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

**Friday 20th January 2023   
9:00am – 9:05am start**

**Virtual Meeting via Microsoft Teams**

**& Meeting Room 1, Council Offices, Urban Road, Kirkby in Ashfield.**

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| **ATTENDEES** | | | |
| **Name** | **Position on Board** | **Position/Organisation** | **Present** |
| **Martin Rigley MBE** | **Chair / Theme Lead – Succeed in Ashfield** | **Managing Director, Lindhurst Engineering** | **√** |
| **Louise Knott** | **Vice Chair** | **Vice Principal, West Nottinghamshire College – joined the meeting at 9.50am** | **√** |
| **Darron Ellis** | **Theme Lead – More to Discover** | **Historian, Sutton Living Memory Group** |  |
| **Liz Barrett OBE** | **Theme Lead – Love Where You Live** | **Principal, Academy Transformation Trust Further Education (ATTFE)** | **√** |
| **Pete Edwards** | **Theme Lead – Be Happy, Be Healthy** | **Chair, Ashfield Health and Wellbeing Partnership** |  |
| 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 |  |
| Cllr Keith Girling | Notts County Council Representative | Economical Development and Asset Management, Notts County Council |  |
| David Ainsworth | Board Member | Director of Sherwood Forest Hospitals Trust | **√** |
| David Williams | Substitute for Jean Sharpe | Partnerships Manager North Nottinghamshire DWP | **√** |
| Edward Johnstone | Board Member | Assistant Principal (Development), Portland College | **√** |
| Ella McManus | Board Member | Mansfield & Ashfield 2020 |  |
| Fiona Anderson | Board Member | Head of Civic Engagement, Nottingham Trent University (NTU) |  |
| Gary Jordan MBE | Board Member | Executive Coach / GMJ Solutions | **√** |
| Ian Bond | Substitute for Peter Graw | Director of Learning, Inspire: Culture, Learning and Libraries |  |
| Jean Sharpe | Board Member | District Operations Lead DWP |  |
| Julia Terry | Board Member | Development Worker, Transforming Notts Together |  |
| Kathryn Stacey | Board Member | Chief Executive, Citizens Advice Ashfield |  |
| Lorraine Palmer | Board Member | Programme Director, Mid Notts Place Based Partnership |  |
| Lee Anderson, MP | Board Member | MP for Ashfield and Eastwood |  |
| Mark Spencer, MP | Board Member | MP for Sherwood |  |
| Mark Yates | Substitute | PCN Development Managers, Nottingham and Nottinghamshire ICB |  |
| Mark Clifford | Substitute for Viki Dyer | Department for Work and Pensions |  |
| Melanie Phythian | Observer | Towns Fund Policy Advisor, Cities & Local Growth Unit | **√** |
| Peter Gaw | Board Member | Chief Executive Officer, Inspire: Culture, Learning and Libraries | **√** |
| Paula Longden | Board Member | Deputy Locality Director, Nottingham and Nottinghamshire ICB | **√** |
| Simon Martin | Board Member | Vice Principal, Academy Transformation Trust Further Education (ATTFE) | **√** |
| Stephen Salisbury | Board Member | Idlewells Centre Manager |  |
| Teresa Jackson | Board Member | Chief Officer, Ashfield Voluntary Action | **√** |
| Tim Hepke | Board Member | ITP Aero |  |
| Theresa Hodgkinson | Board Member | Chief Executive, Ashfield District Council |  |
| Andrea Stone | Supporting Officer | Health and Wellbeing Manager, Ashfield District Council |  |
| Alastair Blunkett | Supporting Officer | Service Manager for Neighbourhoods and Environment |  |
| Bev Bull | Supporting Officer | Chief Accountant, Ashfield District Council |  |
| Chris Stephenson | Supporting Officer | Communications Manager, Ashfield District Council |  |
| Christine Sarris | Supporting Officer | Assistant Director – Planning and Regulatory Services |  |
| Hollie Maxwell-Smith | Supporting Officer | Project Officer Discover Ashfield, Ashfield District Council | **√** |
| 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 | **√** |
| Trevor Middleton | Supporting Officer | Town Centres and Markets Manager, Ashfield District Council | **√** |

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

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

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|  | **Meeting Minutes** |  |

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|  | **Action Log** |  |

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|  | **New Declarations of Interest - ALL** |  |

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|  | **Programmes and Funding Update – Paul Crawford, Sarah Daniel** |  |

