 Following a briefing and feedback in March, regular Ward Member updates are being provided between more detailed briefings to support effective communications and help to manage stakeholder expectations. A presentation to the Ashbourne Town Council Meeting on Monday 15 April, delivered jointly by DCC, AECOM and DDDC representatives, also received positive feedback and further briefings have been proposed to follow.

5. Timetable for Implementation

- 5.1 The latest update on progress against milestones will be included in the presentation to Programme Board. While there has been some delay to the completion of RIBA Stage 4 design on the Highways and Public Realm Project and the availability of information for the cost review for the Link Community Hub, both Project Teams are working to minimise the impact of these delays.

5.2 Programme delivery currently remains on track for full defrayal of the LUF grant by Quarter 3 2025/26, in line with DLUHC expectations.

6. Policy Implications

6.1 The LUF proposals were developed in line with the Council's Economic Recovery Plan and Economic Plan, and Ashbourne Reborn is one of the District Council's Corporate Plan priorities within the '*Prosperous and sustainable Dales communities and businesses*' theme. In particular, the proposals directly contribute to the Place Shaping Delivery Plan core programme area: *Facilitate town centre regeneration to improve public realm and stimulate spend and investment.*

7. Financial and Resource Implications

7.1 The latest financial position will be provided within a presentation at the Programme Board meeting, reflecting information provided at Project Board meetings in April and expenditure to date set out in the quarterly monitoring Report due for submission to DLUHC by 26 April.

7.2 Cost plans were updated for both projects following the completion of RIBA Stage 3 design and are in the process of being revised to reflect more detailed information through RIBA Stage 4 design. Costs have risen considerably since the LUF bid, with much higher than predicted levels of inflation and challenging market conditions. Alongside rising construction costs and costs of materials, project fees have also increased from the original estimates prepared by the consultant bid team. Availability of materials and the influence of international conflict on supply chains is also a consideration within finances and risk.

7.3 Ashbourne Reborn Project Boards continue to consider value engineering, prioritisation and, as a last resort, potential de-scoping activities to remain within budget. Any resultant recommendations that could have direct or cumulative implications for commitments made to the DLUHC will be escalated to the Programme Board for consideration when confirmed. Reflecting the need to wait for substantive completion of the RIBA Stage 4 designs for the Highways and Public Realm Project and the outcome of the detailed cost review of the Link Community Hub, associated updates and related recommendations are anticipated for review by the Programme Board Meeting on 14 June.

7.4 DLUHC provided an unscheduled programme capacity funding payment of £16,000 in March, intended to accelerate the delivery of LUF projects. A subsequent allocation may follow in 2024/25 but is unconfirmed. The approach to the use of this funding will be reported to the Programme Board following due consideration.

7.5 The financial risk is assessed as High.

8. Procurement Implications

8.1 Procurement strategies are in place for both projects within Ashbourne Reborn, and the project teams are reminded to maintain up to date Procurement Registers to record key procurement activity.

- 8.2 Procurement of a main contractor for the construction of the Highways and Public Realm project has been undertaken by DCC. Following the ECI stage and detailed pricing of the works, formal consideration of the offer and project costs will inform a decision on whether to proceed to stage 2 construction.
- 8.3 As set out in Section 2, procurement of the main contractor for the Link Community Hub is ongoing following a promising response to the initial PQQ stage before Christmas. Following a review period to enable tender information to be informed by the required cost review, the stage 2 Invitation To Tender is now due to be issued in May. Prospective contractors have been kept informed of the process.

9. Legal Advice and Implications

- 9.1 As stated, this report summarises activity to progress the *Ashbourne Reborn* Programme, highlights key programme risks and sets out next steps.
- 9.2 There are 2 recommended decisions to be taken as noted at the top of this report. The legal risk of challenge when taking the decision as recommended has been assessed as low.

10. Equalities Implications

- 10.1 None additional at this stage, but equalities remain an important consideration for detailed design. An Equality Impact Assessment (EIA) was prepared for the *Levelling Up Fund* bid and was submitted to the Derbyshire Dales District Council C&E Committee meeting on 29th June 2022. A further equalities assessment will be required on final scheme proposals to assess the implications of any significant changes to the project.

11. Climate Change Implications

- 11.1 No additional implications at this stage, but Climate Change Implications remain an important consideration for detailed design. A Climate Change Impact Assessment was prepared for the *Levelling Up Fund* bid and was submitted to the Derbyshire Dales District Council C&E Committee meeting on 29th June 2022. A further climate change assessment may be required on final scheme proposals to assess the implications of any significant changes to the project.
- 11.2 In terms of other environmental considerations, there are synergies between the traffic management element of Ashbourne Reborn and the air quality considerations for the area. Where the delivery of Ashbourne Reborn can contribute to and complement activity to improve air quality, this will be reflected in the Air Quality Action Plan.

12. Risk Management

- 12.1 Project level risks have been highlighted within the report in section 2, with further detail to be presented at the Programme Board meeting. The

highest strategic risk is currently considered to be Project Costs, which are being addressed through active review and management of both projects.

12.2 Current programme level risks reflect:

- Cost challenges, consistent with the national picture. Mitigation at this stage includes working with delivery partners to reduce fee expenditure (where possible), early contractor involvement and value engineering.
- Stakeholder expectations. Mitigation at this stage includes early stakeholder engagement and regular communications, expectation management and quality control.
- Programme and Resources. Delivery timeframes are challenging, and the programme is resource-intensive at all levels. Ongoing consideration of resources is required, including any related challenges facing delivery partners.

11.2 Additional comms activities outlined in section 4 and highlighted within a verbal update for Agenda Item 6 of the Programme Board meeting, will further strengthen mitigation in terms of the risks around stakeholder expectations.

