

MINUTES OF DISCOVER ASHFIELD BOARD MEETING

Friday 15th January 2021 9:00am – 9:15am start

Virtual Meeting via Zoom

<u>Attendees</u>

Name	Position on Board	Position/Organisation	Apologies
Martin Rigley MBE	Chair / Theme Lead – Succeed in Ashfield	Managing Director, Lindhurst Engineering	
Louise Knott	Vice Chair	Vice Principal, West Nottinghamshire College	
Darron Ellis	Theme Lead – More to Discover	Historian	✓
Liz Barrett	Theme Lead – Love Where You Live	Academy Transformation Trust Further Education	
Pete Edwards	Theme Lead – Be Happy, Be Healthy	Chair, Ashfield Health and Wellbeing Partnership	
Callum Parr	Board Member	Youth Council Leader, Ashfield District Youth Council	
Carol Cooper-Smith	Board Member	Chief Executive, Ashfield District Council	
Chloe O'Donnell	Board Member	Shopping Centre Manager, Idlewells Shopping Centre	✓
Cllr Christian Chapman	Board Member	Scrutiny Rep, Ashfield District Council	✓
Christopher Baron	Observer / Substitute for Lee Anderson, MP	Office Manager, Ashfield & Eastwood MP's Office	
Cllr Helen-Ann Smith	Board Member	Deputy Council Leader, Ashfield District Council	√
Cllr Jason Zadrozny	Board Member	Annesley and Felley Parish Council	✓
Cllr Matthew Relf	Board Member	Portfolio Holder, Planning & Regen, Ashfield District Council	
David Ainsworth	Board Member	Director of Clinical Commissioning Group, NHS	√
David Jackson	Board Member	Centre Manager, East Midlands Designer Outlet	✓
Edward Johnstone	Board Member	Assistant Principal (Development), Portland College	
Fiona Anderson	Board Member	Head of Civic Engagement, Nottingham Trent University	
Gary Jordan	Board Member	Chair, Mansfield and Ashfield 2020	
Julia Terry	Board Member	Development Worker, Transforming Notts Together	
Kathryn Stacey	Board Member	Chief Executive, Citizens Advice Ashfield	
Lee Anderson, MP	Board Member	MP for Ashfield and Eastwood	
Lorna Masey	Substitute for Vicki Dyer	District Operational Leader, Ashfield Job Centre	
Mark Spencer, MP	Board Member	MP for Sherwood	✓
Mark Yates Substitute for David Ainsworth		Primary Care Development and Performance Manager, Clinical Commissioning Group, NHS	
Melanie Phythian	Observer	Towns Fund Policy Advisor, Cities & Local Growth Unit	
Rachel Quinn Board Member Head of People & Skills, D2N2 LEP			√
Robert Orgill	Board Member	Property Manager EMEA, Rolls Royce	√
Simon Martin	Board Member	Vice Principal, Academy Transformation Trust Further Education	
Teresa Jackson	Board Member	Chief Officer, Ashfield Voluntary Action	
Theresa Hodgkinson	Board Member	Director of Place and Communities, Ashfield District Council	
Viki Dyer	Board Member	District Operations Lead, Department of Work and Pensions	✓

Andrea Stone	Supporting Officer	Health and Wellbeing Manager, Ashfield District Council	
Katherine Green	Supporting Officer	Senior Communications Officer, Ashfield District Council	
Lana Mills	Supporting Officer / Minute Taker	Discover Ashfield Project Officer, Ashfield District Council	
Matthew Neal	Supporting Officer	Service Director of Investment and Growth, Nottinghamshire County Council	
Nicola McCoy-Brown	Supporting Officer	Group Manager for Growth & Development, Nottinghamshire County Council	✓
Sarah Daniel	Secretary / Supporting Officer	Interim Service Manager for Place and Wellbeing, Ashfield District Council	
Tracy Bird	Supporting Officer	Health and Wellbeing Officer, Ashfield District Council	
Trevor Middleton	Supporting Officer	Town Centres and Markets Manager, Ashfield District Council	

