

**ASHFIELD DISTRICT COUNCIL**



**Ashfield**

DISTRICT COUNCIL

Council Offices,  
Urban Road,  
Kirkby in Ashfield  
Nottingham  
NG17 8DA

## Agenda

# Discover Ashfield - Board Meeting

Date: **Wednesday, 26th February, 2020**

---

Time: **9.00 am**

---

Venue: **PORTLAND COLLEGE NOTTINGHAM ROAD MANSFIELD  
NOTTS NG18 4TJ**

---

For any further information please contact:

**Lindsey Kenworthy on 01623 457201 or Ext 4201**

---

# DISCOVER ASHFIELD - BOARD MEETING

## Attendees

Callum Parr	(CP)	Youth Major Representative
Carol Cooper-Smith	(CC-S)	Ashfield District Council – Chief Executive
Chloe O'Donnell	(CO)	Idlewells Centre
Cllr Christian Chapman	(CC)	Ashfield District Council – Scrutiny Rep
Cllr Helen-Ann Smith	(HA-S)	Ashfield District Council – Deputy Leader
Cllr Jason Zadrozny	(JZ)	Annesley and Felley Parish Council Rep
Cllr John Wilmott	(JM)	Ashfield District Council – Hucknall Ward Rep
Cllr Matthew Relf	(MaR)	Ashfield District Council – Portfolio Holder, Planning & Regeneration
Darron Ellis	(DE)	Sutton Community Group Rep
David Ainsworth	(DA)	NHS – Director of Primary Care
David Jackson	(DJ)	East Midlands Outlet – Centre Manager
Edward Johnstone	(EJ)	Portland College – Assistant Principal
Gary Baird	(GB)	Disability Nottinghamshire
Gary Jordan	(GJ)	Mansfield and Ashfield 2020 - Chair
Jon Ball	(JB)	Ashfield Chad
Kathryn Stacey	(KS)	Citizens Advice Ashfield - CEO
Lee Anderson, MP	(LA)	MP for Ashfield and Eastwood
Liz Barrett	(LB)	ATTFE – Principal of Further Education
Louise Knott	(LK)	West Notts College – Vice Principal <b>(VICE CHAIR)</b>
Mark Spencer, MP	(MS)	MP for Sherwood
Martin Rigley	(MR)	Lindhurst CEO <b>(CHAIR)</b>
Nicola McCoy-Brown	(NM)	NCC - Group Manager Growth & Development
Pete Edwards	(PE)	Health and Wellbeing - Chair
Prof. Mark Biggs	(MB)	NTU - Pro Vice-Chancellor and Head of College
Rachel Quinn	(RQ)	D2N2 LEP – Head of People and Skills
Robert Orgill	(RO)	Rolls Royce – Director
Simon Martin	(SM)	ATT – Principal
Teresa Jackson	(TJ)	Ashfield Voluntary Action – Manager
Theresa Hodgkinson	(TH)	Ashfield District Council – Director
Tom Goshawk	(TG)	D2N2 LEP - Head of Capital Programmes
Vicki Dyer	(VD)	DWP – District Operations Lead

### **Supporting Officers**

Andrea Stone	(AS)	Ashfield District Council
Darowen Jones	(DaJ)	Ashfield District Council
Fardad Amirsaeedi	(FA)	Regeneration Shared Service
Katherine Green	(KG)	Ashfield District Council – Senior Comms Officer
Lindsey Kenworthy	(LiK)	Ashfield District Council <b>(MINUTES)</b>
Sarah Daniel	(SD)	Ashfield District Council
Trevor Middleton	(TM)	Ashfield District Council



## **AGENDA**

**Page**

- 1. Annual General Meeting**
- 2. Apologies**
- 3. Welcome/Introductions - Martin Rigley**
- 4. Minutes of Previous AGM Meeting and Matters Arising - Martin Rigley**
- 5. Annual Report - Chair**
- 6. Secretary's Annual Report - Sarah Daniel (Place Manager)**
- 7. Election/Terms of Office - Chair** 5 - 20
  - Draft Terms of Reference
  - Draft Constitution
  - Draft Code of Conduct
- 8. General Business** 21 - 36
  - Sherwood Observatory – presentation by Steve, Planetarium Project Manager
  - Declarations of Interest
  - Minutes of Previous Board Meeting 8<sup>th</sup> January 2020 and Matters Arising - Chair
  - Towns Fund Update – Sarah Daniel
  - Theme Lead Reports:
    - Succeed in Ashfield
    - Love Where You Live
    - More to Discover
    - Be Healthy, Be Happy

- Ambassador Update
- Board Member Updates

**9. Any Other Business - ALL**

**10. Date of Next Meeting**

- Friday 27th March 2020 at 9:00am Venue: Committee Room, Ashfield District Council

This page is intentionally left blank



<b>Terms of Reference</b>	
<b>Project</b>	<b>Discover Ashfield</b>
<b>Role</b>	Place Board
<b>Chair</b>	Lindhurst - CEO
<b>Vice Chair</b>	West Notts College – Assistant Principal
<b>Membership</b>	<p>Annesley and Felley Parish Council Representative            Ashfield District Council – Chief Executive            Ashfield District Council - Deputy Leader of the Council/Portfolio Holder for Community Safety            Ashfield District Council – Director of Place and Community            Ashfield District Council – Senior Communications Officer            Ashfield District Council Councillor – Hucknall Ward Representative            Ashfield District Council Councillor - Portfolio Holder for Place, Planning and Regeneration            Ashfield District Council Councillor – Scrutiny Representative            Ashfield Voluntary Action - Manager            Citizens Advice Ashfield – CEO            D2N2 LEP - Capital Programmes            D2N2 LEP - People and Skills            Disability Nottinghamshire Representative            DWP – District Operations Lead            East Midlands Outlet – Centre Manager            Health and Wellbeing - Chair            Idlewells Shopping Centre - Manager            Mansfield and Ashfield 2020 Representative            MP – Ashfield Eastwood            MP – Sherwood            NHS - Director of Primary Care            Nottingham Trent University (one representative)            Notts County Council (one representative)            Portland College – Assistant Principal            Rolls-Royce Representative - Director            Sutton Community Academy - Principal            Sutton Community Academy – Principal of Further Education            Sutton Community Group Representative            Youth Council Representative</p>
<b>Direction from</b>	The Constitution of the Discover Ashfield Board Discover Ashfield Board members
<b>Direction to</b>	Discover Ashfield Delivery Group, Discover Ashfield sub- groups
<b>Communication to</b>	Discover Ashfield Delivery Group, Discover Ashfield sub- groups Sutton Town Team Kirkby Town Team Hucknall Town Team
<b>Meeting Frequency</b>	Monthly
<b>Quorate requirement</b>	1/3 of members
<b>Minuted by</b>	Ashfield District Council