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| **5.** | **Theme Lead Reports - Theme Leads** |  |

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|  | **Succeed in Ashfield - Martin Rigley** |  |

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|  | **Love Where You Live - Liz Barrett** |  |

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|  | **More to Discover - Darron Ellis** |  |

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|  | **Be Healthy, Be Happy - Pete Edwards** |  |

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| **6.** | **Discover Ashfield Project Officer Update – Trevor Middleton**   * **Discover Ashfield Structure** |  |

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| **7.** | **Board Member Updates - ALL** |  |

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| **8.** | **Any Other Business - ALL**   * **Board Workshop / AGM** |  |

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| **9.** | **Date of Next Meeting – Wednesday 8th February 9am – 11am** |  |

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| **Agenda Item** |  | |
| **1** | **Welcome / Introductions / Apologies** | |
|  | * Apologies noted from Fiona Anderson, Will Morlidge, Jean Sharpe, Julia Terry & Cllr Girling. | |
|  | * David Harper as Fiona’s substitute and Dave Williams as Jean Sharpe’s. | |
|  | * Martin gave a congratulations to the board and team on the Levelling Up Round 2 successful bid for the Science Discovery Centre and noted thanks to Dr Steve Wallace for his effort and Lee Anderson MP for his letter of support. * Martin commented he had met with Steve recently and discussed that the rest of the funding should be easier to secure now the LUF bid had been successful. | |
| **2** | **Review of Previous Meeting – Wednesday 14th December** | |
| **a** | **Meeting Minutes** | |
| **b** | **Action Log (from December and January board meetings)** | |
|  | |  | | --- | | * An update from Teresa Jackson on the collaborative practice group to be added to the board agenda. | | * To agree a date for the AGM. | | * Filmmaking idea for the young people of Ashfield to be added to the Delivery group agenda. | | |
| **3** | **New Declarations of Interest – ALL** | |
|  | * No new declarations of interest were noted. | |
| **4** | **Programme and Funding Update – Paul Crawford, Sarah Daniel** | |
|  | * Paul gave an overview of the programme updates. | |
|  | * Future High Streets Fund is progressing well and all projects moving through the delivery phase. | |
|  | * The renovation of 14 Low Street will be completed soon, and the handover of contracts is due in 6 weeks. There is work with the private sector to get this let out. | |
|  | * Due to submit the change request to DHLUC, which was agreed at the December board, to transfer the balance from Low Street over to the High Pavement project which will coincide with the commissioning of the contract works for High pavement which are due to start in March. * This is a joint contract for High Pavement and 9-11 Low Street to gain efficiencies. | |
|  | * Fox Street progressing with planning approval due in March, approvals are being finalised with the Highways authority. There has been positive feedback on this during engagement and complementing other projects within the town centre. | |
|  | * The business cases for the 17 projects within Towns Fund have been completed, plus the Cornerstone theatre project which is mainly funded by the Future High Streets Funding. * The summary documents have been submitted to DHLUC for sign off and are going through review at the moment. | |
|  | * The project adjustment request has gone to DHLUC to adjust programme finances. | |
|  | * The ADMC business case has queries raised by DHLUC which are being worked through. * The critical point for this project is land assembly with two sites under consideration. This decision will be made early February so the business case can be reviewed and signed off by DHLUC. | |
|  | * Grant agreements are being progressed for partner projects. These are Enterprising Ashfield, Ashfield Civil Engineering Centre, Ashfield Construction Centre, North Kirkby Gateway and the Science Discovery Centre which are all in different stages of development. * There has been a slight delay in the grant agreements due to subsidy control needing to be revisited due to a change in legislation at the beginning of the year. * The projects have been reviewed again due to this legislation change to ensure compliance with no issues being flagged so far. | |
|  | * There has also been a review on VAT position on a number of projects to ensure the council is in the best position to maximise investment in the district and comply with VAT requirements. | |
|  | * The Visitor Digital project to develop a new Discover Ashfield website and supporting application now has a design team commissioned and a project manager in place so it is expected there will be quicker progression on this. * Paul explained it had taken a while to get the right design team in place for this project. | |
|  | * Paul made reference to Martin’s request at December’s board to have a clearer view of the Monitoring Evaluation report and he commented this was being worked on and he would contact Martin to go through this. | |
|  | * Martin suggested having a conversation with a contact at D2N2 as they use a similar dashboard. | |
|  | * Paul explained the next Monitoring and Evaluation reporting period is from April onwards in the lead up to submit the report in early June. | |