<u>Minutes</u>

Agenda Item	Action	Lead
1.	Welcome/Introductions/Apologies	
	The Chair, Martin Rigley welcomed everyone to the virtual meeting and in particular new board member Julia Terry of Transforming Notts Together and new attendee Lorna Masey of Ashfield Job Centre.	
	 Apologies were received and it was noted that: Lorna Masey will be representing Viki Dyer Mark Yates, will be representing David Ainsworth 	
	Board members were made aware that the meeting would be recorded.	
0.4	Developing the Add Developing Control of Con	
2.1	Board Minutes of Previous Meeting - Friday 11 th December 2020 Board minutes from Friday 11 th December 2020 were agreed as a true and accurate record with one amendment to be made to a misprint in Agenda Item 4.1 - • 'Stem cells' to be changed to 'STEM'	
2.2	Matters Arising	
2.2.1	Sherwood Observatory Development - Bridging Finance (Meeting 22/04/2020, Minute Item - 8.1)	Clir Relf
	Nothing new to add at this stage.	
2.2.2	Be Healthy, Be Happy – Wellbeing at Work presentation (Meeting 22/04/2020, Minute Item - 8.5.4)	LiK/AMS
	Update: The presentation has been postponed by Nottinghamshire County Council - agenda item to be taken temporarily off the agenda until further notice.	
2.2.3	Love Where You Live (LWYL)	LB
2.2.3	(Meeting 24/06/2020, Minute Item – 5.1.2)	LB
	Update: Liz Barrett confirmed that Callum Parr has now joined the LWYL group and a project group has now been set up with a starting meeting arranged. Liz asked any Board Members who would like to be involved in the project group to contact her.	
2.2.4	Culture Compact	
	Fiona Anderson, Teresa Jackson, Liz Barrett and Sarah Daniel involved in developing the Cultural Compact for Ashfield.	
2.2.5	Job Match Scheme (Meeting 11/12/2020, Minute – 4.1)	cc-s
	Update: Carol Cooper-Smith to liaise with Lorna Masey regarding this scheme and other programmes.	
3	Declarations of Interest	

