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

**Friday 17th March**

**10am – 11:30am**

**Hybrid – Boardroom, Vision West Notts College, Derby Road, Mansfield, NG18 5BH & Microsoft Teams**

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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 | **√** |
| Dave 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 |  |
| 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 |  |
| Will Morlidge | Board Member | Chief Executive, D2N2 LEP |  |
| Andrea Stone | Supporting Officer | Health and Wellbeing Manager, Ashfield District Council | **√** |
| Alastair Blunkett | Supporting Officer | Service Manager for Neighbourhoods and Environment |  |
| 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 |  |
| Melanie Wheelwright | Supporting Officer | Forward Planning & Economic Growth Team Manager, Ashfield District Council |  |
| Nathan McNicholas | Supporting Officer | Senior Economic Development Officer, Ashfield District Officer |  |
| 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**  There were no actions noted from the minutes. |  |

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

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|  | **Funding Update – Sarah Daniel, Paul Crawford, Andrea Stone** |  |

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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.** | **Development of the Board – All** |  |
| **7.** | **Discover Ashfield Project Officer Update – Hollie Maxwell-Smith** |  |

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| **8.** | **Board Member Updates – ALL** |  |
| **9.** | **Any Other Business – ALL** |  |
| **10.** | **Date of Next Meeting – Wednesday 5th April** |  |

