

MINUTES OF DISCOVER ASHFIELD ANNUAL GENERAL BOARD MEETING

Meeting held at Ashfield District Council
On Friday 24th July 2020 at 9:00am

PRESENT:

Andrea Stone	Ashfield District Council (Supporting Officer)
Callum Parr	Youth Council Leader
Carol Cooper-Smith	Ashfield District Council – Chief Executive
Christopher Baron	Office Manager for Ashfield & Eastwood MP Office
Cllr Christian Chapman	Ashfield District Council – Scrutiny Rep
Cllr Matthew Relf	Ashfield District Council – Portfolio Holder, Planning & Regen
Derek Higton	Notts County Council – Service Director Place & Communities
Edward Johnstone	Portland College – Assistant Principal
Fiona Anderson	NTU
Katherine Green	Ashfield District Council Comms (Supporting Officer)
Liz Barrett	Academy Transformation Trust FE
Louise Knott	West Notts College (VICE CHAIR)
Martin Rigley	Lindhurst Engineering (CHAIR)
Paula Longden	NHS representative for David Ainsworth
Pete Edwards	Health & Wellbeing Chair
Rachel Quinn	D2N2 LEP
Sarah Daniel	Ashfield District Council (Supporting Officer)
Simon Martin	Academy Transformation Trust Sutton Academy – Principal
Teresa Jackson	Action Voluntary Action - Manager
Theresa Hodgkinson	Ashfield District Council – Director
Vicki Dyer	DWP – District Operations Lead
Will Kent	Ashfield District Council – Place & Projects Officer

MINUTES:

Lindsey Kenworthy	Executive Project Assistant
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IN ATTENDANCE:

Paul Crawford	Ashfield District Council – Place & Projects Officer
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APOLOGIES:

Chloe O'Donnell	Idlewells Centre
Cllr Helen-Ann Smith	Ashfield District Council – Deputy Leader
Cllr Jason Zadronzy	Annesley and Felley Parish Council
Darowen Jones	Ashfield District Council (Supporting Officer)
Darron Ellis	More to Discover Theme Lead
David Ainsworth	NHS
David Jackson	East Midlands Outlet – Centre Manager
Fiona Anderson	NTU
Gary Baird	Disability Nottinghamshire
Gary Jordan	Mansfield and Ashfield 2020 – Chair
Jon Ball	Ashfield Chad
Kathryn Stacey	Citizens Advice Ashfield -CEO
Lee Anderson, MP	MP for Ashfield and Eastwood
Mark Spencer, MP	MP for Sherwood
Melanie Phythian	Towns Hub – Polcy Advisor, Cities & Local Growth Unit

Nicola McCoy-Brown	Notts County Council – Group Manager Growth & Development
Robert Orgill	Rolls Royce

Sharon Huttly
Tom Goshawk
Trevor Middleton
Will Morlidge

NTU
D2N2 LEP – Head of Capital Programmes
Ashfield District Council
D2N2 Representative