	The following declarations were noted:	
	The Chair - Martin Rigley	
	- Sherwood Observatory (Chair of the Board)	
	- Sutton Academy (Board Member)	
	The Vice Chair - Louise Knott, Vice Principal, Vision West	
	Nottinghamshire College	
	- Colleges/further education projects	
	- Construction Centre project	
	- Learning in Skills Project	
	Fiona Anderson, Nottingham Trent University The Towns Funds in particular in the ADMC project. Learning in	
	- the Towns Fund; in particular in the ADMC project, Learning in	
	Skills Project.	
	Liz Barrett, Principal at ATTFE Callege for the properties are president.	
	- College/further education projects	
	- Construction Centre project	
	- Sutton Centre Theatre Project	
	- Sherwood Observatory (Board Member)	
	Callum Parr, Student Cllr at Sutton Community Academy Cantra Theorem Project	
	- Sutton Centre Theatre Project	
	Simon Martin, Vice Principal at ATTFE	
	- College/further education projects	
	- Construction centre projects	
	- Sutton Centre Theatre Project	
4	Towns Fund Update and Project Costings - Sarah Daniel & Cllr	
	Matthew Relf	
4.1	Update on Future High Streets Fund	
4.1	Cllr Relf reiterated the announcement on 26th December 2020 that the	
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	Melanie Phythian reflected that only 15 locations nationally had	
	actually received their full Future High Streets bid.	
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4.2	Towns Fund Project Costings	
	Cllr Relf presented the Board with a spreadsheet of the latest revised	
	figures for the Towns Fund projects after further discussions with partners.	
	(Please see Appendix 1 for a copy of this spreadsheet.)	
	Cllr Relf explained that the estimated costs for:	
	The Sutton Lawn Supports Hub and the Kirkby Sports Hub has gone In alighthy.	
	up slightly The eveling and walking routes have degreeded by \$1.5 million	
	The cycling and walking routes have decreased by £1.5 million. The visite of digital effect has increased as Average and Basility and actain the content of the conte	
	 The visitor digital offer has increased as Augmented Reality aspects have been added to this project. 	
	Sherwood Observatory Science Discovery and Planetarium has	
	increased as a full cost estimate has been undertaken by a cost	
	consultant.	
	Kings Mill Reservoir Leisure Development has significantly	
	decreased by about £2.7 million.	
	Cllr Relf noted that the Board had questioned this project's previous	
	figure at the last meeting and felt the revised figure was more realistic.	
	Portland square has gone up slightly.	
	* Question / Enquiry / Comment *	
	Matthew Neal enquired about the estimated cost for the cycling and	
	walking routes and asked whether more work would need to be done on	
	this project once the bid had been submitted.	
	Cllr Relf noted that:	
	 The routes are predominantly off-road trails and not highways. 	
	A consultancy has provided a cost estimating spreadsheet for	
	potential aspects of the routes. This has allowed them to decide in	
	greater detail what features to put on the routes, and it is a well- costed project.	
	 The plans had been sent to the officers at Nottinghamshire County 	
	Council and they are consulted fully throughout this project.	
	Cllr Relf continued and stated that the estimated costs for:	
	Sutton Construction Centre has increased due to the estimates	
	becoming more accurate.	
	Kirkby Civil Engineer Centre has increased slightly but the Towns	
	Fund contribution has decreased.	
	 Sutton Library Innovation Centre and Kirkby Satellite has greatly 	
	decreased.	
	Cllr Relf said that there was a meeting recently which included	
	Matthew Neal and there were concerns surrounding the lower	
	estimated costs on this project. Therefore, some extra money has been added to this project as a safeguard.	
	Automated Distribution and Manufacturing Centre (ADMC) has not	
	greatly changed.	
	 However, due to the increasing levels of support shown from 	
	small/medium and large-scale businesses, including Boots, DHL	
	and Amazon, the overall budget for this project has increased as	
	more available funding is becoming evident.	

	 West Kirkby Gateway and public transport hub (includes Lane End project) has changed and the industrial units have been removed from the Towns Fund bid to decrease the overall estimated total. Cllr Relf emphasised that these proposals will be a pipeline project for the future, and included in the investment plan. Nottingham Trent University skills and support programme remains unchanged. North Kirkby Gateway has changed slightly. High Street Property Fund remains the same. Patco site in Kirkby has changed as the results from the traffic analysis indicate that the proposed link road would only have a very small improvement on the town's traffic flows. Therefore, the proposals have changed to pursue redevelopments at the South of the Patco site which would facilitate road connectivity ready for future proposals for the area. 	
	Redevelopment of vacant, deteriorating industrial buildings into a new residential area would also take place raising footfall and dwell time in the town centre.	
	Green Ashfield remains unchanged	
	Cllr Relf concluded the presentation by stating that the overall total of all the project's estimates would be £61.653 million pounds, which is £11.653 million pounds over the Towns Fund bid amount.	
121	Towns Fund Overhid / Net Overhid	
4.2.1	Towns Fund – Overbid / Not Overbid	
	Cllr Relf proposed the Board debate whether to choose projects to scale back / remove from the bid to meet the £50 million fund now or overbid with the current total and carry out a process of elimination at a later stage if needed.	
	 Melanie Phythian advised that: There is nothing in the Towns Fund assessment process which would penalise a Town for overbidding. The ADMC project is an ambitious project, but the support shown for this project by other businesses is a real positive. Projects which have a regional and national impact will stand out. If some projects are not successful, they could be good projects to consider for the future and referred to the Levelling Up Fund which Fiona Anderson had circulated to the Board. 	
	 The Chair, Martin Rigley asked Lee Anderson, MP for his thoughts and Lee Anderson, MP supported to overbid. 	
	Cllr Relf asked Lee Anderson, MP if other regional MPs could support the regional projects in the bid and Lee Anderson, MP said that he would share these projects with his colleagues across the East Midlands. The Board agreed to overbid on the Towns Fund amount.	LA, MP
4.3	Towns Fund Update	
	Sarah Daniel gave an update on the Towns Fund:	
	The Board needed to agree a submission date for the Town Investment Plan (TIP).	
	 So far, The Chair, Martin Rigley, Fiona Anderson and Rachel Quinn had read section one of the TIP and thanked them kindly for doing so. 	