Report Authorisation

Approvals obtained from:-

	Named Officer	Date
Chief Executive	Paul Wilson	17/04/2024
Director of Resources/ S.151 Officer	Karen Henriksen	17/04/2024
Director of Corporate and Customer Services (Monitoring Officer)	Helen Mitchell	17/04/2024

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Ashbourne Reborn – Highways and Public Realm Derbyshire County Council

Minutes of Meeting

5th March 2024 at 1:30pm – Ashbourne Town Council

Attendees

Cllr Simon Spencer (Cllr SS)
Jim Seymour (JS)
Kevin Parkes (KP)
Gary Thompson (GMT)
Giles Dann (GD)
Laura Simpson (LS)
Anna Paxton
Kim Dorrington
Tim Allen
Sue Bridgett (SB)
Carole Dean (CD)
Ryan Hunt (RH)
Jamie Missenden
James Stuart
Jen Riley
Ranbir Mander

Company

Derbyshire County Council (DCC)
Derbyshire County Council (DCC)
Derbyshire County Council (DCC)
Derbyshire County Council (DCC)
Derbyshire Dales District Council (DDDC)
Derbyshire Dales District Council (DDDC)
Derbyshire Dales District Council (DDDC)
Town Team (TT)
Town Team (TT)
AshCom (AC)
Ashbourne Town Council (ATC)
Aecom (A)
Galliford Try (GT)
Galliford Try (GT)
Bentley (B)
Bentley (B)

Apologies

Sue Hunter
Cllr Charlotte Cupit
Ian Marsh (IM)

Bentley (B)
Derbyshire County Council (DCC)
Ashbourne Methodist Church (MC)

		Action
1.	Introductions	
1.1	Welcome & Apologies – As listed above	
1.2	Declaration of interest – Nothing to declare.	
2.	Minutes of Meeting	
2.1	<p>SB stated that the minutes from last meeting did not accurately reflect the discussion Item 4.3 and should be updated. SB agreed to supply some words, (subsequently provided and set out below) to LS to ensure it can be highlighted at the next Programme Board. The proposed update to the minutes of 6th February should read as follows:</p> <p>4.3 Design Co-ordination and Progression (Guy Taylor Associates) SB – Guy Taylor Associates (GTA) is willing to share the DWG files for Millennium Square and Shrovetide Walk to enable AECOM to move swiftly and cost effectively to Stage 4 design. To do so GTA has sought some form of legal/novation agreement to recognise that their liabilities pass to the new designer. and indicated that there would be charges to cover their admin costs to amend drawings to remove their Intellectual Property.</p> <p>Following discussion with DCC legal team, GTA was asked to seek costings for the work required, which they did through their RIBA representative. These costs seemed high and the process suggested more bureaucratic and onerous than seemed necessary to give them the legal comfort and cost coverage they required.</p> <p>Action RH - to identify which drawings Aecom require to develop the design in order to minimise costs.</p> <p>Action CD / SB/LS/GT - to draft the form of “letter of comfort” with the reassurance GTA required and issue to partners for agreement before forwarding to GTA for review.</p> <p>Quantum of the revised admin charges to be agreed with GTA.</p>	SB/LS

	<p>Please note - In further discussion following the proposals at PCB, GTA was happy for PCB partners to draft a letter confirming removal of design liability/intellectual property rights and transfer of design risk to Aecom and associated costs were reduced to £250, which was agreed for payment.</p>	
2.2	<p>Matters Arising</p>	
2.3	<p>Street Lighting Aecom still do not have access to the asset information required to complete lighting calculations. RH highlighted that some crossings do not meet the Highways standard for illumination, including the crossing outside the Town Hall.</p> <p>Detail design will be progressed as information comes through, including some Highways elements.</p> <p>DCC are now sending through Requests for information. Cllr Spencer suggested considering bulb upgrades. RH reported that some building owners have requested existing mounted lighting to be removed – no wayleaves etc have been agreed and lights have been mounted historically without a formal agreement in place.</p> <p>Cllr Spencer: Internally illuminated signage is banned through local planning policy for shop premises. Action: GD to check whether this is still a current policy.</p> <p>Horse and Jockey Yard is very dark at night currently. KD still concerned about the lighting in St John Street – which has dark spots at night. Cllr Spencer advised the project team to think carefully about the type of lighting proposed, there are some Sodium lights in the town that would benefit from upgrade.</p>	<p>GD</p>
	<p>Hostile Vehicle Mitigation DDDC and DCC have worked together to prepare a scope which has been issued to Jacobs (framework provider) for a proposal to undertake the required risk assessment and prepare recommendations. Both parties want a template that can be rolled out on a call off basis for other sites in Derbyshire as and when required.</p> <p>GD LS and an Emergency Planning colleague met last week with Police consultees who had originally commented on the LBC application in 2023. They believe that their advice at the time of the application stands and it remains a material consideration due to the potential for a runaway vehicle to strike the Market Place, during use for events but also during everyday use. They acknowledge the constraints and uncertainty around Martyn's Law but still advise the project team to give HVM due consideration.</p> <p>Action: Board to be updated on Jacob's fee proposal in April</p>	<p>GD/JS/KP</p>
	<p>Land Ownership DCC still don't have Title details for the unregistered land adjacent to the Town Hall. Need to ensure that work is carried out legitimately on this land. There is a DCC Highways meeting this afternoon to discuss potential appetite to adopt this land. Cllr Spencer highlighted the risks of this approach due to the potential for delay due to legal timeframes and complications but identified that there are potential other options where DCC has previously maintained unregistered sections. GMT stated that DCC are concerned that landowners could come forward and disagree with the standard of the works once completed. If agreed, notices would need to be advertised, to ensure that a landowner has the opportunity to come forward.</p> <p>CD pointed out that there is a further section of unregistered land on Millennium Square which is additional to the land transferred to the Town Council.</p> <p>Anna and Gary have been undertaking a walk around of properties and looked into basements to consider associated risks of construction in the vicinity.</p>	

	<p>ACTION: Cllr Spencer requested a timeline of actions to address the unregistered land issue to follow this meeting. It is to include implementation of notices and associated timeframes to adopt the land should DCC agree to proceed.</p> <p>JS advised that the highest risk is the potential for accidents on this land should DCC take ownership. The process Gary is suggesting is the mitigation for this risk. Gary to feed back after the DCC meeting today to allow an update to Programme Board on Friday.</p> <p>It was agreed by all that DCC officers should move this forward and start the land acquisition process if agreed at today's meeting. There are areas all over town that aren't included in the project for improvement but these are maintainable by the landowners. Noted.</p> <p>RH raised a need to maintain access for businesses to Horse and Jockey Yard, but this would require crossing private land, if accessing from Shawcroft car Park – The land in question is around 30m in length. It was acknowledged that it would be ideal to upgrade the privately owned area at the same time, however, this would need landowner buy-in and is outside the agreed scope / budget. Cllr Spencer advised that the project needed to avoid mission creep – the project team and PCB Members need to clearly define where the responsibilities of this project start and finish.</p> <p>Unfortunately, there was an accident last week – a lady fell in the street, on private land off Dig St. Horse and Jockey Yard has a drainage issue due to gullies being blocked. Can we approach relevant owners to ask if they want to pay to have this re-paved as part of the project?</p> <p>GMT to arrange a meeting with owners to discuss this, KD to attend.</p>	<p>GMT</p> <p>GMT</p>
	<p>Basements and below ground structures Gary inspected some cellars whilst on a walkaround with Anna in Ashbourne.</p> <p>Does the Board want to instruct a structural survey of properties with Cellars?</p> <p>Cllr S – Can't we mitigate against disturbance during the works through design or methodology? The survey would be too costly and take some time due to the number of properties.</p> <p>RH and GT advised that they need to wait for the detailed design to review what mitigation is required. Potentially moving loading bays if required/where possible to prevent damage to properties.</p> <p>RH to supply the pavements design to GT asap.</p> <p>KD: ensure that trial holes are utilised to review areas of concern and inform design and construction approach. Any trial holes will require appropriate reinstatement within the limits of the LBC Conditions on the Market Place. Comms will be required regarding the programme of trial holes once locations are agreed. AP to add to Comms agenda.</p> <p>GMT: It was agreed to continue to take photos of basements to help to understand / record the existing condition.</p>	<p>RH</p> <p>AP</p>
<p>3.</p>	<p>Stakeholder Working Group</p>	
	<p>The Stakeholder Working Group met last week. LS has set up a fortnightly series of meetings.</p> <p>Highlight: Recommendation by the Stakeholder Working Group: To keep current wayfinding styles in Heritage Styles, LBC was for contemporary street furniture. This was agreed by the PCB</p>	