### **General Responsibilities:**

- Creating somewhere where local people have pride to call home.
- Creating a great place to live, work and visit.
- To work together to create an external perception and profile for Ashfield that people are proud to live in, want to visit, and businesses choose to invest in.

### **OBJECTIVES**

- Promote Ashfield in a positive manner.
- Develop pride and aspiration in our communities.
- To improve the vibrancy of the town centres within Ashfield.
- To encourage and promote inward investment, through education and business to raise the skill levels of the community.
- To support tourism and the visitor economy in the Ashfield area.
- To help people improve their health and wellbeing.
- To support an environment which contributes to healthy lifestyles, where people feel safe and connected.
- Through the Ashfield Ambassadors we will lobby locally and nationally to improve the prosperity and success of Ashfield.
- To be financially self-sufficient.

### **POWERS**

- Invite and raise funds, where appropriate, to finance activities which promote the area in a positive manner.
- Act as advocates and ambassadors at a senior level for Ashfield, promoting the Ashfield brand inside and outside of the area.
- Work with other sectors and organisations, e.g. Businesses, County Council, LEAs, Community groups, education to promote and develop the area.
- Continually involve Ashfield District Council as a committed member of the group.
- To develop and implement a strategic economic vision for the area and to oversee the success of implementation.

**Approved Date:**



### Discover Ashfield Ambassador Induction Pack

Thank you for your interest in becoming an ambassador for Discover Ashfield.

Please take the time to read the information in this pack, as it will give you a good understanding of the purpose of Discover Ashfield.

Discover Ashfield celebrates all that is best about living, visiting, working and doing business in Ashfield

Our collective mission:

- Promote Ashfield in a positive manner
- Develop pride and aspiration in our communities
- Encourage and promote inward investment with the support of business and educators
- Help people improve their health and wellbeing
- Support tourism and the visitor economy
- Through the Ashfield Ambassadors we will lobby locally and nationally to improve the prosperity and success of Ashfield.

As an ambassador we encourage you to know and share our collective mission, as detailed above. You may want to rephrase the mission to a language that suits your audience. We would like you to take the time to consider how you would begin a conversation about Discover Ashfield. What are the key messages you would aim to get across? Please use the space below to answer the question 'What is Discover Ashfield?'

---

---

---

---



Within Discover Ashfield there are 4 key themes. These are detailed below.

	<p><b>Health and Wellbeing</b></p> <p>This theme supports organisations across Ashfield support people to improve their health and wellbeing. The Ashfield Health and Wellbeing Partnership have taken a lead on this aspect of Discover Ashfield. Organisations are working together to reduce the health inequalities that exist across Ashfield.</p> <p>Key Contacts:  Pete Edwards (Chair of Ashfield Health and Wellbeing Partnership)  E-mail: <a href="mailto:ppedwards82@gmail.com">ppedwards82@gmail.com</a>  Andrea Stone (Health and Wellbeing Team Leader ADC)  E-mail: <a href="mailto:a.m.stone@ashfield.gov.uk">a.m.stone@ashfield.gov.uk</a>  Tel: 01623 457465</p>
	<p><b>Community</b></p> <p>This theme supports residents to gain a better understanding of what's great about Ashfield. It aims to share information about services, events, campaigns and more to raise awareness of what people can access in their local community and across Ashfield.</p> <p>Key Contacts:  Liz Barratt (Academy Transformation Trust Further Education)  E-mail: <a href="mailto:l.barrett@attfe.org.uk">l.barrett@attfe.org.uk</a>  Andrea Stone (Health and Wellbeing Team Leader ADC)  E-mail: <a href="mailto:a.m.stone@ashfield.gov.uk">a.m.stone@ashfield.gov.uk</a>  Tel: 01623 457465</p>
	<p><b>Business</b></p> <p>This theme supports local businesses to develop and new businesses to come into Ashfield. It encourages businesses to consider the role they can play in promoting and celebrating what is great about Ashfield, and explore what businesses can do to further improve Ashfield.</p> <p>Key Contacts  Martin Rigley (Chair of Discover Ashfield)  E-mail: <a href="mailto:martin@lindhurst.co.uk">martin@lindhurst.co.uk</a>  Trevor Middleton (Town Centres and Markets Manager ADC)  E-mail: <a href="mailto:t.middleton@ashfield.gov.uk">t.middleton@ashfield.gov.uk</a>  Tel: 01623 457264</p>
	<p><b>Visitors</b></p> <p>This theme aims to promote Ashfield as a destination for visitors. It recognises the need to link to key attractions close to Ashfield, to promote the attractions Ashfield has to offer.</p> <p>Key Contacts  Darron Ellis (Sutton Heritage)  E-mail: <a href="mailto:darron_e@hotmail.com">darron_e@hotmail.com</a>  Sarah Daniel (Place Team Leader ADC)  E-mail: <a href="mailto:s.daniel@ashfield.gov.uk">s.daniel@ashfield.gov.uk</a>  Tel: 01623 457249</p>

### **The role of the Ambassador**

The role of ambassadors isn't defined. There isn't a role description, a set number of hours, or tasks we'd like you to carry out.