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| **Agenda Item** |  |
| **1** | **Welcome / Introductions / Apologies** |
|  | * Apologies were noted from Darron Ellis, Will Morlidge, Tim Hepke, Theresa Hodgkinson, Stephen Salisbury, Peter Gaw, Ian Bond, Edward Johnstone, Paul Crawford. |
|  | * Introduction to Claire Hitchings as Tim’s substitute from ITP Aero. |
| **2** | **Review of Previous Meeting – Martin Rigley** |
| **a** | **Meeting Minutes** |
|  | All minutes agreed. |
| **b** | **Action Log** |
|  | |  | | --- | | * Hollie to send out the information on the Coronation Champion Awards, Big Help out and Coronation Big Lunch. | |
| **3** | **New Declarations of Interest – ALL** |
|  | * No new declarations of interest were noted. |
| **4** | **Funding Update – Sarah Daniel, Paul Crawford, Andrea Stone** |
|  | * Sarah informed the board that the renovations of 14 Low Street have been completed and a tenant has been secured to lease the ground and upper floors. |
|  | * The tender returns have been received for 9-11 Low Street and High Pavement. The tender is higher across the two projects than the budget available and value engineering options are being considered. |
|  | * The Theatre Project design team is progressing the design development. |
|  | * The ADMC business case has been resubmitted to DLUCH and negotiations are ongoing for the preferred site. * Sarah explained there is a second business case for the secondary site if the preferred option can’t be progressed. |
|  | * There have been discussions with Inspire to explore the opportunity to include construction in the facilities at the High Pavement building to centralise more of their learning facilities in a single location. * As part of this the team are looking to transfer funding from the Construction project to the High Pavement building to support the relocation and improvements to Inspire’s construction facilities. |
|  | * The VAT position on all projects has been reviewed by a third party and guidance has been obtained by HMRC. |
|  | * Sarah ran through the highlight report for each project. |
|  | * She explained that the North Kirkby Gateway project is being explored again with a delivery partner as the current plans showed that it would not be cost effective for the NHS to support the original scheme to relocate GP practices. |
|  | * The Sports Hubs are being worked on with the Football Foundation and being moved forward. |
|  | * Portland Square – there is work to appoint a contractor and the works are due to be completed in the autumn. |
|  | * Science Discovery Centre and Planetarium – First year’s funding has been released and work is ongoing to secure match funding for this. The planning application for the development will be taken to the March planning committee. |
|  | * Kings Mill Reservoir Leisure Development – The team are progressing the appointment of a new principal contractor and value engineering. |
|  | * There has been discussion with planning regarding the Ashfield Civil Engineering Centre. |
|  | * Enterprising Ashfield – The team gave a presentation on their work to date and programmes going forward and this is positive. |
|  | * Library Innovation Centres – A grant agreement between Inspire and ADC has been developed and is being finalised. |
|  | * West Kirkby Gateway – The Wyvern Club site has been purchased and options are being explored with a delivery partner for the development of the Lane End site. |
|  | * A design specialist has been appointed for Green Ashfield and works are getting ready for procurement. |
|  | * The risk profile has changed due to the ADMC business case being the only one that is subject to DLUHC scrutiny. |
|  | * The board were asked to consider and approve the use of funding allocated within the TF02 Construction Centre project to support the development of High Pavement House which will enable Inspire to relocate their construction provision to the site. |
|  | * Pete Edwards proposed, and Gary Jordan seconded. |
|  | * Sarah continued with an update on the Levelling Up Fund. |
|  | * The Science Discovery Centre and Planetarium – the Memorandum of Understanding documentation has been completed and returned to DLUHC. The first payment is due in March. |
|  | * Hucknall Town Centre – Feedback has been received from DLUCH on the submitted bid and ADC will be reviewing this in preparation for a resubmission for Round 3. |
|  | * Sarah gave an update on the UK Shared Prosperity Fund. |
|  | * Ashfield’s Shared Prosperity Fund projects are in mobilisation, however there will be underspend in Year 1 due to late confirmation. |
|  | * A plan is due to be submitted in May to demonstrate how funds carried forward from Year 1 will be spent within Year 2. |
|  | * All the projects within the programme are progressing. |
|  | * Green prescribing, community growing and allotments project – The proposal has been developed with the Feeding Ashfield Network. The network is made up of food banks and clubs, along with social prescribers and Ashfield Voluntary Action. The project will focus on the Be Healthy, Be Happy Strategy priority of supporting families on low incomes. * The proposal is to part-fund the Food Coordinator role at the Council to extend this for another year with a spend of £5,000. |
|  | * The second part of the proposal is to contribute £5,000 towards a selection of activities ahead of a larger project for year 3. The funding will go towards a small grants programme made available to community groups involved in green social prescribing, community growing and/or allotment projects, installation of platers, plus soil and seeds to priority areas, distribution of seed packs for allotment holders wanting to support food banks/clubs and residents interested in growing their own. * The board were asked to consider and approve the proposal for spend in year 2 for the green prescribing, community growing and allotment projects. |
|  | * Louise Knott proposed and Cllr Relf seconded. |
|  | * Sarah went on to discuss the next proposal for the High Pavement Business Hub. |