	<p>Market Stalls – it was assumed at bid stage that it may be appropriate to supply some bespoke stalls for the Market Place. A canopy is now proposed instead of market stalls.</p> <p>With emphasis on what is needed it is proposed that the project will not supply market stalls or the associated storage. A canopy may be installed later once the project is complete. Fitting points for the canopy would need to be discussed with the Conservation Officer, to see if the concept could be future-proofed within the design. However, it may be necessary to design the canopy first to inform the foundation and location of fitting points. and there is a risk that it may not meet evolving expectations.</p> <p>Action: The Archaeological Watching Brief and LBC are affected by digging on the listed surface, so this needs to be limited. GD/LS to facilitate a discussion with the Conservation Officer.</p> <p>Some ducting for wiring is included already in the LBC along with a water point. There is Daisy chain network ducting for the uplighters.</p> <p>It was suggested that one service channel be dug to allow the installation of ducting that could be left for future use – RH confirmed that this would be additional excavation.</p> <p>The idea is to dig strategically where needed, there is no intention to lift the whole surface due to the cost, time and conservation implications. TC – canopy itself may or may not require additional planning permission. (also to be raised with the Conservation Officer). The intention is for the canopy to be seasonal. It will be removed in winter so consideration should be given to what the Market Place looks like when it's not there, as well as storage and maintenance.</p> <p>Concerns have been highlighted by business owners about the loss of car parking on Market Place. The Board want to highlight the type and location of the parking that will remain as part of a Comms exercise. This should also highlight additional parking too. This could be displayed on the website in the form of a Parking infographic.</p> <p>KD advised that more work is required before this can be shared.</p> <p>Cllr Spencer reinforced that this is a key element and a holistic view needs to be taken and shared at the appropriate time.</p>	<p>GD/LS</p>
<p>4.</p>	<p>Risk Update</p>	
	<p>Bentley have hosted 2 workshops in January and February as referenced in the Risk Update Report in this month's Board Pack. Both workshops were attended by the Contractor who input into the Construction risks.</p> <p>The project team closed preliminary design risks and reviewed and updated current risks. The report summarises the risks that were closed and highlights the highest scoring risks as well as new risks that have been added.</p> <p>Report high risks section: Phasing of construction stage to minimise disruption– KD feels that this is scored high and should be closed off now. JR advised that it will need to be kept open until the final phasing plan and programme is submitted and accepted, this should be in August once the Notice to Proceed is issued and Stage 2 of the construction contract commences.</p> <p>Decision: The Board accepted the updated register</p>	
<p>5.</p>	<p>Design Development</p>	
	<p>Cllr Spencer commented that he had recently driven through Poynton and saw that the design had failed here as everything had collapsed.</p>	

	<p>RH discussed the risk of using small element paving similar to Poynton and reassured the Board that Aecom are looking at alternatives to achieve the same effect, but with more longevity.</p> <p>Clr Spencer pointed out that Church Street re-paving scheme designed for vehicle overrun was successful – not broken up. Learn from this.</p> <p>KD: Observation; St Johns Street East resurfacing already showing signs of rutting – visible when it rains. Action: KP to take back to DCC.</p> <p>GMT confirmed that funding would not allow a full reconstruction but the project can seek to replace some binder where needed (if budget allows).</p>	<p>KP</p>
	<p>Aecom have recently issued the following:</p> <ul style="list-style-type: none"> • Pack of drawings • Highway GA • Drainage • TRO documents • Road markings • WSI Arch • Tree protection report <p>Aecom have issued whatever they can in draft to aid discussion with GT. Aecom requested a meeting with CD to discuss the updated design for Millennium Square and new drawings received from GTA. Action: RH to arrange a meeting to run through this with CD</p> <p>RH requested discussion of footway widths where they conflict with loading bays as part of the next working group meeting. There is a requirement to ensure tolerance of different vehicles and all users, to ensure everyone has sufficient width to move around. Policing the use of the loading bays and educating the shop keepers to prevent customers parking in loading bays/pavements was also discussed.</p> <p>Aecom have raised the question of tactile paving to delineate the pavement on approach to the loading bay. Board happy to not include tactile paving here. KD: AMC are desperate for the drawing for Station Road 2D geometry – RH there is a 3rd party interest here. Aecom are meeting the BSIP team tomorrow. LS has already updated AMC to confirm that it is requested and on the way.</p> <p>Design Freeze:</p> <p>Aecom need confirmation that everyone is happy with the principles of the drawings shared on Monday 4th March. The Bridge Parapet approach has already agreed by Board in February.</p> <p>Deadline for comments on 2D design drawings – next Wednesday (13th) - Working Group meeting.</p> <p>Materials:</p> <p>RH presented material samples. RH keen to highlight to the group the risks associated with different materials – the project team need to know what is available and try to mitigate these risks. There is a spectrum on this. This is also an obvious area for value engineering.</p> <p>Materials should be agreed in principle by the Highway Authority and also meet the aspirations of the original scheme bid.</p> <p>Aecom to bring a report for material choice and should consider:</p> <ul style="list-style-type: none"> • Cost envelope for that area • Alternative material if we cannot afford that product 	<p>RH</p> <p>ALL</p> <p>RH</p>