Ambassadors are encouraged to think about their own skills, knowledge and interests and what they'd like to do to in line with the mission statement. Some examples include:

- Use the Discover Ashfield branding on their own webpages and marketing
- Talk positively about Discover Ashfield with friends, family, residents, businesses, colleagues to raise awareness
- Share concerns or frustrations people have about Ashfield with relevant people
- Promote great things they are aware of through the Discover Ashfield website and social media – this could be an event, a new shop opening, information about the heritage of a place etc.
- Make positive changes in the place that they live, i.e. organise a litter pick, nominate someone for an award, organise a fundraising activity
- Encourage other people to sign up as ambassadors (forms to encourage people to register as an ambassador and an information sheet can be found in this pack).

As an ambassador, you may have a specific interest in one or more of the themes detailed above. Please get in touch with the key contacts identified for each theme to find out more about the activities, projects and initiatives that are happening.

### **Branding and Promotion**

A set of Brand Guidelines is available for Discover Ashfield. These are available in your pack. They detail how you can use the branding. If you would like the logos, please contact Katherine Green by e-mail on [k.green@ashfield.gov.uk](mailto:k.green@ashfield.gov.uk).

The website for Discover Ashfield is [www.discoverashfield.co.uk](http://www.discoverashfield.co.uk)

The Discover Ashfield Facebook page is <https://en-gb.facebook.com/DiscoverAshfield>

### **Your information**

Your details will be stored on a database held by Ashfield District Council and you will be contacted with information periodically. It will be held in accordance with GDPR guidelines.

### **Thank you**

We would like to thank you for becoming a Discover Ashfield Ambassador.

This page is intentionally left blank



## Constitution

### MISSION

Discover Ashfield celebrates all that is best about living, visiting, working and doing business in Ashfield.

#### Our collective mission is:

- Promote Ashfield in a positive manner.
- Develop pride and aspiration in our communities.
- To improve the vibrancy of the town centres within Ashfield.
- To encourage and promote inward investment, through education and business to raise the skill levels of the community.
- To support tourism and the visitor economy in the Ashfield area.
- To help people improve their health and wellbeing.
- To support an environment which contributes to healthy lifestyles, where people feel safe and connected.
- Through the Ashfield Ambassadors we will lobby locally and nationally to improve the prosperity and success of Ashfield.
- To be financially self-sufficient.

### POWERS

The Discover Ashfield Board will:

- Invite and raise funds, where appropriate, to finance activities which promote the area in a positive manner.
- Act as advocates and ambassadors at a senior level for Ashfield, promoting the Ashfield brand inside and outside of the area.
- Work with other sectors and organisations, e.g. Businesses, County Council, LEPs, Community groups, education to promote and develop the area.
- Continually involve Ashfield District Council as a committed member of the group.
- To develop and implement a strategic economic vision for the area and to oversee the success of implementation.

### BOARD MEMBERSHIP

- The Discover Ashfield Board will comprise a maximum of 35 members including a minimum of one member from the District Council to represent the public sector plus one member representing the Community and Voluntary Sector.

- The board will be chaired by a member from the business community
- Members will declare any conflict of interest in any proposals or projects before discussion. Should any member have direct financial interest they will be excluded from discussions and not have the right to vote on the proposals. In exceptional circumstances the Chair, at his or her discretion, may waive either or both of these requirements. In the event of the Chair having a direct interest, he or she will hand that part of the meeting to the Vice Chair. Members will conduct themselves in a courteous and professional manner at all times
- Members are permitted to send a substitutes, however substitutes will have no voting rights.
- In the event of any actions by Board members which are deemed, by the majority of the members, to be detrimental to the Board's remit they may have their membership terminated. In the event of any dispute, a third party, Monitoring Officer will be appointed and any decision made shall be binding on all parties
- Whilst the aims of the board are always to have a general consensus in decision making, any items requiring a vote will be conducted in an open manner. In the event of a tied vote, the Chairman shall have one casting vote
- Board members will hold their post for a term of 2 years but may stand for re-election at the expiry of their term as long as they are nominated and seconded again at the end of their 2-year term
- New members must be nominated and seconded by any Board member and appointed by the Board by majority vote
- Any member wishing to resign before the expiry of their term must notify the Chair in writing giving one months' notice. The Board will, at its discretion, decide whether or not to call a Special Meeting to replace the departing Board member, failing which the matter will be considered at the next Board meeting
- The Chair shall be elected by the Board members
- Where the Chair resigns mid-year, a replacement shall be elected by a majority vote of board members at the Board Meeting following the resignation.

## **OFFICERS and ELECTION OF OFFICERS**

- Formal officers of the Board will be:
  - The Chair
  - The Vice-Chair
  - The Treasurer – Ashfield District Council
- The Secretary- The secretary to the Board shall be the Place Manager or agreed substitute. Officers will be elected by the Place Board.
- The Chair will be elected for a maximum three year period and, to ensure continuity, the Vice-Chair will be elected in an overlapping period of two years.
- The Chair and vice chair may not stand for a third term.

## **MEETINGS**

- The Discover Ashfield Board will meet at least four times a year on a schedule to be agreed by the Board
- All members will be given at least 14 days' notice of any additional meetings outside of the agreed schedule. If there are any items deemed to be urgent, every effort will be made to arrange a mutually convenient date. In the eventuality that no physical meeting can be arranged, then agreement is to be reached by WRITTEN PROCEDURES (including e-mail). A zero response will be regarded as agreement (yes vote) to any proposal.
- The quorum for any meeting will be 1/3 Members, and the Chair or Vice Chair must be present for decisions on expenditure or changes to the delivery plan
- All meetings shall have action points recorded which will be a public record and posted on the Ashfield District Council and Discover Ashfield web-sites.
- All action points shall be approved (or amended) by the Chair within 10 working days and circulated electronically to other board members by the secretary
- Any agenda items must be sent to the secretary at least 5 working days in advance of a Board Meeting
- Items not on the agenda will only be considered with the consent of the Chair
- An AGM will be held annually, close to the end of the financial year.