|  | * The council hosted a session at Sutton Academy Theatre on the Makerspace project for partners and interested parties in the community to discuss what the project entails. This was well attended with many engaged and wanting to get involved. * There were 15 attendees who would like to be part of the steering group for this project so this will give a good platform before site work starts in spring. | |
|  | * Paul explained the plan is to get communications out surrounding these projects. | |
|  | * He also noted that the risks associated with each project have not changed and they will be looked at individually once the projects progress, with finances and inflation being the ones to remain which will always be reported on. | |
|  | * Sarah Daniel gave an update on the supplementary guidance for the Town Deal Board and explained there is a compliance check currently under way and this will be reported back at a future board. | |
|  | * The supplementary guidance restates what was in the original guidance around the board’s role and ensuring that board members have an active role and oversight of everything related to the Towns Fund. | |
|  | * Sarah explained there is now a programme manager to support the programme for UK Shared Prosperity Fund and that there was a confirmation in December from DHLUC that the submission had been accepted. * It was reported that there would be an underspend for year one on UKSPF due to a notification from DHLUC being later than expected and workload within the council. | |
|  | * Sarah expressed it was great news the Observatory project getting confirmation of the Levelling Up Round 2 Bid however unfortunately the Hucknall Levelling Up Round 2 Bid was unsuccessful. This will be resubmitted during Round 3 when this opens and detailed feedback has been received from DLUCH. | |
|  | * There is currently a review on the spend profile for SPF and DLUCH will then be contacted to discuss monies to be carried forward. Sarah explained that DHLUC want a clear and competent plan in place to make up the spend in year two. | |
|  | * Sarah ran through a project update for UK Shared Prosperity. * Hucknall Town Centre High Street Property Improvement Fund – to focus on the South end of the high street. * Selston Country Park – Consultants commissioned to undertake design work. * Coxmoor Estate, Kirkby – Environmental improvements to reduce crime and ASB delivered with Safer Streets project. * Vertical Farming Initiative – to potentially be joint funded by Mansfield District Council. | |
|  | * Sarah went on to discuss the Cycling and Walking Year one. * A proposal has been developed to work with Ridewise, an East Midlands Charity based in Nottingham, who do bike refurbishment schemes and cycle confidence sessions. * Ridewise have successfully delivered similar projects in other areas of Nottinghamshire and have identified staff members to undertake the delivery. * The project will focus on priority areas of Broomhill and Butler’s Hill in Hucknall to do a pilot project and to use Titchfield Park as the base for this which will have three sessions per week. * There is funding available to provide a container on site to store the bikes. * A publicity campaign will be run in late January to publicise the scheme and ask the public to donate bikes which are no longer in use to be refurbished and donated to local community groups to distribute to residents who live within the priority area. | |
|  | * Portland College and ATTFE have expressed an interest in supporting with the refurbishment. | |
|  | * The total cost of the project is £9,175 which also includes a promotional campaign. | |
|  | * The decision for the board is to consider and approve the proposal for the Cycling and Walking project. | |
|  | * Martin expressed that he believes the project proposal is a great idea. | |
|  | * Peter Gaw asked Sarah who the lead at NCC is for the Business Advice and Support projects funded through SPF. | |
|  | * Sarah confirmed it was Fardad Amirsaeedi. | |
|  | * Paula Longden asked Sarah how the recipients of the bikes would be chosen, and if there was a potential for any GP practices to nominate people for this. | |
|  | * Sarah explained that Andrea Stone was the lead for this project, and she would take this recommendation back to her. | |
|  | * Dave Williams, who had had a meeting with Nathan McNicholas previously, had discussed the early intervention for People and Skills in year two. * Dave had committed to sending over economic inactive data for the district along with qualification and benefits data for all of the wards within Ashfield to support the work of the project. | |
|  | * Martin asked Sarah if there had been a decision made to support the D2N2 Growth Hub. | |
|  | * Sarah explained that there had not been a decision to fund the Growth Hub due to the fact there are many organisations offering business support such as the Growth Hub. It had been agreed that in order to secure value for money a tendering exercise would be undertaken with the district/ borough and county councils all working together. | |
|  | * Martin said he had been in a meeting with Will Morlidge who had commented that there had been little direct support from partners but did have opportunities to bid for funding. | |
|  | * Martin asked Paul what kind of oversight the board will have on the development and delivery of the Discover Ashfield website as he wants to ensure it is accessible to all, specifically the language used. | |