|  | * The proposal is to expand the scope of the project as a much lower percentage of the building will be vacant than anticipated and further leads are being followed for potential lease of the remaining parts of the building. It is therefore likely that there will be a lower demand for the rental incentives than previously estimated. * Following conversations with Inspire they are looking to take over one wing of the building which will reduce the amount of offices available and therefore reduce the need for rental incentives. * It would be beneficial to offer similar rental incentives for the properties on Low Street which are being refurbished through the Future High Streets Fund. * The project has £70,000 allocated over years 2 and 3. The team are seeking to reallocate £35,000 of this to fund a temporary post for a Maker Space Coordinator role to support the committee and volunteers in the first year of opening. |
|  | * The board is asked to consider and approve the re-scoping of E24 High Pavement Business Hub – rental incentives to expand the scope for rental incentives to include Low Street and to reallocate £35,000 to fund a temporary post for a Maker Space coordinator role to support the committee and volunteers to develop the facilities and activities. |
|  | * Pete Edwards proposed, and Gary Jordan seconded. |
| **5** | **Theme Lead Reports** |
| **a** | **Succeed in Ashfield – Martin Rigley** |
|  | * Martin is continuing to support the Science Discovery Centre. |
|  | * Following the conversations from the last board meeting Martin, Jean Sharpe and Louise Knott had met to discuss the gap in welders within the district and training for this. * There was discussion to use the facilities at the Engineering Centre at West Notts College. * Martin explained there is a virtual simulator for welding which can be used to get schools involved, and potentially have a competition between schools. |
|  | * Jean added that there has been a conversation about opportunities to set up boot camps in fabrication. |
|  | * Louise added that there may be the provision to use the college’s boot camp funding to support this. |
| **b** | **Love Where You Live – Liz Barrett** |
|  | * Liz wanted to note that Portland College received an Outstanding at Ofsted and the great achievement of this. |
|  | * She explained the recent Primary Schools network meeting had good attendance and conversation. * The idea is for the schools to discuss what they would like from the area and collaborate to share resources. * Liz expects Ashfield Day to build traction under LWYL. * Nottingham Trent University held the Mansfield & Ashfield Education and Skills Steering Group and Liz attended this for the first time and explained it was assisting in academic research for the area. |
|  | * Liz also commented that Ashley, the current food coordinator, has been doing important work and her approach has been very positive. |
|  | * Martin commented that on the secondary school’s network they are currently discussing getting a model together for a young person to get into work experience and make this simpler. * There are two schools who are happy to look at this with Martin and Gary to produce a simpler model and structure for both the students and the business offering the work experience. |
|  | * Claire Hitchings explained she works closely with the talent manager at ITP Aero, and they too are wanting to build on a structure for ITP Aero. |
|  | * Martin offered that if ITP could join the group and that he will contact Claire. |
| **c** | **More to Discover – Darron Ellis** |
|  | Darron was not in attendance and no update given. |
| **d** | **Be Healthy, Be Happy – Pete Edwards** |
|  | * Pete explained that the process of agreeing the strategy is ongoing. |
|  | * He attended the Community Weekend at Kirkby Leisure Centre and noted the great attendance and special guests and many people participated in the children’s activities and food demonstration. |
|  | * Pete attended an Ashfield Children & Young People’s network which was well attended by organisations to discuss how to work closely together to engage with families and children and young people. * Pete noted that primary and secondary school colleagues were not there and that it would be beneficial to get them to the next one. * There were presentations around family hubs online to get support. Pete raised the question on digital deprivation within Ashfield and the group are looking to have physical hubs. * There was also a presentation on activities for children and young people, specifically those who receive free school meals. |
|  | * Pete has recently met with Steve Wallace to discuss the plans for accessibility at the Observatory. The next stage is to meet with the architect. |
| **6** | **Development of the Board – All** |
|  | * Martin explained that the Delivery Group would be meeting in the afternoon to discuss the aims and direction of Discover Ashfield going forward and wanted to open the conversation to the board to gain their perspectives prior to this. |
|  | * Martin commented that he would like the focus of the themes to have one or two main targets to achieve within the next 12 months. * He also commented that it would be beneficial to discuss the board and communications around Discover Ashfield to get the brand out publicly more. |
|  | * Fiona Anderson explained that NTU, as a partnership and across Mansfield, had not held a stakeholder conference for a few years and put forward that it may be beneficial to hold an autumn stakeholder conference to set out the shared vision between Mansfield and Ashfield and the future of that. |
|  | * Martin asked when the last conference was, it was 2019, and that there had been a lot of development since then and confirmed with Fiona this would be helpful. |
|  | * Paula Longden agreed with Martin on having smaller objectives to aim for. * She explained there had been a lot of focus on the Towns Fund and now these projects are being delivered then the agenda can have more input from partners. * Paula also commented that it would be helpful to discuss at the delivery group how the Place Based Partnership can link with the board and work together without duplicating. |
|  | * Martin expressed that the conversations at the board are to give the delivery group ideas to grow on and be driven by the board. * Martin explained one of his focus’ would be on the ambassador meetings and that there is one pending. |
|  | * Hollie Maxwell-Smith commented that there is an Evening to Discover Ashfield on the following Tuesday, and the naming of this has been changed to make the guests feel more included and not as much of a job role as ‘Ambassadors’. * She then followed up on Paula’s comments and that the focus could fall within the theme’s individual meetings and be brought back to the delivery and board meetings by attendees. |