## **FINANCE**

- All monies received, whether by grants or contributions shall be deposited in a bank account in the name of Discover Ashfield, Ashfield District Council
- All expenditure will be approved by a minimum of 3 Board members (including the Chair or Vice Chair and Treasurer) unless a sum has been delegated to the Place Manager by the Board in respect of a particular task or function.

## **CONDUCT**

- Board members will adhere to the Code of Conduct
- The Board will align with the governance standards and policies of Ashfield District Council including whistle blowing, conflicts of interest and complaints.

## **ALTERATIONS TO THE CONSTITUTION AND DISSOLUTION**

- Changes to the constitution may be proposed by any member in writing to the secretary, and must be agreed by a seventy five percent majority of the Full Board
- Any member may make a proposal for the dissolution of the Board in writing to the Secretary which will be considered at a Special Meeting of the Board
- Notice of 28 days must be given to members to convene a Special Meeting
- The Board may be dissolved at any time by a resolution passed by a seventy-five per cent majority of those present and voting at a special General meeting





## CODE OF CONDUCT

### **Introduction**

This Code applies to you as a Member of this Board when you act in your role as a Member and it is your responsibility to comply with the provisions of this Code.

You are a representative of this Board and the public will view you as such, therefore your actions impact on how the Board as a whole is viewed and your action can have both positive and negative impacts on the Board.

This Code is based upon the “Nolan Principles – the seven principles of public life” which are set out below:

### **The Seven Principles of Public Life**

#### Selflessness

Board Members should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

#### Integrity

Board Members should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

#### Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, Board Members should make choices on merit.

#### Accountability

Board Members are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

#### Openness

Board Members should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

#### Honesty

Board Members have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

#### Leadership

Board Members should promote and support these principles by leadership and example.

**Interpretation**

In this Code "meeting" means any meeting of:

- a) the Board;
- b) any of the Board's Delivery Group or sub-groups;

whether or not the press and public are excluded from the meeting in question by virtue of a resolution of members.

'Member' - a Board Member.

**Scope**

1.1. You must comply with this Code whenever you:

- (a) conduct the business of the Board; or
- (b) act, claim to act or give the impression you are acting as a representative of the Board; or
- (c) act as a representative of the Board.

and references to your official capacity are construed accordingly.

1.2 This Code does not have effect in relation to your conduct other than where it is in your official capacity.

**General Obligations**

2. When acting in your role as a Member of the Board:

- 2.1 **Do** treat others with respect.
- 2.2 **Do not** conduct yourself in a manner which is contrary to the Board's duty to promote and maintain high standards of conduct by members.
- 2.3 **Do not** bully any person.
- 2.4 **Do not** intimidate or attempt to intimidate any person who is or is likely to be: -
  - (a) a complainant;
  - (b) a witness;
  - (c) involved in the administration of any investigation or proceedings, in relation to an allegation that a Board member (including yourself) has failed to comply with his or her Board's Code of Conduct; or
  - (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Board.

2.5 **Do not** disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:

- (a) you have the consent of a person authorised to give it;
- (b) you are required by law to do so;
- (c) the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
- (d) the disclosure is:
  - (i) reasonable and in the public interest; and
  - (ii) made in good faith and in compliance with the reasonable requirements of the Board; and

2.6 **Do not** prevent another person from gaining access to information to which that person is entitled by law.

2.7 **Do not** conduct yourself in a manner which could reasonably be regarded as bringing the Board into disrepute.

2.8 **Do not** improperly use knowledge gained solely as a result of your role as a board member for the advancement of yourself, your friends, your family members, your employer or your business interests.

3. When using or authorising the use by others of the resources of the Board:

3.1 **Do** act in accordance with the Board 's reasonable requirements;

3.2 **Do** make sure that such resources are not used improperly for political purposes (including party political purposes); and

4.1 Where you have been involved in campaigning in a political role on an issue which does not impact on your personal and/or professional life you should not be prohibited from participating in a decision in your political role as board member,

however **do not** place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your role.

4.2 When making a decision, **do** consider the matter with an open mind and on the contents before the meeting at which the decision is to be taken. When reaching decisions on any matter you must have regard to any relevant advice provided to you by:

- (a) Ashfield District Council's Chief Finance Officer; or
- (b) Ashfield District Council's Monitoring Officer, where that officer is acting pursuant to his or her statutory duties.

### **Interests**

- 5. As a board member, your role, may, at times, overlap with your personal and/or professional life and interests, however, when performing your role as a board member, **do** act solely in terms of the public interest and **do not** act in a manner to gain financial or other material benefits for yourself, your family, your friends, your employer or in relation to your business interests.

### **Disclosable Personal Interests**

- 6. You have a Disclosable Personal Interest where you are a member of any body which is a private club or society, such as the Freemasons, a recreational club, working men's club or private investment club.
- 7. You must publically disclose the Disclosable Personal Interest on the Register of Interests and make a verbal declaration of the existence and nature of that Interest at any meeting at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent (unless the interest is a sensitive interest in which event you do not need to disclose the nature of the interest).

### **Non Disclosable Pecuniary/Other Interests**

- 8. You have a "Non Disclosable Pecuniary Interest" or "Other Interest" in an item of business of the Authority where:
  - (a) a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing of you, or a member of your family, or a person with whom you have a close association to a greater extent than it would affect the majority of the District administrative area; or
  - (b) it relates to or is likely to affect any of the interests listed in Appendix A to this Code, but in respect of a member of your family (other than your spouse, civil partner or person with whom you are living as spouse or civil partner) or a person with whom you have a close association.
- 9. You are required to declare and register any gifts and hospitality accepted in excess of an estimated value of £50.00 (Fifty Pounds). You are required to declare gifts/hospitality over this amount but which were declined.