|  | * Paul confirmed that the newly appointed project manager will be looking to appoint a copywriter who can establish the old and new content on the website. | |
|  | * Martin explained he was concerned, as the current website is degree level language and most of the community do not have a degree, so it needs to be accessible. | |
|  | * Paul understood and agreed this is a priority and is mindful of this. * Once the steering group is organised, there will be milestones agreed to take back to the board to update them and review. | |
|  | * Sarah added that if any board members would like to nominate colleagues within their organisation to be part of this group, then this would be helpful. | |
|  | * Paul agreed and asked board members to contact Hollie Maxwell-Smith if they would like to support the website development. | |
|  | * Martin asked for a Board member to propose the Cycling and Walking project to go forward. | |
|  | * Louise Knott proposed the project and Gary Jordan seconded. | |
| **5** | **Theme Lead Reports – Theme Leads** | |
| **a** | **Succeed in Ashfield – Martin Rigley** | |
|  | * Martin had recently met the Business Support team to look at putting together dates for business events over the next 12 months. | |
|  | * Martin continues to support the ADMC project and Observatory project. He commented that BBC East Midlands are interested in doing a follow up series about the observatory. | |
|  | * He had attended a Fellowship event at Nottingham Trent University Mansfield Hub where previous students / workers came to look at the new facilities. | |
|  | * Martin also attended a meeting with the new Idlewells owners and found this to be interesting and positive. | |
|  | * David Harper offered contribution towards the business events, through Enterprising Ashfield. | |
|  | * Sarah offered to pass this onto the Business Support team. | |
|  | * Simon Martin commented to David Harper that ATTFE had met with a colleagues at NTU and spoken about engaging with the community across Ashfield together. | |
|  | * Martin then explained he is looking for support within the Succeed in Ashfield theme, as he focuses on business to business mainly and feels that a business to consumer representative would strengthen the theme. * Martin asked if any board member would like to put themselves or someone else forward then please contact Hollie or himself. | |
| **b** | **Love Where You Live – Liz Barrett** | |
|  | * Liz also gave praise to the team who worked together to get the Observatory funding. | |
|  | * She explained they have the Community Love Where You Live group and this does not have as many residents from Hucknall and asked the board if they have any Hucknall contacts who would fit in to please let her know. | |
|  | * ATTFE are looking to get a calendar in place which follows a similar pattern each year with the key themes such as Remembrance Day, summer and Christmas events. * There is the addition of the King’s Coronation for 2023. | |
|  | * Cllr Baron asked if Liz would be interested in groups such as Under One Roof in Hucknall to join the group. | |
|  | * Liz thanked Cllr Baron and will contact him to discuss. | |
|  | * Teresa Jackson also expressed that some of the inequality community members would likely be interested in joining the group. | |
| **c** | **More to Discover – Darron Ellis** | |
|  | * No updates. | |
| **d** | **Be Healthy, Be Happy – Pete Edwards** | |
|  | * No updates. | |
| **6** | **Discover Ashfield Project Officer Update / Discover Ashfield Structure – Trevor Middleton** | |
|  | * Trevor Middleton discussed the plan to take the board partnership to the next stage. * The partnership was set up in 2017 as a working partnership with a broad range and this works well however there is an opportunity to give this a formal structure and give it a legal identity. * Trevor explained that the plan is to explore creating a Charitable Incorporated Organisation (CIO) or Community Interest Company (CIC) which would support Discover Ashfield in achieving its aims. * Both structures have advantages and disadvantages but creating a company would give increased confidence to the public and funders as it would be a legal entity and be regulated in law. * It would also give the partnership new opportunities for funding and collaboration and greater recognition for the Discover Ashfield brand. * The Council will seek professional legal advice to explore the options and how to take this forward. * Trevor explained that this will open up new opportunities such as promotion for projects on the new website and also sponsorship opportunities for both public and business events. With a formal business structure, it would give donors the confidence that any funding they gave would be given to an independent body solely for the benefit of the public. * Trevor explained that he has sought legal advice and will bring a timetable of how this would progress and asked the board if they would agree to set up a company for Discover Ashfield. | |
|  | * Cllr Baron commented that he can see the benefits of this route but if it is taken then there would need to be financial support from the council and accountability from individuals and also if any members of this company have any financial liabilities. | |