	<ul style="list-style-type: none"> • State how many square metres of this material • Include supply chain risks / opportunities <p>The Board need options presented to show what is available and the implications of cost, wear and tear, ease of use/maintenance etc.</p>	
6.	<p>Shrovetide Walk Update</p> <p>RH met AshCom on site to discuss requirements and constraints. Aecom are finalising their proposal for the completion of the design work. LS to arrange a chat with SB to run through procurement that has or is due to take place to ensure that it is compliant for the purposes of the LUF2 funding.</p> <p>Novating the planning consents – this is mentioned as a reminder to check whether this applies. Do the existing consents for Millennium Square and Shrovetide need to be Novated to DCC or do they need another legal agreement in place between the applicants and DCC as delivery partner.</p> <p>Planning conditions for both consented schemes should be considered and programmed in to ensure that the planning consents are not compromised. It should be noted that Shrovetide Walk planning consent expires in December 2024. A start on site for Shrovetide must commence by this time.</p> <p>Action GMT: This is a risk to the project and should be recorded as such.</p>	<p>LS/SB</p> <p>KP</p> <p>GMT</p>
7.	<p>ECI</p>	
	<p>The initial programme is 63 weeks. This is split into phases starting on St John St, followed by Dig Street and ends in Station Road with works around Millennium Square/Market Place /Victoria Square interspersed.</p> <p>Full closure of Dig Street is being considered.</p> <p>AMC works are delaying a start on Station Road currently. GT would prefer to accelerate this if possible once the AMC programme is fixed and understood. Full closure of St John street is required for buildability – GT are currently reviewing the impact and benefits of this.</p> <p>Events will be written into the contract for GT to work around inc. Christmas (3 weeks), Shrovetide etc. Need to define the Christmas disruption as this could be an issue. The Christmas lights go up from September, they go across streets and require a cherry picker on either side – ATC need to understand how the works will impact this and how they can work around the works.</p> <p>This early programme gives DCC something to discuss with the DCC Network Team. Small businesses in Dig Street have expressed concerns regarding the impact of construction, especially for those already struggling.</p> <p>GT have based logic on keeping pedestrian access to businesses during their working hours and to go across entrances outside of the business hours (may require 12 hour shifts etc). There are areas that are sensitive to this, they will be pragmatic about this to minimise impact, working late nights etc due to residents living above. KD requested a copy of the phasing plan once it is available.</p> <p>Communications to the businesses and community will be critical here when planning working hours for specific areas – DCC/GT to work together on this. This needs to be discussed with the Streetworks Team – standard shifts are 9 hours – need to request flexibility in the timetable. AP also needs to be advised for wider comms.</p>	

	<p>Draft programme has Shrovetide Walk between February 2025 and June 2025 – impacts on Planning Conditions and match funding made up of both Grant monies and private individuals.</p> <p>SB to confirm which items are required and by when. Is it possible that future orders be placed to ensure that this funding is not lost?</p> <p>Compound Locations</p> <p>JS is reviewing the list of locations sent over previously, he doesn't agree with Rob's conclusions.</p> <p>Jim favours Fish Pond Meadows overflow car park for a compound location – this is owned and operated by DDDC and any alterations need to be agreed with the EA. DDDC have highlighted this as a parking alternative during the works to mitigate the loss of parking.</p> <p>This site has been used previously for a compound and requires some improvement work to make it suitable for significant car park use again</p> <p>DDDC would also need to consider where people are being displaced to. Cllr Spencer stated that this site is not fit for parking during the winter months.</p> <p>Other locations considered by GT:</p> <ul style="list-style-type: none"> • Shawcroft car park area on the right, issues re Shrovetide here. • Henmore Brook, grassed area floods here. <p>Fishpond Meadows was GT's preference. LS - need to consider with car parking and Estates teams and adjust communications if car parking options are further reduced.</p> <p>ACTION: GD/LS to review options to support the use of this</p> <p>GD suggested another plot of land to consider near to Screwfix.</p>	<p>SB</p> <p>GD/LS</p>
<p>8.</p>	<p>Comms Update</p>	
	<p>Following discussion at the Comms Group, Anna had updated the comms protocol which has now been circulated for review.</p> <p>AP made initial contact with national representative bodies for Hauliers. DCC has contact lists for local Haulage operators, GMT to obtain this information and share with AP so that comms can be coordinated between Galliford Try, DCC and DDDC as the project progresses.</p> <p>Timing of communications will be dependent on the finalised programme of works. We have the initial programme, but will need to be clear about what can be shared and when so that communication is clear and consistent.</p> <p>Anna and Gary spoke to over 100 business owners on a walk around Ashbourne, in which businesses were encouraged to complete a survey. This would allow us to contact them about ongoing work that might affect them in a way that is compliant with GDPR.</p> <p>Trial Holes and Parking to be prioritised for discussion at the next Communications Meeting.</p>	
<p>9.</p>	<p>Cost update</p>	

	<p>KD requested that the Cost Update is moved up the agenda to allow more time to discuss.</p> <p>KP advised that DCC have received an initial price from GT based on the Preliminary Design – at this stage it is still a high-level estimate. There are lots of caveats – E.g. GT have based material prices on current jobs using similar materials in Stoke, they haven't yet obtained quotes from their supply chain. A detailed review of submitted costs and phasing programme was required and was due to be actioned.</p> <p>KD noted that the cost slide states the cost differential is mainly increased ECI fee and prelims and queried why we are paying more for this.</p> <p>Prelims – the budget was based on a 50 week programme. GT's initial programme is 63 weeks. The extended programme increases the cost.</p> <p>KD requested the phasing plan to understand the areas listed in the – DCC to supply to partners.</p> <p>It was noted that some items are missing from the cost plan such as the bridge parapet works.</p> <p>Cllr Spencer stated that he is not seeing as much progress as expected and wanted to see the programme length reduced.</p> <p>KP to confirm the cost of ECI to date once he has reviewed the application just received from GT. The Board want to be satisfied that DCC are getting Value for Money from the ECI process.</p>	<p>KP</p> <p>GMT/KP</p> <p>KP</p>
<p>10.</p>	<p>DLUHC Update</p>	
	<p>The next return to DLUHC is due on 26th April. This should reflect all expenditure up to the end of the financial return. LUF grant expenditure has not been as high as expected to date and it will be important to show as much eligible expenditure defrayed as possible before the end of the financial year. LS requires all invoices from DCC as soon as possible but no later than 18th March, which means contractors need to provide invoices to DCC in advance of this.</p> <p>DLUHC have offered to support in discussions of Value Engineering. It is likely that DLUHC will consider any future project request forms more favourably if they are included in this where appropriate. LS has advised that a preliminary review of costs through ECI is underway therefore identifying Value Engineering and potential de-scoping will follow as soon as possible. DLUHC have now formally agreed to an October 2025 completion.</p> <p>This support has been welcomed by AMC in the delivery of the Community hub. LS to issue a holding response with regard to the Highways and Public Realm project.</p>	
<p>11.</p>	<p>Any Other Business</p>	
	<p>Cllr Spencer raised concerns around the current disruption from the BSIP project. The mitigation measures warning motorists of works are too close to Ashbourne to be effective; they should be moved further out to prevent vehicles driving into traffic without warning.</p> <p>Cllr Spencer requested an update on the re-location of the mitigation measures and the route of the diversions.</p> <p>GMT to bring an update back to the next meeting.</p> <p>AP has contacted representatives of the hauliers – how do we bring these work streams together to encourage the companies to take the diversion routes in liaison with the DCC Highways? DCC has contact lists for these Haulage operators, GMT to obtain this information and share with AP. The Town Team could assist with this too.</p> <p>Cllr Spencer advised that the mitigations need to start now to stop the HGVs meeting on Clifton Road, this should be achieved under a TTRO.</p>	<p>GMT</p> <p>GMT/KD</p>