### **Registration of Interests**

10. Within 28 days of this Code being adopted by the Board, or your election as a Member (where that is later), you must register all interests which fall within the category of Disclosable Personal Interests.
11. Upon your re-election as a board member, you must within 28 days, re-register any interests within the category of Disclosable Personal Interests.
12. You must register any change to a Disclosable Personal Interest or new interest within 28 days of becoming aware of it.
13. You need only declare any interest you believe to be a “sensitive interest”. A sensitive interest is one which, if disclosed on the public register, could lead to you or a person connected with you being subject to violence or intimidation.

### **Sanctions**

16. If you are found to have been in breach of this Code the Board may impose one or more of the following sanctions:
  - (a) Censure or reprimand the member;
  - (b) Publish its findings in respect of the member’s conduct;
  - (c) Recommend to the Chair that he/she be removed from any or all sub-groups
  - (d) Recommend to the Chair that the member be removed from the Board, or removed from the Delivery Group;
  - (e) Recommend to the Board that the member be replaced as Chair or Vice-Chair

This page is intentionally left blank

**MINUTES OF DISCOVER ASHFIELD BOARD MEETING**

**Meeting held in Committee Room, ADC  
 On Wednesday 8<sup>th</sup> January 2020 at 10:00**

**PRESENT:**

Martin Rigley	(MR)	Lindhurst Engineering <b>(CHAIR)</b>
Louise Knott	(LK)	West Notts College <b>(VICE CHAIR)</b>
Darron Ellis	(DE)	More to Discover Theme Lead
Fardad Amirsaeedi	(FA)	Regeneration Shared Service
Liz Barrett	(LB)	Academy Transformation Trust FE
Theresa Hodgkinson	(TH)	Ashfield District Council
Katherine Green	(KG)	Ashfield District Council
Cllr Matthew Relf	(MaR)	Ashfield District Council
David Ainsworth	(DA)	NHS
Andrea Stone	(AS)	Ashfield District Council
Pete Edwards	(PE)	Health & Happiness Theme Lead
Gary Baird	(GB)	Disability Nottinghamshire
Carol Cooper-Smith	(CC-S)	Ashfield District Council
Cllr Helen-Ann Smith	(HA-S)	Ashfield District Council
Chloe O'Donnell	(CO)	Idlewells Centre
Rachel Quinn	(RQ)	D2N2 LEP
Nicola McCoy-Brown	(NM)	Notts County Council

**MINUTES:**

Lindsey Kenworthy	(LiK)	Executive Project Assistant
-------------------	-------	-----------------------------

**APOLOGIES:**

Edward Johnstone	(EJ)	Portland College
Trevor Middleton	(TM)	Ashfield District Council
Fiona Anderson	(FiA)	NTU
Jon Ball	(JB)	Ashfield Chad
Simon Martin	(SM)	Academy Transformation Trust
Sarah Daniel	(SD)	Ashfield District Council
Kathryn Stacey	(KS)	Citizens Advice Ashfield
Lee Anderson, MP	(LA)	MP for Ashfield and Eastwood
Mark Spencer, MP	(MS)	MP for Sherwood

	<b>Action</b>	<b>Lead</b>
<b>1</b>	<b>Welcome / Introductions / Commitments</b>	
	The Chair welcomed everyone to the meeting and introductions were made. It was noted that Liz Barrett, Cllr Relf, Carol Cooper-Smith and Theresa Hodgkinson would be in attendance around 10.30am. It was also noted that Paul Tyler, Centre Manager of East Midlands Outlet has now left and is being replaced by David Jackson who commences in this role on 8 <sup>th</sup> January. Invitations of the meeting have been sent to him and he has said that he will be in touch when he has settled into his role to find out more about Discover Ashfield.	

<b>2</b>	<b>Minutes from the Previous Meeting and any Matters Arising</b>	
	Minutes from the previous meeting, held on Wednesday 18 <sup>th</sup> December 2019 were agreed as a true record with one amend being made (see below) and the following updates:	
	<ul style="list-style-type: none"> <li>Agenda item 4 – Youth Council member Callum Parr Year 10 to be approached. The action is for Liz Barrett not Cllr Smith.</li> </ul>	<b>LB</b>
	<ul style="list-style-type: none"> <li>Agenda Item 5.1.1 – A Place to Succeed – Business – noted that Lindsey Kenworthy has invited the Project Manager of the Sherwood Observatory to the next Board meeting in February to carry out a short presentation on the development plans for the observatory.</li> </ul>	
<b>3</b>	<b>Towns Funding</b>	
<b>3.1</b>	<b>Draft Terms of Reference</b>	
	Discussions took place on the draft Terms of Reference document which had been circulated prior to the meeting. The following was noted:	
	<ul style="list-style-type: none"> <li>Agreed that job titles would be used instead of names. This allows for when someone leaves and prevents having to keep making changes</li> </ul>	
	<ul style="list-style-type: none"> <li>MPs, Lee Anderson and Mark Spencer to be added to membership of the Board. An initial letter has been sent to the two MPs. Lindsey to invite to all the meetings.</li> </ul>	<b>LiK</b>
	<ul style="list-style-type: none"> <li>Agreed the appointment of Teresa Jackson from Ashfield Voluntary Action to the Board. LiK to invite to meetings.</li> </ul>	<b>LiK</b>
	<ul style="list-style-type: none"> <li>Callum Parr to be added to the membership of the Board as already previously agreed. Liz Barrett to formally invite to Board meetings.</li> </ul>	<b>LB</b>
	<ul style="list-style-type: none"> <li>Change the meeting frequency from bi-monthly (every two months) to every month in the initial stages of the Towns Funding.</li> </ul>	<b>LiK</b>
	<ul style="list-style-type: none"> <li>Quorate Requirement – change from 5 members to a third (1/3) of the membership.</li> </ul>	<b>LiK</b>
	<ul style="list-style-type: none"> <li>Objectives need to match those in the Constitution documentation under the ‘Collective Mission’.</li> </ul>	<b>LiK</b>
	<ul style="list-style-type: none"> <li>Powers need to match those in the Constitution documentation under the ‘Powers’ section.</li> </ul>	<b>LiK</b>
	<ul style="list-style-type: none"> <li>Membership needs to increase to say 35 as the maximum not 30 as stated in the document.</li> </ul>	<b>LiK</b>
	<ul style="list-style-type: none"> <li>Start terms of office afresh from AGM in Feb appointing all Board Members.</li> </ul>	
	<ul style="list-style-type: none"> <li>Agreed that every other meeting will be held on a Friday so that MPs can attend.</li> </ul>	<b>LiK</b>
	<ul style="list-style-type: none"> <li>To use the briefing paper for Towns Fund to ensure we have included everything that’s expected of the Board in the papers.</li> </ul>	<b>LiK</b>
	<ul style="list-style-type: none"> <li>Add an appendix section to the back of the terms of reference which sets out the roles and responsibilities of the Theme Leads.</li> </ul>	<b>LiK</b>
	<ul style="list-style-type: none"> <li>David Ainsworth to include a statement about health and wellbeing within the objectives.</li> </ul>	<b>DA</b>
	<ul style="list-style-type: none"> <li>Agreed that substitutes can be sent to Board meetings as and when required, however the substitute will have no voting rights.</li> </ul>	
	<ul style="list-style-type: none"> <li>Agreed that Ashfield District Council officers will not have a vote but Councillors will have a vote.</li> </ul>	
	<ul style="list-style-type: none"> <li>Discussions took place on Rachel Quinn’s comments with regards to the Board’s role as accountable body for any potential funding or whether it is to act as a Strategy Steering/Reference/Coordination</li> </ul>	