|  | * Simon Martin explained that when a company is set up there are costs attached to this and in terms of liabilities, under company law, then it is the members and directors who would be legally accountable. * He agreed it is a good idea for fundraising and sponsorship, but it needs to be ensured that the structure and framework of the company would be the right one for Discover Ashfield and the board. | |
|  | * Martin commented that this option is being considered and there are still questions surrounding the relationship between trustees and the board and this is why the guidance is needed to make this decision. | |
|  | * Sarah stated that the next step is to seek legal advice and the legal team at the council has suggested getting independent advice for the board. * The quotes returned for this independent advice are ranging from £3,500 - £5,000 and Sarah is requesting that this can be funded through SPF as it’s felt it is the next step for the board and the aim is to bring more funding into the district via other channels. | |
|  | * Cllr Relf further explained that if the board are wanting to encourage businesses and people to fund local community projects then there is a stigma giving this money to a council as opposed to giving it to a company which are community focused and led. * A business, through their corporate social responsibility strategy, could sponsor a project which is under the Discover Ashfield umbrella instead of giving to a council. | |
|  | * Teresa Jackson emphasised it is important which structure is chosen. * A CIO has trustees who are solely responsible with what happens with funding and have to take the responsibility for this. If all is set up correctly and something does go wrong, then the Limited by Guarantee would mean that there would be no personal responsibility for anyone. * A CIC is business, although it may have charitable aims, and there are responsibilities for VAT and registering for VAT. * Teresa recommended going down the CIO route so a group of trustees would take responsibility of the programme and funding coming in. * She also explained that any business that donated money through Corporate Social Responsibility could also claim a 20% rebate through their own tax on any money donated, so this is an added bonus. | |
|  | * Peter Gaw commented that Inspire was set up with a similar mindset of having flexibility, funding and distance from the local authority. * Inspire is a Community Benefit Society and Peter believes the legal advice is worth the cost to be able to discuss issues around tax and VAT, being able to be recognised as a charity. He feels that ensuring the right status is important to ensure options for funding are not cut off. | |
|  | * Louise Knott commented that she is not comfortable agreeing the proposal to set up a company without the advice and more information. She wanted to clarify if the agreement for the board was to gain this information and understanding the next steps before this is set up. | |
|  | * Martin confirmed the approval for the board today is to agree using SPF funding up to £5,000 on the specialist legal advice to understand these next steps. | |
|  | * Teresa Jackson commented that she felt the quotes back for the advice seem reasonable. | |
|  | |  | | --- | | * Martin asked for a Board member to propose the decision to go forward. | | * Louise Knott proposed the decision and Simon Martin seconded. |  * Teresa added a concern about the Discover Ashfield status and applying for funding and how this could impact the voluntary sector applying for funding. | |
|  | * Martin agreed that the board would not want to displace any other groups applying for funding with crossover of bids but expects the legal advice will cover this. | |
| **7** | **Board Member Updates – ALL** | |
|  | * Teresa Jackson updated the board that the collaborative funding project for the voluntary sector is going forward with names put forward to be involved and she will be in contact to take this forward as soon as possible. | |
|  | * David Ainsworth thanked the partners, particularly Louise at Vision West Notts College, as they had a Stepping into NHS Careers event at the college with around 600 attendees. At the event they showcased the 350 careers on offer and had a drive on local employment, local ambition and local people. * There were interviews at the event and job offers along with inspiring young people around careers in science, clinical sciences and engineering. | |
|  | * Peter Gaw shared the news that Inspire would be a continuing as an Arts Council National Portfolio Organisation (NPO) and had received an uplift award for extra work in Ashfield and Bassetlaw. * This will be the eighth year of NPO funding. * They have also received a project grant from Arts Council for work with young people in Ashfield and Mansfield. * Nottinghamshire County Council have also committed to the capital works at Sutton Library which unlocks the Towns Fund investment for the Innovation Centre. | |
|  | * Dave Williams informed the board that Jean Sharpe would be leaving her district role to move into a group role and requested that her successor be invited to the board meetings going forward. | |
|  | * Martin asked Dave to liaise with Hollie to get the successor onto the invite. | |
| **8** | **Any Other Business – ALL** | |
|  | * Martin let the board know that the Annual General Meeting is due, and this will likely be in February, with board members attending and a Delivery Group member meeting following this. A date will be set, and invites will be sent. |  |
| **9** | **Date of Next Meeting – Wednesday 8th February 9am – 11am** |  |