	Action	Lead
1.	Welcome/Introductions and Apologies	
	The Chair, Martin Rigley welcomed everyone to the virtual meeting where everyone introduced themselves. Virtual etiquette was discussed. Will Kent in attendance at the meeting. Apologies were received and it was noted that: <ul style="list-style-type: none"> • Chris Baron, will be representing Lee Anderson. • Paula Longden, will be representing David Ainsworth, NHS. 	
2.	Minutes of Previous Meeting 24th June 2020 and Matters Arising	
2.1	Minutes of meeting 24 th June 2020 were agreed as a true and accurate records.	
2.2	Matters Arising	
2.2.1	8.1 Minute Item – (date: 22/04/2020) Sherwood Observatory Development - Bridging Finance to remain as an outstanding item: <ul style="list-style-type: none"> • Bridging Finance was discussed and Councillor Relf believes this is still available and would investigate. 	Cllr Relf
2.2.2	8.5.4 Minute Item – (date: 22/04/2020) Be Healthy, Be Happy – Wellbeing at Work presentation will be scheduled for October Board meeting this is due to the delay in it being launched.	LiK/AMS
2.2.3	4.2 Minute Item – (date: 24/06/2020) Towns Fund Public Consultation Feedback and Discussion – action completed, slides from the consultation presentation have been shared with the Board.	
2.2.4	5.1.2 Minute Item – (date: 24/06/2020) Love Where You Live – LB updated that she is working with Dianne Holmes at Ashfield District Council to develop artwork being displayed on lamppost.	
2.2.5	5.1.2 Minute Item – (date: 24/06/2020) Love Where You Live – LB will discuss with Callum Parr about joining the Love Where You Live group.	LB/LiK
3	Declarations of Interest	
	The Chair, Martin Rigley and ATTFE Principal, Liz Barrett declared an interest in Sherwood Observatory due to being Board Members.	
4	Board Membership	
	The Chair, Martin Rigley informed that as yet he has not meet with Rev'd Canon Fiona Shouler, Area Dean of Newstead as looking at further options to ensure all faiths are represented to be reported back when there is further development.	
5	Funding/Board Support	
5.1	Towns Fund and Future High Street Fund	
	Service Manager for Place and Wellbeing, Sarah Daniel provided an update. Discussions took place with the following being noted: <ul style="list-style-type: none"> • Future High Street Fund final bid will be submitted next week with the following being included in the bid: <ul style="list-style-type: none"> ○ Brook Street / Council Offices - residential 	

	<ul style="list-style-type: none"> ○ Low Street ○ Sutton Academy refurb of theatre ○ Fox Street site – pop up food and car park ○ Market Place – new build 	
5.2	Digital Skills and Access in Ashfield – Presentation by Rachel Quinn	
	Rachel Quinn, Head of People and Skills at D2N2 LEP presented to the Board the Digital Skills and Access in Ashfield data. Following the presentation discussions took place with the being noted:	
	<ul style="list-style-type: none"> • Demand in roles – there is a need to look at hard to fill roles what are the demands. Councillor Chapman asked if there is a way split the vacancies into higher and lower level roles and then breakdown the roles further. Also need to look at the companies that are expanding in the area. 	
	<ul style="list-style-type: none"> • It was also noted that women are not taking IT/Engineering roles and how can we help attract women into these roles. Agreed there is a need for this to be promoted within schools. 	
	<ul style="list-style-type: none"> • Councillor Relf raised that prior to lockdown in consultation with Tech Nottingham and hoping to get them to come to MA2020 to show their infrastructure as it would be helpful. 	
	<ul style="list-style-type: none"> • There is a lack of equipment and training within Ashfield and this has been highlighted all the more with the COVID situation. 	
	<ul style="list-style-type: none"> • Teresa Jackson, AVA informed that it would be worth Rachel Quinn linking into the ‘Connected Notts’ and would provide useful information. 	
	<ul style="list-style-type: none"> • Both Louise Knott, Vice Principal of WNC and Martin Simon, Principal of ATT Sutton Academy both raised about can schools and colleges do to help with this issue. Louise Knott informed she is working with Rachel Quinn on this issue. 	
	<ul style="list-style-type: none"> • It was noted that there are hub areas that will be up and running again i.e. at Sutton Centre, Libraries, Citizens Advice centre which would help provide training/skills to those that require it. 	
	<ul style="list-style-type: none"> • Coding would be a great opportunity for females and also for people with disabilities and there will be a need for it. Pete Edwards, Chair of Health & Wellbeing Group informed that businesses aren’t accessing the ‘Access to Business Grants’ this needs to be promoted. 	
	<ul style="list-style-type: none"> • It was also noted that when 5G comes into the area this will change how businesses operate. 	
	<ul style="list-style-type: none"> • Everyone thanked Rachel Quinn for the presentation and stated how useful this data will be moving forward. 	
5.3	Towns Fund – Feedback from the Steering Group Meeting – Sarah Daniel and Councillor Relf	
	Service Manager for Place and Wellbeing, Sarah Daniel and Councillor Relf, Portfolio Holder for Planning and Regeneration provided an update with the following being noted:	
	<ul style="list-style-type: none"> • Chimera Consultants have been commissioned and they are now in consultations talks with Partners. 	
	<ul style="list-style-type: none"> • The Working Group consisted of volunteers from the Board and also Ashfield District Council staff and the themes were split into four main projects. 	
	<ul style="list-style-type: none"> • Councillor Relf presented these topics and discussions took place which are noted as follows: 	