	group for programmes that arise. It was agreed that this needs to be clearer within the document. Rachel Quinn suggested that the Board should consider that it is more of a partnership and the aim is to develop and implement a strategic economic vision for the area and to oversee the success of implementation.	
	<ul style="list-style-type: none"> <li>• Terms of Reference to be amended and agreed at the AGM meeting.</li> </ul>	<b>LiK/AMS</b>
<b>3.2</b>	<b>Draft Constitution Document</b>	
	Discussions took place on the draft Constitution document with the following being noted:	
	<ul style="list-style-type: none"> <li>• Regeneration Board will also link into this Board and vice versa.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Needs to ensure that the Objectives and Powers match those in the Terms of Reference documentation.</li> </ul>	<b>LiK</b>
	<ul style="list-style-type: none"> <li>• The Treasurer needs to state (Ashfield District Council) after it.</li> </ul>	<b>LiK</b>
	<ul style="list-style-type: none"> <li>• Under the heading Powers it needs to say 'The Discover Ashfield Board will:'</li> </ul>	<b>LiK</b>
	<ul style="list-style-type: none"> <li>• The membership numbers need to say 35 as a maximum.</li> </ul>	<b>LiK</b>
	<ul style="list-style-type: none"> <li>• Board members are permitted to send a substitute, however the substitute will have no voting rights.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Quorum needs to state a third (1/3) of members to be present.</li> </ul>	<b>LiK</b>
	<ul style="list-style-type: none"> <li>• Any agenda items and papers will be required 10 days prior to the Board meeting not 7 days.</li> </ul>	<b>LiK</b>
	<ul style="list-style-type: none"> <li>• Amend the AGM sentence to say 'An AGM will be held annually which will be as close to the end of the financial year'.</li> </ul>	<b>LiK</b>
	<ul style="list-style-type: none"> <li>• Bullet point 1 where it states Discover Ashfield CIC should read Ashfield District Council.</li> </ul>	<b>LiK</b>
	<ul style="list-style-type: none"> <li>• Under the financial section remove bullet points 3, 4 and 5.</li> </ul>	<b>LiK</b>
	<ul style="list-style-type: none"> <li>• Under the section 'Alterations to the Constitution and Dissolution' the following changes need to be amended as follows: <ul style="list-style-type: none"> <li>○ bullet point 1 needs to include 'Full Board'</li> <li>○ Remove ending to paragraph 4 'Such property shall, with Board approval, be given or transferred to the successor in deed and title to the Discover Ashfield Board. Where the Board has no successor in deed or title then such property shall.....'</li> </ul> </li> </ul>	<b>LiK</b>
	<ul style="list-style-type: none"> <li>• Under the section 'Board Membership' bullet point 4 Independent Arbitrator wording needs to change to the Monitoring Officer of the Council.</li> </ul>	<b>LiK</b>
	<ul style="list-style-type: none"> <li>• Document to be amended and presented at the next AGM/Board meeting for approval.</li> </ul>	<b>LiK</b>
	<ul style="list-style-type: none"> <li>• Need to ensure that 'Anything to Declare' needs to be on the standard agenda.</li> </ul>	<b>LiK</b>
<b>3.3</b>	<b>Draft Code of Conduct</b>	
	Discussions took place on the draft Code of Conduction document with the following being agreed and noted:	
	<ul style="list-style-type: none"> <li>• Delete Pecuniary Interest section as not required.</li> </ul>	<b>LiK</b>
	<ul style="list-style-type: none"> <li>• Delete in appendices any mention of Pecuniary Interest</li> </ul>	<b>LiK</b>
	<ul style="list-style-type: none"> <li>• Need to change 'Holders of Public Office' to 'Board Members' within the whole document.</li> </ul>	<b>LiK</b>
	<ul style="list-style-type: none"> <li>• Document to be amended and presented at the next AGM/Board meeting for approval.</li> </ul>	<b>LiK</b>

<b>4</b>	<b>Any Other Business</b>	
	Nothing further to note.	
<b>5</b>	<b>Date of Next Meeting</b>	
	AGM/BOARD MEETING – 26 <sup>th</sup> February 2020 at 9am for 9:15am Portland College.	
	BOARD MEETING – March to be arranged and on a Friday.	<b>LiK</b>