	 The final submission date for the TIP is 29th January 2020 and if 	
	anyone wanted to read section one to contact her, she would need	
	their comments returned quickly though.	
	The Board agreed to delegate The Chair, Martin Rigley to sign off the final	
	document.	
	Louise Knott said that she will send her comments about the TIP back to	LK/SD
	Sarah on Monday 18th January. Sarah thanked Louise.	
	Sarah said that she will arrange with Lee Anderson's office regarding his	SD
	copy of the TIP.	
4.4	Portland College - Potential Towns Fund Project	
	The Chair, Martin Rigley invited Edward Johnstone, Assistant Principal of	
	Portland College, to discuss a potential project at Portland College which	
	could tie into the Sutton Construction Centre.	
	Edward Johnstone proposed to the Board that:	
	Portland College wishes to build a small-scale construction space	
	which is designed for high-level need students.	
	 The plans are late to the Sutton Construction Centre project but 	
	confirmed that match funding was already available for this plan	
	(£250,000), with the hope of future fundraising also.	
	 A business case and figures had already been drawn up. 	
	 The construction space at Portland College has a cost estimate of 	
	£650,000 and the college was looking for anything up to £400,000	
	from the Towns Fund.	
	Edward put the college's proposals to the Board and asked whether they	
	could commit to this extended project and funding:	
	 Liz Barrett said that it was a great idea and would provide great 	
	progression routes for students.	
	Simon Martin asked Edward whether the facility would be available	
	to other students with high-level needs outside of Portland College.	
	Edward stated that this facility would be open to other learners and	
	that the college would perhaps be only using it for three days a	
	week.	
	Louise Knott said that she understood the need for this centre but	
	care needs to be taken not to duplicate the work that Inspire are	
	already delivering.	
	Cllr Relf added that Inspire are looking at plans for higher-needs	
	students and wondered whether it might be worth reworking the	
	current plans as it's late in the day.	
	Edward said that Portland College works with students with more	
	complex disabilities and needs than the surrounding colleges and	
	this facility would be able to:	
	- Safeguard students efficiently	
	 Provide a quiet, bespoke, controlled environment to get 	
	students started with their learning	
	Prepare students to go into a mainstream setting	
	Edward noted that positive behavioural management is the key	
	focus of this centre but also said the college have learners that	
	require alternate provisions and would need to specialise this space	
	for them.	
	The Chair, Martin Rigley said that the Board needs to discuss whether this	
	project would be separate or part of the Ashfield Construction Centre.	
	project mode to coparate of part of the Morniola Constitution Control	1