	<ul style="list-style-type: none"> ○ Sutton Lawn was marked as amber and may not be taken forward but after further discussions it was agreed that this may be a longer project but shouldn't be excluded as yet. 	
	<ul style="list-style-type: none"> ○ Advanced Manufacturing Centre question raised about how far this had advanced. The Chair informed that there is development on this and it will progress. Nottinghamshire County Council have been involved in all the discussions including Adrian Smith, Chief Executive and Nicola McCoy-Brown and the turnaround will be very quick turnaround. The same person who has developed the other centres in Sheffield and Derby is helping to progress this and has already has connections within Parliament. 	
	<ul style="list-style-type: none"> ○ Chris Baron representing Lee Anderson Esq. MP raised about cycling and walking routes and that there will be Government funding which will be available to Notts County Council and if match funding was used this could then be taken forward. 	
	<ul style="list-style-type: none"> ○ Sailing Club at Kingsmill Reservoir it has been highlighted about 'turn up and do type water sports' but this needs to be worked upon. Chris Baron reported that the sailing club have raised a number of issues and it unfortunate; such as an increase in rent, only having a 5 year lease and that Lee Anderson Esq. MP will be meeting with them. Theresa Hodgkinson, Director of Place and Community happy to meet to discuss any issues raised as this is best to be discussed outside of this meeting. 	
	<ul style="list-style-type: none"> ○ PACO site was raised as to whether it was even for sale. It was noted that at present ideas are being explored. 	
	<ul style="list-style-type: none"> ○ The Chair reported that at this stage anything green or amber would be taken forward for costing analysis to then take the feasible projects forward and asked the Board for their agreement. There will be Pete Edwards proposed and Councillor Relf seconded it. 	
	<ul style="list-style-type: none"> ● Accelerated Project for the Towns Fund – Sarah Daniel provided an update and a paper has gone to Cabinet and they have given approval for the accelerated projects to go ahead and gave delegated authority for the £750k for each town to be spent by end of the financial year. Hopefully cover all of the projects listed and also tap into other funding to take develop further: 	SD
	<ul style="list-style-type: none"> ○ Sutton Proposal – vacant property on Low Street to look at conversion into a Business Hub/Incubation Unit this would operate like the Ada Lovelace Business. Chris Baron offered support in terms of the old DWP building should Sarah Daniel require it. 	SD
	<ul style="list-style-type: none"> ○ Upgrade cycle routes. 	
	<ul style="list-style-type: none"> ○ Sutton project were proposed Edward Johnson, Vice Principal at Portland College and Pete Edwards, Health and Wellbeing Chair. 	SD
	<ul style="list-style-type: none"> ○ Kirkby Proposal – Purchase of shops along the high street in particular the Old Post Office which will be explored for Portland Pathways like the one at Sutton. Edward Johnson provided further information on Portland Pathways and the benefits which will help people who are unemployed. Edward Johnson also stated that Portland are now in stage three of a development project have raised 1.2 million raised and will cost 1.6 million to develop the sports and theatre aspects. A proposal has been sent through to see if Ashfield District Council would support this. Councillor Relf did state that would be happy to support this and this was agreed. 	SD
	<ul style="list-style-type: none"> ○ Develop a Café area at the Plaza. 	
	<ul style="list-style-type: none"> ○ New park and play area off Lindley's Lane. 	