	Date of Next Meeting:	
	13.30 - 2nd April 2024	

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Ashbourne Reborn Link Community Hub

Link Project Board nr 11- 11am on 5th March 2024 Meeting Minutes

Ref	Note	Action by
11.1.0 Attendees & Circulation		
Attendees (In Person)		Circulation
Richard Barratt (AMC) Chair		Steve Capes (DDDC)
Laura Simpson (DDDC)		Kayley Harrison (GPL)
Giles Dann (DDDC)		Apologies
Adrian Bates (Greenwood Projects)		Ian Marsh (AMC) -
Mike Harrison (AJA Architect)		
Toby Ellison (AJA Director)		
Tony Walker (AMC)		
John Barker (AMC)		
Anna Paxton (DDDC – AR Prog Comms)		
11.2.0	Declaration of Interests	
11.2.1	None were declared	
11.3.0 Agenda and Previous Minutes		
11.3.1	The minutes of Project Board nr 10 were accepted without alteration.	
11.3.2	No additional items were added to the meeting agenda. Noted the order of the Agenda had been altered to give time for the most important matters first.	
11.4.0 Programme & Delay		
11.4.1	A note regarding additional delay to the project had been prepared by GPL and circulated in advance of the meeting. This reported a new delays totalling 8 weeks to the Award of Contract date and included a detailed schedule up to the revised Award of Contract date. It was noted that some of the delays should have been identified and reported at the February Project Board.	
11.4.2	Richard, Adrian, Mike, and Tony each gave a view as to how the delays had arisen, issues and actions each could have done differently to identify report or mitigate the delay, and how this kind of unreported delay could be avoided in the future. For the future GPL have had additional PM resource in place since February, and all parties undertook to work more openly.	
11.4.3	The schedule to Award of Contract will continue to be reviewed by the Project Board members as some durations appear optimistic. To deliver other activities, meetings need to be booked into diaries in sufficient time to avoid slippage.	ALL
11.4.4	The Construction programme information included in the tender documents, should set a realistic target duration for tenderers to base their bids on, but the overriding emphasis must be for the tenderers to offer best value for money, even if this is to a different overall duration. The current 44 week programme included in GPL programmes should be verified with the design team, against the Stage 4 information.	GPL

11.4.5	A Client/ Professional team workshop will be scheduled for w/c 8 April after receipt of the PTE. This will focus on scope and VE options that are affordable from the project budget.	GPL
	DLUHC/LUF matters	
11.5.1	LS reported additional DLUHC support available in regard to the VE process. A meeting will be scheduled after the Client / Professional team workshop, to take advantage of this additional support.	AMC / DDDC
11.5.2	AMC Project Finance Manager will schedule a proposed VAT cashflow, after the AMC VAT adviser has reviewed the Stage 4 / PTE information. This is to avoid claiming DLUHC funds for VAT amounts that may be subsequently recovered either form HMRC or through the LPWGS. AMC monthly invoices will be for the pre VAT amount until this information is available and agreed with DDDC.	AMC
11.5.3	Information from AMC for the next quarterly report is required before Tues 16 th April	AMC
11.6.0	Grant Funding Agreement - Letter of Comfort	
11.6.1	AC will discuss the proposed LoC with TMCP. The AMC view is that the LoC needs to remain within the parameters previously discussed with TMCP.	
11.7.0	Communications and Publicity	
11.7.1	The AR display boards are now installed	
11.7.2	The LUF Branding is not generally required on LCH project paperwork. Use on the cover of the ITT pack or similar, is appropriate and the Branding Guidelines will be included in the tender information.	GPL
11.8.0	Highways & Mobility Hub	
11.8.1	Road and Footpath layout drawings for Station Road are awaited from Aecom on behalf of DCC. (No change sine PB 10)	
11.8.2	For the proposed Loading Bay, AMC have responded to DCC identifying double yellow lines as the most appropriate for the proposed use of the bay.	
11.8.3	Legal processes for updating the buttress wall ownership, associated Land Registry changes, and legal agreement for the planned scope of work are with DCC / National Highways. The LCH design will continue on the basis this is satisfactorily concluded in due course. (No Change since PB 10)	
11.8.4	The Hoarding License application and separate Parking Bay suspension application have been made by GPL. GPL continue to follow up progress of these applications	
11.8.5	The DCC Match funding (£38,750) to the AR Programme related to the Mobility Hub remains outstanding. LS and TW to engage with DCC (C Hegarty) and if required escalate further with DCC. This issue may be referred to the AR Programme Board if it remains 'stuck'. (No progress since PB 10)	DDDC (LS) / AMC (TW)
11.8.6	In respect of the possible Cycle Hire facility, a brief update email will be sent as there has been no engagement for many months. There is no current funding for this facility	AMC
11.9.0	Design Progress	
11.9.1	The GPL covers the current position regarding the Stage 4 Designs, and the process for Planning Condition and Methodist Section 98 Condition discharges/	
11.9.2	The Fire Strategy has been reviewed on site with input from the Fire Officer and the appointed Building Control team. The proposed use of evacuation	