|  | * Paula noted that the ICB has a health inequalities fund which focuses on health inequalities and that is something that they would want the Be Healthy, Be Happy to be included in but would want this to be at board meetings also. |
|  | * Cllr Relf agreed with Martin on the communications issue and wants to be able to do everything possible to ensure the community knows of everything available to them. * He expressed that the community may be put off getting involved in Council projects and events however would be more likely to get involved if this was Discover Ashfield. |
|  | * Pete Edwards also raised the question on how the board can get better on community engagement. From the health and wellbeing partnership he knows that there are areas in Ashfield who need more focus and the Discover Ashfield brand needs to grow. |
|  | * Martin explained that he would like Discover Ashfield branding in all shops, cafes, and schools. |
|  | * Hollie commented that the wins such as Kirkby Leisure Centre and Liz’s plan to have a celebration when the theatre project is finished need to be shared with the community. * She also noted that communication is very social media heavy and that when she was delivering flyers to the shops on Kirkby high street for the Community Celebration that there was not much public knowledge on this. |
|  | * Pete commented that Tracey Bird does a street sofa in Coxmoor and people come to sit with her, which is really personable, and he feels that Discover Ashfield should be at all events to speak to people. |
|  | * Trevor agreed that whenever Discover Ashfield are at an event it always gets people asking questions and interest in what it is and what it does. |
|  | * Louise Knott raised how the message of the ambassador’s scheme can be promoted. |
|  | * Martin expressed that these meetings are starting up again and that building up this group of people will give Discover Ashfield a better profile. |
|  | * Simon Martin expressed that the board should address key issues around Ashfield at the moment such as health and wellbeing, food and local produce. * He explained this goes across all themes as Be Healthy, Be Happy and Love Where You Live. * He felt that Discover Ashfield should address and assist with these issues. |
|  | * Julia Terry added that stories of people in Ashfield and what they are cooking would help make this relatable to residents. * Julia represents a faith community and felt the language that is sometimes used can come across very business like and that it would be good to ‘ground’ some of the ideas to make them more accessible. |
|  | * Hollie informed the board that Ashley, the food coordinator, had been gathering local recipes from residents and schools which are affordable, and these have been put on social media and into a booklet under Feel Good Families. |
|  | * Gary Jordan explained that Martin’s vision for ambassadors was for local people to discuss local issues. |
|  | * Martin agreed with Julia that the board is the corporate side, and the delivery group should translate this to Ashfield speak. |
|  | * Gary commented that there should be a set of initiatives to continue with to be sustainable with projects and plans. |
|  | * Fiona agreed with knitting together the community and groups, such as Teresa Jackson’s idea with voluntary groups, and getting these to work together and share resources. * With the success of the Towns Fund and Future High Streets Fund there should now be a new focus on what the residents of Ashfield need, whether this be work around cooking, food growing etc. |
|  | * Jean Sharpe agreed that food is paramount to keeping people local, within the tourism offer as well. * She asked what people enjoy when going on holiday, and that food is a focus when you go abroad, and to think about how food is structured into the community as an activity. |
|  | * Cllr Relf made a point that there is a food crisis, and we must ensure that there is a focus on the immediate, the medium, and the long term. |
|  | * Martin commented that the aim is to have a healthy and happy community. |
|  | * Sarah noted as part of the Towns Fund there is the requirement to have a private sector chair and moving forward the board needs to identify some more private sector representatives for the board. * As Martin has agreed to do another year as Chair it would be ideal to have around five more private sector representatives on the board. |
|  | * Martin asked the board members present to get in touch if they know of a private sector individual who may be interested in joining the Discover Ashfield board to use this as their Commitment to Social Responsibility. |
| **7** | **Discover Ashfield Project Officer Update – Hollie Maxwell-Smith** |
|  | * Hollie updated the board that there is an ambassador event on the following Tuesday, under the name - An Evening to Discover Ashfield. * Chris Metcalfe at Sutton Academy will give a tour of the facilities including the theatre, Steve Wallace will give a presentation on the Observatory and Cllr Relf is attending to give a projects update. * With Ashfield Day in August, it would be ideal to have partners there to showcase work experience or offers in the community. |
| **8** | **Board Members Update - ALL** |
|  | * There were no updates from board members. |
| **9** | **Any Other Business – ALL** |
|  | * Trevor updated the board that there had been meetings with Louise to discuss the students of Ashfield making short videos of the projects and he has been in touch with the Observatory. It will likely be the new school term when these start to be made. |
|  | * Louise noted that herself, Trevor, and Liz had met and come up with a brief for the Made in Ashfield logo design. The focus was on a business, education, and community theme under this. |
|  | * Andrea let the board know that there is an opportunity for the King’s Coronation to recognise volunteers in Ashfield and nominate them for the Coronation Champions Awards. The closing date is April 2nd. * There is also the Coronation Big Lunch encouraging communities to get together to celebrate the Coronation. There is an information pack on the Ashfield District Council website to find out how you can organise your street party and register it. * There is also the Big Help Out on the Bank Holiday Monday on May 8th for people to volunteer to support local groups and charities. |
| **12** | **Date of Next Meeting – Wednesday April 5th.** |