	<ul style="list-style-type: none"> ○ Purchase of land 	
	<ul style="list-style-type: none"> ○ Kirkby Projects were proposed by Councillor Relf, Portfolio Holder of Planning and Regeneration and seconded by Liz Barrett, Vice Principal at ATTFE. 	SD
	<ul style="list-style-type: none"> ● Town Boundary – there will need to be a change in the boundary of the towns as some of the areas for the projects are outside of that. A map was shown to the Board. It was noted that would need to extend to include Portland College. Proposed by Councillor Chapman, Scrutiny Representative and seconded by Edward Johnson, Vice Principal at Portland College. 	SD
	<ul style="list-style-type: none"> ● It was noted that it would be useful to have delegated authority for the spending of the capacity fund given the short time scales, to Martin Rigley, The Chair and Councillor Relf, Portfolio Holder for Planning and Regeneration. Proposed by Louise Knott, Vice Principal at WNC and seconded by Edward Johnston, Assistant Principal at Portland College. 	SD
	<ul style="list-style-type: none"> ● Lindsey Kenworth to ensure that Accelerated Towns Fund is a standing agenda item. 	LIK
6.	Reports Back from Delivery Group	
6.1.1	Succeed in Ashfield	
	Martin Rigley, Theme Lead provided a verbal update with the following being noted:	
	<ul style="list-style-type: none"> ● The main area of development is the Manufacturing Resource Centre which is progressing and Martin Rigley is working with Andrew Cropley Principal of WNC. 	
	<ul style="list-style-type: none"> ● An area for development is digital skills and equipment. 	
6.1.2	Love Where You Live	
	Liz Barrett, Theme Lead reported that at present work is continuing in the back ground but the focus has been to help support the community. The following was noted:	
	<ul style="list-style-type: none"> ● Sutton Academy food bank continues to be very busy supporting the community along with other agencies such as AVA and other food banks in Ashfield. 	
	<ul style="list-style-type: none"> ● Will explore as digital and whether road shows can take place to help drive the digital agenda forward. 	
	<ul style="list-style-type: none"> ● Art projects will continue as it has proved to be a great initiative for the community. Could also link this into winter and xmas. 	
6.1.3	More to Discover	
	Apologies were received from Darron Ellis, Theme Lead but the following was noted:	
	<ul style="list-style-type: none"> ● Work continues with Sherwood Observatory to do a display within Idlewells this is now progressing with Chloe O'Donnell. 	
	<ul style="list-style-type: none"> ● Darron Ellis has been posting on the Discover Ashfield site more pictures of the area. 	
6.1.4	Be Healthy, Be Happy	
	Pete Edwards, Theme Lead provided an update with the following being noted:	
	<ul style="list-style-type: none"> ● At the Health and Wellbeing Partnership the Terms of Reference remain the same and elected officers will continue for a further year. 	

	<ul style="list-style-type: none"> • Key projects continue this includes the Feel Good Family activity packs, dementia activity packs, voluntary and community sector supporting vulnerable people and local food banks. 	
	<ul style="list-style-type: none"> • Minutes of the Ashfield Health and Wellbeing Partnership to be attached to the Board minutes for reference. 	PE/LiK
	<ul style="list-style-type: none"> ○ 	
6.2	Ambassador Update	
	There is an Ambassador event taking place on Monday 7 th July at 6.00pm. If any Board member wish to join then please contact Lindsey Kenworthy who will be able to send out the virtual invite. The take up from Ambassadors hasn't been as expected but there are a few	
7	Board Member Reports	
	Nothing to note.	
8	Any Other Business	
	Thanks were given to Sarah Daniel for her hard on all the Towns Fund/Future High Street work that she is undertaking.	
9	Date of Next Meeting	
	Wednesday 26 th August 2020 at 9am – virtual meeting.	

Ashfield Health and Wellbeing Partnership – Be Healthy, Be Happy
Agenda – Monday 6th July 2020, 10.30am – 12.30pm

1. Introduction and apologies

Present: Pete Edwards (PE), Dianne Holmes (DH), Andrea Stone (AM), Paula Longden (PL), Dominic Duggan (DD), Mark Yates (MY), Teresa Jackson (TJ), Kathy Holmes (KH), Marie Ward (MW), Alex Cain (AC), Paul Davies (PD), Chris Metcalf (CM), Don Davis (DDa), Rebecca Phillips (RP), Andy White (AW), Louise Redhead (LR), Kate Whittaker (KW), Rebecca W (RW), Will Hughes (WH), James Cook (JC)

Apologies: Mark Biggs, Sylvia Porter, Nikki Biddlestone, Julie Andrews, Josh Henry, Melissa Harrison

2. Summary of Health and Wellbeing partnership since March – PE

An email was circulated shortly after lockdown to explain that the current elected officers would remain for an additional year due to the AGM being cancelled. The TOR also remain the same. No objections had been received. **DH to resend TOR to the group.**

Key projects continue to be delivered with adapted ways of working including Feel Good Family activity packs, dementia activity packs, voluntary and community sector supporting vulnerable people and local food banks.