	chairs for people of restricted mobility is not preferred and the Fire Service would not make use of evacuation chairs. The recommended solution is for a ramp exit in the current location.	
11.9.3	The AV package of works is being drawn up by AMC for internal AMC review, ahead of ITT coordination with the services technical design.	
11.9.4	The need for an intruder alarm system and the scope of any internal or external CCTV is under review within AMC and with the Insurers.	
11.10.0	Project Management	
11.10.1	The GPL PM report covers the trackers for discharge of Planning and Methodist Section 98 Conditions NOTE: The DDDC Planning Team have a high workload at present and as much advance notice of submissions/ discussions will aid the process.	GPL
11.10.2	The winter bat surveys of the church roof space are ongoing. To date no bats have been observed, or sounds recorded. The final bat recorders are due for removed on 18 March. A meeting with the newly appointed Bat Worker (Rachel Hacking Ecology) who will make the NE application clarified the 'no work period' for roofs as May – September. They propose to make the application to NE in April.	
11.10.3	Following competitive tender, Rachel Hacking Ecology have been appointed as Ecologist for the site. They will prepare the Management Plans for Planning Condition Discharge during March. To allow for tree removal, required for construction access to the site, they will undertake a site survey, and provided no birds have started to nest, they will authorise tree removals within 48 hours of their survey. This will be discussed with Planning Officer in advance to confirm the approach.	AJA/ RHE
11.10.4	As yet, no alternative 'heritage' site has been found that could take the Horsa hut. GPL will produce a report of the enquiries made for submission to Joanne Bamforth via AJA.	GPL
11.10.4	The following items for procurement have been identified and are being progressed. <ul style="list-style-type: none"> • The 'contestable' works for the new site electricity supply • Asbestos removal works • AMC/AMCD Insurances • Off Site Store for AMC Decant 	
11.11.0	Cost Plan / Main Procurement	
11.11.1	The PTE is now due by Friday 5 th April. The finalised scope of works to be included in the ITT will follow PTE review.	
11.11.2	The main construction contract will include requirements for being 'back to back' with the GFA, for localisation monitoring, works insurances, LADS against the full operating cost plan, but no requirement for a bond. The tender programme will include the Professional Team's 44 week target, but allow for the contractor to offer best economic programme using this target as a guideline.	
11.12.0	Health and Safety	
11.12.1	The preparation of the Design Risk Assessments of residual risk is continuing..	AJA
11.12.2	AJA are preparing the Pre-Construction H&S plan, which will be issued as part of the Tender pack. Discussion of the site logistics plan is ongoing.	AJA

11.13.0	Actions from Previous Meeting not already covered	
11.13.1	Previous 10.10.1 – the recommended D&B credit report /checks on tenderers have not yet been completed	GPL
11.13.2	Previous 10.12.1 – the Waivers associated with direct procurement are to be drafted and agreed.	AMC (RB)
11.14.0	AOB	
11.14.1	TW asked AJA to clarify the acoustic work to Century Hall. In the current design acoustic treatment is to be added to the walls and sloping ceiling but the hanging elements are omitted. AJA will forward the acoustic design report to allow clarification of this important planned upgrade.	AJA
11.14.2	It was confirmed that a replacement hearing loop for the church is in the current AV plans. Alternative compliance with the Equality Act can be considered and loop systems for all the halls as required for compliance would be considered.	
11.14.3	To provide the high quality digital connectivity referred to in the LUF bid, enquiries have been made with OpenReach. However they have no plans to provide fibre to the premises during the project delivery timescales. The Government has awarded a contract to Full Fibre /Fibre Heroes to provide fibre to the premises in Ashbourne. However the range of service providers who will contract with Fibre Heroes is restricted, limiting our choice of provider, often to localised but recent startup suppliers.	
11.15.0	Future Meetings	
11.15.1	The next LH PB meetings are scheduled as follows: The April 2024 meeting will be rescheduled following the PTE / Scope Workshop Tuesday 7 th May 2024 All at 11am at Ashbourne Methodist Church. In Century Hall unless notified otherwise.	
11.15.2	Noted that AR Programme Meetings are scheduled as - 24 April 2024	



Ashbourne Reborn Levelling Up Fund Communications Protocol

VERSION 2.5: FOR DISCUSSION AT COMMS GROUP 17 APRIL 2024

Protocol Endorsement

{Ashbourne Reborn partners agree the principles set out in this document in support of the successful delivery of the programme and related projects:}

Name of partner:

Lead officer:

Signed:

Date:

1.0 Purpose of communications protocol

1.1 To set out an agreed way of working between Derbyshire Dales District Council (Accountable Body), partner organisations, Programme and Project Boards in the delivery of communications activity relating to Ashbourne Reborn.

1.2 The protocol covers the management of communications activity in relation to:

- The over-arching Ashbourne Reborn **programme**, led by Derbyshire Dales District Council
- The two **projects** within the scope of Ashbourne Reborn:
 - Highways and Public Realm, led by Derbyshire County Council
 - Link Community Hub, led by Ashbourne Methodist Church
- Any communications activity as required under Government funding regulations.

2.0 Scope of communications protocol

2.1 Given the partnership nature of the Ashbourne Reborn programme, it is important that roles, responsibilities and ways of working across all stakeholders are clearly set out and agreed in order to ensure:

- Timely and co-ordinated sharing of accurate information
- Adherence to Government requirements around programme / funding publicity
- Targeted and effective use of resources



- The avoidance of mixed messages to the community, stakeholders and local businesses
- That community, stakeholder and local business expectations are effectively managed
- Promotional opportunities are maximised.

2.2 For the purposes of this document, 'communications' activity covers:

- Proactive press releases and related photocalls
- Handling of media enquiries and interviews
- Social media content
- Website content
- Articles in external or internal newsletters
- Printed promotional items such as posters, banners and flyers
- Paid-for advertising (including social media)
- Ward Member updates.

2.3 Activities relating to consultation (statutory or otherwise) or community / stakeholder / business engagement are distinct areas which must be considered and managed separately.

2.4 In the delivery of this activity, partner organisations will carry out their roles and responsibilities as defined by the programme and/or project Terms of Reference, statutory duties and/or Contract Terms and Conditions.

2.5 Communications activity will complement rather than replace other working relationships and requirements for direct communication between parties in pursuit of their responsibilities, which will be linked to and supported by communications activity to ensure that communications about the programme and projects are accurate, consistent and timely. For example, it is anticipated that the main construction contractor, DCC and, where agreed, DDDC will have direct communications with quarry operators and haulage companies about traffic management implications during the construction period. The Comms Officer will share appropriate information more widely that results from or is related to these discussions.

2.6 Any related areas of uncertainty should be raised through the Ashbourne Reborn Communications Group for clarification.