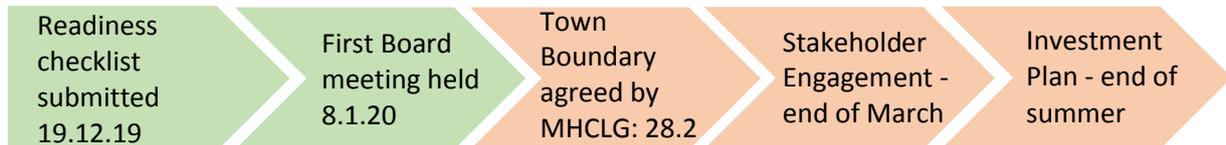
DRAFT

## Discover Ashfield - Towns funding update 26<sup>th</sup> February 2020

### Report Purpose

1. To report progress on the towns funding for Kirkby and Sutton.

### Towns Fund timeline



### Engagement

A stakeholder workshop was held on 17<sup>th</sup> February which was attended by over 20 organisations, with many ideas generated. The workshop was based on the three fund themes; urban regeneration, skills and enterprise and connectivity (transport and digital). A follow up workshop for skills and enterprise will be arranged in the next few weeks and feedback from the first workshop will be provided.

Community workshops will take place in March, along with engagement with residents and local businesses. The focus of the consultation will be on a project list for each of the three categories, based on projects from existing strategies and ideas from previous workshops.

A communications strategy is being developed which will link to the Government's #MyTown campaign: <https://mytown.communities.gov.uk/> where people can post ideas for their town.

### Capacity funding

Capacity funding of £324,038 (£162, 019 per town) was received in December. The funding is to be used for: convening the Town Deal Board, running business and wider community engagement events; developing Town Investment Plans and providing technical expertise for business case development.

The Council is required to publicise intended spend for the fund, recommendations regarding use of the fund will be brought to the Board for discussion.

### Town Boundaries

The plans issued by MHCLG were based on the 2011 census for built-up areas and didn't include several areas which could be included in the Investment Plan, for example Sherwood Observatory, Sherwood Business Park, Castlewood Business Park and Kings Mill Reservoir. The proposed revisions we submitted have been agreed by MHCLG, subject to confirmation by local stakeholders.

Our request to produce a joint investment plan for Kirkby and Sutton is being considered by MHCLG.

**Board membership**

Parish Councils are required to be invited to join the Town Deals Board, consequently the chairman of Annesley Parish Council, Cllr Jason Zadrozny has been invited to join the Discover Ashfield Board.

**Website**

The second phase Discover Ashfield website is now live: <http://www.discoverashfield.co.uk/>  
The website includes an area for Towns Fund information which includes agendas and minutes from board meetings which is a requirement of the funding.

**Future High Streets Funding, Sutton**

Four projects are currently being developed through feasibility and are due to be included in the business case:

- Low Street / Brook Street - number of vacant units may near Old Market Place, opportunity for acquisition and re-purposing
- Council Brook Street Offices - variety of potential uses as a conversion
- Potential cultural facility at Sutton Academy or in the vicinity of the Old Market Place
- Fox Street site - potential for a variety of uses: residential, community, food and drink.

An early draft business case will be submitted by 15th March and a final business case by 30th June. Successful bids will be announced in the summer/autumn. If the bid is successful, capital spend for the FHSF funding would need to be profiled between financial years 2020-21 to 2023-24. Any co-funding could be spent after these dates.

**Sarah Daniel, Ashfield District Council, Place Team Manager**

**01623 457249**

**s.daniel@ashfield.gov.uk**

## THEME GROUP REPORT

<b>Name of Theme Group</b>	SUCCEED IN ASHFIELD
<b>Marketing Updates/Publicity</b>	<ul style="list-style-type: none"> <li>• Represented DA at Mansfield &amp; Ashfield 2020 skills challenges meeting with Nottingham Trent University &amp; Vision West Notts.</li> </ul>
<b>General Update on Involvement/Work in the Community</b>	<ul style="list-style-type: none"> <li>• Held conference call with Local Government Authority, Corporate Peer Challenge 29/01/20</li> <li>• Facilitated connectivity discussion at Towns Fund workshop 17/02/20</li> <li>• Discover Ashfield Delivery Group 12/02/20</li> <li>• Meet with Lindsey to finalise TOR and agenda for AGM.</li> </ul>
<b>Involvement from outside Agencies/Groups</b>	<ul style="list-style-type: none"> <li>• Attended East Midlands Chamber Board meeting 06/02/20</li> <li>• Attended second project meeting Sherwood Observatory 17/02/20</li> <li>• Attended Skills &amp; Communities Governance meeting East Midlands Chamber 13/01/20</li> <li>• Met with Paul Humphrys D2N2 Growth Hub 28/01/20</li> <li>• Interviewed for ADC Business Lead 06/02/20</li> </ul>
<b>Involve other Theme Leads</b>	<ul style="list-style-type: none"> <li>• Meet with Pete Edwards to discuss Theme interactions 31/02/20</li> <li>• Chaired ATTFE committee 04/02/20</li> <li>• ATTFE Lunch/Head Office Audit 12/02/20</li> </ul>
<b>Any Issues/Problems</b>	None
<b>Future Events</b>	
<b>Ambassador/Supporters Update</b>	

This page is intentionally left blank

## Love Where You Live Calendar 2020

**Lead:** Liz Barrett

<b>March 2020</b>	Primary School 'Love Where You Live' Roundabout Competition
<b>April 2020</b>	Primary School 'Love Where You Live' Roundabout Competition
<b>May 2020</b>	Primary School 'Love Where You Live' Roundabout Competition
<b>June 2020</b>	Summer Events
<b>July 2020</b>	Summer Events
<b>August 2020</b>	Summer Events
<b>September 2020</b>	Ale Trail
<b>October 2020</b>	Ale Trail
<b>November 2020</b>	Remembrance Events
<b>December 2020</b>	<p style="text-align: center;">Christmas Events:</p> <ul style="list-style-type: none"> <li>- Christmas shop window display competition</li> <li>- Best Home outside Christmas Decoration display competition</li> </ul>

All events will take place in:

- Hucknall
- Kirkby
- Sutton

Town Centre teams to be engaged along with local established community groups such as The Rotary. The aim is to ensure that within each initiative the Discover Ashfield 'Love Where You Live' theme will be shared, embedded and celebrated.