An additional Health and Wellbeing Officer has been recruited by ADC. It is hoped that the new officer will start mid/ late August.

AS – Thank you to everyone for their input into the partnership and the transition it has made over the last year. AS talked about the Coxmoor illustrations to give brief overview of this work – challenges identified currently fear (of Covid-19 and anti- social behaviour), isolation, food poverty, lack of access to internet (around 2/3 struggling to access services via internet in Coxmoor area). Is challenging and still building trust with partners and residents. Will take time but progress is being made. A strong relationship is being built with Abbey Hill Primary School.

MY – Important to appreciate the lack of access across these areas for NHS support and services. Needs to remain key.

PL – Digital platforms NHS work happening, concerned that this will exclude these communities. Need to look at another level of this work and keen to discuss how we can better include these communities.

DDa – CAB currently only offering online/ telephone service and have seen a drop in engagement with regular clients during Covid-19

3. New strategy

The following suggested Key Themes for the partnership were discussed:

- To give every child the **best start in life**
- To promote and encourage **healthy choices**
 - To support our population **age well**
 - To develop **healthy places**
 - To tackle **physical inactivity**

Suggested comments/ points made:

PL themes look spot on. Employment to health outcome is another area of work that Mid Notts are looking at. Suggested an additional theme or weave through other themes.

Engagement in volunteering link to this – Is it a separate theme linked to employment? How would we do this/ influence this as a partnership?

What do we want to achieve over the next 2/3 years?

KW – best start in life, is this focused on early years? We need to be clear who we are focusing on.

PL 0-4 years is ICP focus.

PL ageing well category – not just 60/ 70 but 40/ 50 age group should be included in this. Diabetes, LTC'S etc.

LR – connecting people with their community is key to social prescribing, currently missing due to covid. Uncertain times due to groups who may not get back up and running. This is a big concern for social prescribers.

TJ – Could we create a road map of life and the issues people are facing in Ashfield and what will happen if you make unhealthy choices and promote this to residents/ raise awareness of what will happen if poor diet/ inactive.

James Cook – What is our approach as a partnership? How do we want to work? Do we have any principles/ values that we want to create as a partnership? Principles in TOR could be this (AM) this will be circulated to the group. Will we be doing any consultation with residents?

DH to arrange meeting with Louise to discuss feedback from individuals accessing social prescribing service

DH to create a draft strategy consultation document which will be circulated to partners by end of July for further comments and feedback

4. Impact of Covid-19/ partner updates

Paula Longden, NHS Mid Notts – NHS moved into emergency response, routine day to day things stopped. Face to face work/ appointments reduced as much as possible.

Challenges - PPE (needing and getting), technology (consultations etc. being done remotely as well as staff working remotely

Positives - Collaboration increased internally and externally, ED admissions have reduced, number of volunteers supporting the NHS.

Now moving back to recovery. Want to retain the positives and encourage people to continue to self care, and not access ED if not needed

Cancer referrals reduced – want to encourage people to continue to access services

GP' s now more confident to deliver virtual appointments

Flu vaccines MORE important moving forward. Looking at ways to increase uptake.

People negatively affected by Covid-19, especially those with LTC who have not had the same level of care over the last few months.

Don Davis, Citizens Advice Ashfield – NCC Covid fund allowed to transfer to digital service.