3.0 Organisational commitments

3.1 By signing up to the protocol, each partner is agreeing to the following:

- Adopting a 'no surprises' approach to communications activity (e.g. around proposals or funding announcements) by sharing information with partners in a timely and coordinated manner. This includes consideration of how information – regardless of the form it takes – may inadvertently enter the



public domain (for example, the content of published meeting agendas and minutes or comments made on social media)

- To sign off partnership communications material, where appropriate, in a timely manner
- To respond to media enquiries in a timely manner, in line with requested deadlines as far as possible
- To undertake partnership communications in line with the agreed protocol
- To treat any information received through membership of stakeholder groups within the programme governance appropriately and not utilising information provided in confidence to inform communication activity.

4.0 Roles and responsibilities

4.1 In the interests of consistency and clarity, any communications about projects within the scope of the programme should be posted or shared to the 'Ashbourne Reborn' channels.

4.2 Derbyshire Dales District Council

Will provide a dedicated communications and engagement resource – Ashbourne Reborn Communications Officer – to support Ashbourne Reborn. The post will sit within the DDDC communications and marketing team.

Take the lead role in any communications activity relating to the **programme**, its management and funding (including announcements by Government).

Provide the following support in relation to both the **programme** and **projects**:

- Drafting proactive press releases (including quotes from relevant partners) and co-ordinating sign off with partners
- Issuing agreed press releases to the media
- Arranging photocalls in liaison with project leads
- Dealing with media enquiries and interviews in liaison with project leads
- Drafting and posting social media on Ashbourne Reborn channels managed by DDDC
- Including content in the Dales Matters publication and internal publications
- Maintaining the web presence at:
<https://www.derbyshiredales.gov.uk/community/ashbourne-reborn>.
- Providing advice to ensure communications reflect LUF branding and publicity requirements
- Regular Ward Member (email) updates and, when required, more detailed briefings by the DDDC Programme Manager for Ashbourne Reborn.

4.3 Projects leads and wider partners

Project leads will take the lead role in communications activity relating to their **project** in line with this protocol. All proactive press releases should ideally be



planned in advance and added to the communications grid overseen by the Ashbourne Reborn Communications Group. Ad hoc requests relating to a specific project should be handled by the communications contact of the relevant partner but coordinated with the Ashbourne Reborn Communications Officer so that content can be shared on Ashbourne Reborn channels. Urgent project communications may be undertaken by project leads in line with section 8 of this protocol.

- 4.4 Comms relating to public realm improvements to the Market Place; Victoria Square; Millennium Square; and Shrovetide Walk will be prepared with the relevant landowner / project sponsor and a joint partner update / release issued.
- 4.5 Wider partners' role will be to support the programme and project communications through timely responses and to be an advocate of Ashbourne Reborn.
- 4.6 Where matters of final sign off are not clear cut, project leads and wider partners are asked to exercise judgment on a case by case basis, and contact DDDC's communications and marketing team for advice.

5.0 Key messages

- 5.1 All partners will include agreed key messages about the overarching programme management, funding and the delivery process in press releases.
- 5.2 These should be included as a standard 'Notes to Editors' in all press releases and reflected in other communications activity as appropriate.
- 5.3 As a rule, the latest messages will be on the Ashbourne Reborn website (<https://www.derbyshiredales.gov.uk/community/ashbourne-reborn>) including Frequently Asked Questions. Standard wording (as of January 2024) is below:

KEY MESSAGES

- a) In January 2023, central government approved a Levelling Up Fund (LUF) bid designed to transform Ashbourne town centre. The total programme will cost £15.2m of which LUF is contributing £13.4m. The difference of £1.8m is made up of match funding raised locally, including County, District and Town Council contributions, significant funds raised from Ashbourne Methodist Church members, friends and grants, as well as grant giving organisations and local businesses.
- b) The exciting programme – named "Ashbourne Reborn" is led by Derbyshire Dales District Council working in partnership with Derbyshire County Council and Ashbourne Methodist Church as lead project delivery partners, in collaboration with Ashbourne Town Team, Ashbourne Town Council and AshCom.
- c) Derbyshire Dales District Council will be responsible for overall programme management and the programme is made up of two projects. The first, led by the County Council, is a series of highways improvements and transformed public spaces including Market Place, Victoria Square, Millennium Square and Shrovetide Walk. The second project, led by Ashbourne Methodist Church, will transform the



existing church buildings on the corner of Church Street and Station Road into a community hub, creating space for a wide range of community uses and events and improved visitor accommodation.

- d) Since funding was announced in January 2023, partners have been busy drawing up designs, gaining planning permissions and preparing for delivery. Although much of this preparation is happening behind the scenes, residents, businesses and visitors can expect to see work starting on the ground from summer 2024. Work is expected to finish by autumn 2025 and will be carefully managed to reduce disruption as far as possible.
- e) Find out more about Ashbourne Reborn; sign up for the newsletter at the DDDC website www.derbyshiredales.gov.uk/enewsreg (tick the box for Ashbourne Reborn), or visit the Ashbourne Reborn website www.derbyshiredales.gov.uk/ashbourne-reborn. Follow on social media: find Ashbourne Reborn on [Facebook](#), [Instagram](#) and [X \(Twitter\)](#).
- f) Find out more about the Government's Levelling Up Fund at: <https://www.gov.uk/government/collections/new-levelling-up-and-community-investments#the-levelling-up-fund>

6.0 Branding

- 6.1 The Ashbourne Reborn and Derbyshire Dales District Council (as accountable body for the fund) logos should be used in relevant communications material such as websites, posters and press releases, together with partner logos as appropriate for each project.
- 6.2 The Derbyshire Dales District Council logo must only be used in accordance with DDDC's brand guidelines.
- 6.3 Government logo use: The HMG and LUF logos should be used on all Ashbourne Reborn information boards and hoardings etc. in line with LUF guidance. It will also be included in the standard press release template (attached as appendix 4). More information about HMG identity guidelines and LUF branding can be found in the [Levelling Up Recipient Guidelines 2023](#).
- 6.4 The agreed Ashbourne Reborn press release template with relevant logos should be used when issuing proactive media releases.

7.0 Communications plan

- 7.1 Opportunities for media or other promotional activity relating to the **programme** and **projects** will be managed through the Ashbourne Reborn Communications Grid.
- 7.2 This will be overseen by the Ashbourne Reborn Communications Group on which all partners are represented.



7.3 Partner organisations may wish to develop their own communications plans, but these must be managed in line with this protocol and activity reported into the Group referenced in 7.2.

8.0 Communications activity – handling process

8.1 Activity relating to the **programme** will be led by the DDDC comms team, in conjunction with relevant partners.

8.2 Activity relating to a specific **project** will be led by the relevant project lead, in line with this communications protocol.