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	 Cllr Relf said that he fully supports the concept of this project but 	
	thinks this project should be listed separately due to the submission	
	date being so close.	
	* Lee Anderson, MP had to leave the meeting at this point, and it was	
	noted that Chris Baron would act as Lee Anderson's substitute. *	
	 Theresa Hodgkinson added that the Board need to ensure that 	
	Sarah Daniel is comfortable to work on this extra project before a	
	vote and that partners can provide support as needed.	
	 Sarah said that if partners can commit to working on this extra 	
	project and if the proposal gets voted in by the Board, she would be	
	comfortable to incorporate this into the current plans.	
	 Louise Knott, Edward Johnstone, Liz Barrett and Simon Martin said 	
	they could all commit time to support this extended project.	
	 It was noted by The Chair, Martin Rigley and Sarah Daniel that they 	SD/LK/
	would need partners to return the information on this by Monday 18 th	EJ/LB/
	January.	SM
	The Board voted for Portland College to be a part of the Ashfield	
	Construction Centre project and have funding allocated to their	
	construction space. No objections from the Board.	
4.5	Portland Pathways Revenue Funding Proposal	
	Edward Johnstone had a second proposal for the Board:	
	Portland Pathways wishes to gain revenue funding (£50,000 a year)	
	as part of the Kirkby Commercial Business and Health Care	
	development	
	Revenue funding for Portland Pathways would help them to operate out of the building planned for the North Kirkhy Cotovey selection.	
	out of the building planned for the North Kirkby Gateway scheme	
	and make up the funding they are currently losing (£25,000)	
	Comments from the group were as follows:	
	Sarah Daniel said that revenue is currently limited in the Towns	
	Fund bid.	
	Melanie Phythian emphasised that the break down around Revenue	
	and Capital funding in the TIP must be clear	
	Louise Knott asked Sarah if she could recap the current revenue ask	
	in the TIP. Sarah and Cllr Relf noted the following:	
	Nottingham Trent University's Skills programme is dedicated	
	£3.7 million pounds of revenue funding.	
	Future discussions to take place regarding ADMC having Provenue funding	
	Revenue funding	
	Cllr Relf supports this project as it helps get people back into	
	employment.	
	Teresa Jackson commended the work Portland Pathways delivers	
	and said that a base in Kirkby would be beneficial as the people she	
	works with find it difficult to travel into Sutton for this service.	
	The Chair, Martin Rigley proposed for this notion and Cllr Relf seconded	
	the vote. Nobody abstained the vote.	
5.	Reports Back from Delivery Group	
5.1	Succeed in Ashfield	
	Martin Rigley, Theme Lead provided an update:	
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	Towns Fund / Check and Challenge Meetings – Attended several Towns Fund / Check and Challenge Meetings – Attended several	
	meetings and has received some positive feedback and guidance.	
	 ADMC project - Involved in these discussions which focus on shaping the plans. 	
	Ambassadors Programme – Attended meetings on how Discover	
	Ashfield can develop and take the scheme forward.	
	 East Midlands Chamber of Commerce - Continues to represent Ashfield's interests on the Board. 	
	D2N2 - Attended meetings with this organisation and one meeting	
	was of particular interest as this was regarding how the current	
	climate has impacted students getting work experience.	
5.2	Love Where You Live	
	Liz Barrett, Theme Lead provided an update:	
	Pride in Ashfield – Making sure people have pride in where they live	
	Joining up of the dots – e.g. Food parcel work. Group members as	
	well as referring individuals for food parcels are now referring out to	
	other services and organisations i.e. Citizens Advice and Ashfield	
	Voluntary Action.	
	Joined up infrastructure – Goes from strength to strength, ensuring	
	any funding received will benefit the residents of Ashfield.	
	 Christmas – Lots of positive comments about the lights, social media events and community work and this cheered a lot of residents up 	
	Christmas dinners – Let's All Eat delivered Christmas dinners to	
	residents and similar work went on around the district.	
	Digital poverty – Continues to be tackled. Special thanks to Martin,	
	Gary and Katie for their work on this.	
	Project group – Looks to engage young people in the theme	
5.3	More to Discover	
	Apologies were received from Darron Ellis, Theme Lead but the following	
	was noted:	
	Liz noted that she has spoken to Darron recently and he is	
	continuing to work on projects supporting More to Discover and is	
	looking forward to the time he will be able to report back to the Board in person.	
	Darron is very appreciative of the opportunity to open a heritage	
	centre in the Idlewells Shopping Centre and is looking forward to the	
	time it can open to the public.	
5.4	Be Healthy, Be Happy	
	Pete Edwards, Theme Lead provided an update:	
	The next Ashfield Health and Wellbeing Partnership meeting will be	
	on Tuesday 23 rd February 2021	
	Two new contacts made – One from Stanton Hill, and another regarding a new project that will be coming to Ashfold about safe.	
	regarding a new project that will be coming to Ashfield about safe families. These contacts could be very interesting for the	
	partnership, but more discussions need to take place.	
	p. se. p. d. se. s dioddosione nood to take place.	
6	Dates of Future Meetings	
	The preferred day of the week for future meetings was discussed:	
	Chris Baron noted that Fridays would be best for Lee Anderson, MP	
	Units Daton hoted that I hadys would be best for Lee Anderson, with the	
	but for fairness if the Board wanted to alternate days this was fine.	