Partnership project with Nottinghamshire Mind now available

Ashfield Energy Efficiency project – warm homes, supporting vulnerable people

If partners would like more info please get in contact with Don ddavis@ashfieldca.org.uk

Challenges with volunteers – more digitally savvy volunteers needed to cope with new virtual offer

Teresa Jackson, Ashfield Voluntary Action – Notts Community hub work, ELRF recovery programme work

Access programme for people who do not have access to IT available at AVA 2 days per week, now working with NCC to extend this and link up with the Get Connected programme. Requested some Chrome books to loan to individuals who have broadband access but limited IT equipment. Looking at how we can expand number of days AVA can offer the access programme/ drop in to residents. More focus on funding equipment to access technology and then teaching them how to use it.

Supported The Diamond Centre, Military network, Youth Group Acre now a charitable status

Want to retain the goodwill and volunteering efforts demonstrated during Covid-19 to support communities.

LRF response/ recovery – Looking at how we engage with people who have been at home for a while and encouraging to access community. Walk and Talk programme which could provide an opportunity to create a new walking group in Ashfield to fill the gap now that On Your Doorstep have folded. TJ pushing for Ashfield to be included in the County trial for this with resource from AVA. **TJ/ DH to discuss support to set this up.**

Rebecca Phillips, Everyone Active – Currently furloughed so not currently got access to email. Once given go ahead gyms will open first followed by group exercise and then swimming. New measures will be put in place such as use of fogging machines, relocation of equipment, online booking, reduced weekend opening. Colleagues ready to go and have completed online inductions.

Rebecca W, Your Health Your Way – Now taking referrals for services. Currently only digital. Self referral or professional referral. Zoom groups for adult sessions. Youtube exercise sessions. Live workouts now also available.

More information available at <https://yourhealthnotts.co.uk/>

Louise Redhead, Ashfield Social Prescribing Team – Sylvia Porter has now left which leaves 2 social prescribers currently for Ashfield. 527 wellness checks completed with Extremely Vulnerable People and Clinically vulnerable. Linking up with food banks, donations of food from Morrisons, activity packs been a god send for people.

Internet a big struggle for those shielding who don't have it. Hoping to start garden/ local park appointments soon.

Will Hughes, Active Notts – £26,000 Sport England funding has been allocated to Ashfield sports clubs. Other funding given to Active Notts to support organisations who couldn't access the fund. Working with Tin Hat, Our Centre, Watnall road Baptist Church to look at opportunities for digital support, social distancing, sanitising. This has been positive and stronger partnerships have been built.

Andy White, NCC Public Health - Childhood Obesity Trailblazer working in partnership with national Charity Family Action on the FOOD club initiative

<https://www.family-action.org.uk/what-we-do/children-families/food-club/>

This will help increase access to healthy and affordable food. Initially piloting in Mansfield and Bassetlaw with the aim to roll out in Ashfield early 2021 so will discuss with Dianne the most appropriate locations for this to be delivered but will meet a number of priorities for this group including - giving children the best start, Food poverty/insecurity

Kate Whittaker, NCC Public Health – A reminder that the Healthy Start Scheme is still available for families to access if they are eligible. Currently they do not need a referral from a medical professional. For more information visit <https://www.healthystart.nhs.uk/>

Chris Metcalf, Sutton Academy – Sutton Academy food bank and food parcel deliveries have been set up and supported by colleagues. Partnership working with Greggs to access food. Looked at gaps in technology for students working from home may be some information about this to share with the group. Online you tube videos for the further education element are available e.g. tai chi classes, art.

Currently awaiting go ahead for leisure facilities. In regular contact with groups and keeping them up to date as and when announcements made.

Paul Davies, NCC and Sutton Lawn Junior parkrun event director – Sutton Lawn junior parkrun is currently on hold pending further direction from our HQ. We are currently holding a weekly virtual junior parkrun event where youngsters can log a 2k walk, jog or run with us and we are producing weekly results. More information is available on our Sutton Lawn junior parkrun Facebook page. We've had 46 different children who have registered a run over the past 10 weeks which is really positive and keeping us in the minds of the local community. Please feel free to continue to promote us.

5. **Date of next meeting Wednesday 16th September, 1.30- 3.30pm – Details to be confirmed**