<p>Media enquiries / requests for interview</p>	<p>Any enquiry relating to the programme should be handled by / directed to DDDC comms team.</p> <p>Any enquiry relating to a specific project should be handled by the communications contact of the lead partner, but please make DDDC comms team aware and consider the opportunity for joint comment if appropriate and in line with communications protocol.</p> <p>It is recognised that on occasion, in participating in media interviews on other projects, some partners may be asked to comment on activity being delivered under Ashbourne Reborn. This is understood and the Protocol does not seek to prevent this.</p>
<p>Requests for proactive press releases</p>	<p>All proactive press releases should use the agreed Ashbourne Reborn press release template, ideally be planned in advance and added to the communications grid, overseen by the Ashbourne Reborn Communications Group for action by the Ashbourne Reborn Communications Officer.</p> <p>Ad hoc requests relating to the programme should be handled by / directed to the DDDC comms team.</p> <p>Ad hoc requests relating to a specific project should be handled by the communications contact of the relevant partner, but please coordinate with the Ashbourne Reborn Communications Officer so that content can be shared on Ashbourne Reborn channels. Project leads should consider the opportunity for joint comment if appropriate and in line with communications protocol.</p> <p>Joint press releases will be released by each partner organisation using the agreed Ashbourne Reborn press release template.</p> <p>If a DDDC quote is required for a partner-led press release, please allow at least 48 hours for the approval process, as far as possible.</p>
<p>Requests for photocalls</p>	<p>Photocalls will ideally be tied into proactive press release opportunities and should be requested in line with the process above.</p>



	<p>The DDDC comms team can advise on DDDC attendance at photocalls.</p> <p>Consent must be gathered for all photos to be used for publicity purposes – using an agreed photo consent form.</p>
<p>Social media</p>	<p>The DDDC comms team will produce and oversee content for Ashbourne Reborn channels, in line with the relevant DDDC social media policies. Project leads and partners are encouraged to post or re-share Ashbourne Reborn content to their own channels.</p> <p>Where appropriate, partners will ‘tag’ one another in social media posts and re-share content to increase reach and engagement.</p> <p>Partners are encouraged to post content on their social media channels relating specifically to their own project but should always tag in DDDC (and ideally others) for information and so that content can be shared on Ashbourne Reborn channels.</p>
<p>DDDC website updates</p>	<p>The Ashbourne Reborn Communications Officer will produce and oversee content for the Ashbourne Reborn web pages of the DDDC website, in line with the relevant DDDC policies (including Government rules around accessible content and branding).</p> <p>The Ashbourne Reborn Levelling Up Programme Manager will be responsible for working with the Communications Officer to ensure the dedicated webpage at: www.derbyshiredales.gov.uk/community/ashbourne-reborn is kept up to date.</p>
<p>Urgent Communications</p>	<p>There may be a need for urgent/responsive comms during the delivery of the programme. Effective communication must take place with appropriate authority, with an agreed sign off process to avoid unnecessary delay.</p> <p>Urgent communications relating to the programme should be handled by / directed to the DDDC comms team.</p> <p>Urgent communications relating to a specific project should be handled by the communications contact of the relevant project lead / partner. The contact should coordinate with the Ashbourne Reborn Communications Officer so that content can be shared on Ashbourne Reborn channels. The contact should make the DDDC comms team aware and consider the opportunity for joint comment if appropriate, and time allows, in line with the communications protocol.</p> <p>High risk/high priority communications matters (for example an accident occurring during the course of the work) will be treated according to the organisations’ usual urgent/high risk</p>



	<p>communications strategy and escalated to the Communications Managers of DDDC, DCC and AMC as appropriate.</p> <p>To note: Whilst urgent communications will need to be responsive to the given situation and addressed by the appropriate project or programme lead, it is the responsibility of all partners to ensure communications remain reflective of the project and programme parameters. For example, communications, urgent or otherwise, cannot commit partners or the programme to additional cost or delay without prior agreement at the appropriate level, as reflected in the Governance structure.</p>
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9.0 Media spokespeople

- 9.1 A list of nominated media spokespeople can be found at appendix one.
- 9.2 The Chair of the Ashbourne Reborn Programme Board, Leader or Deputy Leaders of Derbyshire Dales District Council will be the lead spokesperson for all press releases and media activity relating to the **programme**.
- 9.3 The Chair of the relevant Project Board (or nominated deputy) will be the lead spokesperson for all press releases and media activity relating to specific **projects**. The nominated spokespeople from each partner organisation will be quoted, with supporting quotes from the lead spokesperson from Derbyshire Dales District Council.



**Appendix one
Ashbourne Reborn Levelling Up Fund Programme partners and nominated spokespeople**

Derbyshire Dales District Council	<p>Political lead: Chair of the Ashbourne Reborn Programme Board, Leader or Deputy Leaders of the Council</p> <p>Officer lead: Steve Capes, Director of Place and Economy</p>
<p>Chair of the Highways and Public Realm Project Board</p> <p>Chair of the Link Project Board</p>	<p>Cllr Simon Spencer (or nominated deputy)</p> <p>Tony Walker (or nominated deputy)</p>
Derbyshire Dales MP	Sarah Dines

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Appendix two

Ashbourne Reborn Levelling Up Fund Programme partners' communications channels and communications contacts

Ashbourne Reborn website	www.derbyshiredales.gov.uk/ashbourne-reborn
Ashbourne Reborn social media channels	Facebook Twitter LinkedIn Instagram YouTube
DDDC Publications	Dales Matters – produced twice yearly
Derbyshire Dales District Council / programme communications contact	Anna Paxton, communications officer, Ashbourne Reborn anna.paxton@derbyshiredales.gov.uk Jim Fearn, communications and marketing manager jim.fearn@derbyshiredales.gov.uk
Highways and Public Realm project communications contact	Jennie Hodgkinson, senior communications officer DCC jennie.hodgkinson@derbyshire.gov.uk
The Link Community Hub communications contact	Stuart Green, AMC publicity officer stuart@greenofashbourne.plus.com

Appendix three – media contacts

A list of local media contacts will be agreed and shared by DDDC with partners to be used for the distribution of agreed press releases.



Appendix four – press release template (with Notes to Editors)

Press Release



Date: XX 2024

TITLE

BODY TEXT OF PRESS RELEASE

ENDS

Media Enquiries: Please contact XXXX

NOTES TO EDITORS

- a) In January 2023, central government approved a Levelling Up Fund (LUF) bid designed to transform Ashbourne town centre. The total programme will cost £15.2m of which LUF is contributing £13.4m. The difference of £1.8m is made up of match funding raised locally, including County, District and Town Council contributions, significant funds raised from Ashbourne Methodist Church members, friends and grants, as well as grant giving organisations and local businesses.
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