This page is intentionally left blank

## THEME GROUP REPORT

Name of Theme Group	More to Discover	Action Plan
<p><b>Marketing Updates/Publicity</b></p>	<p>Continuing to share social media posts regarding Discover Ashfield.</p> <p>Talking to retailers and the public in Sutton.</p> <p>Visiting heritage centres, talking to customers about what they would like to see.</p> <p>Networking with organisations outside Ashfield to get some promotion of what we do.</p> <p>Possible chat to the Ambassadors to promote the DA posts from Facebook, Twitter etc through their friends lists. Two traders from the Indoor Market have signed up to be Ambassadors.</p>	
<p><b>General Update on Involvement/Work in the Community</b></p>	<p>Sutton-in-Ashfield Remembrance Parade meeting discussed this years Parade and ways to make it safer and easier to manage. Discussions regarding fundraising.</p> <p>Chaired a meeting of the New Cross Community Links Group. Sadly no Councillors and CPO's attended to discuss issues and community initiatives. The residents presented with a number issues and complaints. Continuing worries about Outram Street and its future.</p> <p>Photographed the Junior Park Run, and allowing DC to use for promotional purposes.</p> <p>Working with Trevor and Sarah on Heritage themed street signage along the Gateways and in Sutton Town Centre.</p> <p>Working with Notts Fire and Rescue, Firefighters Memorial Trust, former fire officers to host an event at Kirkby to commemorate Fireman from the town who were killed during WW2 in Manchester, thus creating civic pride and building ties with the local community.</p> <p>Planning Heritage walks with the Ranger at Kings Mill Reservoir. Trial walk will be held on the 31st of March.</p> <p>Provided information and photographs for the website.</p> <p>Met with the lead of Social Prescribing to discuss ways to get people engaged in Ashfield who have health and isolation issues. The lady in question asked about</p>	

	<p>Discover Ashfield ad a future meeting is planned.</p> <p>Attended the workshop regarding the Towns Funding. Networked there with various interested parties, discussing the way forward.</p>	
<b>Involvement from outside Agencies/Groups</b>	Both Sherwood Observatory and The Mansfield to Pinxton Railway groups wishing to hold exhibitions alongside the Sutton Living Memory Group to promote the heritage of Ashfield and the Observatories Heritage Lottery bid.	
<b>Involve other Theme Leads</b>	I have messaged Liz with an idea to restore a local street mosaic and discussed funding for the idea. .	
<b>Any Issues/Problems</b>	Not so much an issue, but when visiting places and introducing myself, it would be good to have an ID badge. Maybe something like theme lead name and DA name on. Not having ID can be a problem at times. Also as well as the badges we where, why don't we have high vis with Discover Ashfield Logo on. It will give us a visible presence.	
<b>Future Events</b>	<p>Future events will include being part of the Remembrance Parade, taking photographs.</p> <p>Taking local children on an educational visit to the National Memorial Arboretum</p> <p>Continuing to support the Mill Waters Project in various ways.</p>	
<b>Ambassador/Supporters Update</b>	Attracted 2 traders from Sutton Indoor Market to become Ambassadors and several more local traders have expressed an interest.	



	<p>Broomhill/Butler's Hill</p> <p>As a result of conversations with organisations working in this area, a Community Organising Listening Workshop was held and delivered by Notts County Council Community Friendly Team. This resulted in many of us developing our community organising skills, and also the opportunity to meet with other organisations and residents, who we will bring into the work over the coming weeks.</p>	
<b>Involve other Theme Leads</b>	<p>Created a brand called 'Feel Good Factories' – to consider an offer for January 2020 including Red January, Citizen's Advice Mobile offer, Sutton Community Academy pop up H&amp;WB Hub, therapists from University of Derby, physio offer. A Feel Good Factories logo has been designed. We now need ideas and suggestions of ways to get this information out to factories, industrial units and other workplaces.</p>	
<b>Any Issues/Problems</b>		
<b>Future Events</b>	<p>Feel Good Families Autumn/Winter trails and activities being planned. Trails delivered with nearly 270+ people attending both trails. Considering launch of activities aimed at families with 0-5 year olds in January 2020. Considering ideas to promote the legacy of Tokyo 2020 Olympics taking place next year. TRIP workshops to be made available in January 2020 to support parents to have conversations about adolescents with their children. Promotion at ADC Christmas events.</p> <p>Funding application being developed to extend Feel Good Food with Sutton Community Academy. Working with Cre@te Studios on Outram Street to support a community garden and potential cookery sessions.</p> <p>Plans are in place to start a Junior Park Run at Sutton Lawn from early 2020. The funding has been secured and a Race Director is in place. Volunteers are now being recruited with a hope that this will start in the New Year.</p> <p>We are hoping to hold a sponsored walk Spring 2020 at Kings Mill Reservoir to raise funds for the DAA which will be used to support new and existing opportunities for people living with dementia in the area. It would be great for local partners and businesses to get involved in the walk.</p> <p>Mencap around the world challenge will be launched at Lammas Leisure Centre, January 2020. People will then be encouraged to sign up to this and access designated Around the World Challenge activities encouraging them to be more active.</p>	<p>Promotion Feel Good Families</p> <p>Feel Good Food</p> <p>Place Based work</p> <p>Dementia</p> <p>Inclusive</p>

<b>Ambassador/Supporters Update</b>	There are currently 12 BHBH ambassadors from a range of organisations including Citizens Advice, Everyone Active, Pretty Heavy Lifters, Dance Artist, ADC	Ambassadors
-------------------------------------	---	-------------

This page is intentionally left blank