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	 Edward Johnstone, who previously found it difficult to attend Fridays, said that from March he can attend Fridays 	
	It was agreed that the Board meetings would be held on the third Friday of	LM
	every month, same time, and then cancelled if there was no quality agenda	
	items. Lana Mills to send out calendar invites to the Board for the year.	
7	Any Other Business	
7.1	Levelling up Fund	
	Fiona Anderson asked Chris Baron and Melanie Phythian whether they	
	had any new information on this fund as it would be good opportunity for	
	the Board to prepare projects if Ashfield was able to submit a bid:	
	Chris Baron noted that they are working on this but for the Eastwood	
	part of Lee Anderson's constituency as this area has not benefited	
	from the Towns Fund. Chris said there was very little guidance	
	around the fund at the moment.	
	 Melanie Phythian noted that she does not have any more 	
	information about the Levelling Up Fund.	
	Cllr Relf said that the Board should perhaps consider the Levelling	
	Up Fund with regard to Hucknall.	
	 Teresa Jackson was interested in the arts and culture aspect of the 	
	fund and said that projects Ashfield Voluntary Action are developing	
	and could attract some funding from this.	
	Fiona believes there may be a prospectus to follow soon so the	
	Board will have some more information then.	
	Chris Baron noted that central government are keen on 'Shovel	
	Ready Schemes' where plans are already well developed	
	It was decided that the Levelling Up Fund becomes a standing agenda	
	item.	
7.2	Special Thanks	
7.2	Special Thanks	
	The Board thanked Sarah for the effort and hard work that she has put into	
	the Towns Fund bid.	
	Sarah thanked The Chair, Martin Rigley and Cllr Relf, Melanie Phythian for their time and effort too.	
	The Chair, Martin Rigley thanked everybody else for their efforts and	
	contribution and closed the meeting.	
	contribution and closed the meeting.	
8	Date of Next Meeting	
	Friday 19 th February 2021 - 9am to 9.15am start.	
	Tinuay 13 February 2021 - Sam to S. 13am Start.	

Appendix 1

	Cost	Co Funding	Towns Fund
Be Health Be Happy		- amoung	
Sutton Lawn Sports Hub	2,900	1,367	1,533
Kirkby Sports Hub	1,100	366	734
More to Discover			
Cycling and walking routes	2,583	645	1,938
Visitor digital offer	225	5	220
Sherwood Observatory Science Discovery Centre and Planetarium	6,200	3,950	2,250
Kings Mill Reservoir leisure development	3,000	456	2,544
Portland Square, Sutton	866	136	730
Succeed in Ashfield			
Sutton Construction Centre	11,331	5,000	6,331
Kirkby Civil Engineer Centre	3,103	1,000	2,103
Sutton Library Innovation Centre and Kirkby satellite	1,060	400	660
Automated Distribution and Manufacturing Centre	30,000	10,000	20,000
West Kirkby Gateway & public transport hub	7,168	2,706	4,462
Nottingham Trent University skills and support programme	7,116	3,366	3,750
Cleaner Greener Ashfield			
North Kirkby Gateway	15,679	5,140	10,539
High Street Property Fund	1,000	100	900
Patco site, Kirkby	1,368	609	759
Green Ashfield	3,000	800	2,200
	,	-	,
Total	97,699	36,046	61,653
Regional influence projects	44,434	16,000	28,434
Totals minus regional	53,265	20,046	33,219