



MINUTES OF DISCOVER ASHFIELD BOARD MEETING

**Friday 19th February 2021
9:00am – 9:15am start**

Virtual Meeting via Microsoft Teams

Attendees

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	✓
Christopher Baron	Observer	Office Manager, Ashfield & Eastwood MP's Office	
Cllr Christian Chapman	Board Member	Scrutiny Rep, Ashfield District Council	✓
Cllr Helen-Ann Smith	Board Member	Deputy Council Leader, Ashfield District Council	
Cllr 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	
Mark Spencer, MP	Board Member	MP for Sherwood	✓
Matthew Hall	Substitute for Viki Dyer	Partnership Manager, Department of Work and Pensions	
Melanie Phythian	Observer	Towns Fund Policy Advisor, Cities & Local Growth Unit	✓
Paula Longden	Substitute for David Ainsworth	Deputy Locality Director: Mid Nottinghamshire, NHS Nottingham & Nottinghamshire Clinical Commissioning Group	
Peter Gaw	Board Member	Chief Executive Officer, Inspire: Culture, Learning and Libraries	
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	
Tracey Bird	Supporting Officer	Health and Wellbeing Officer, Ashfield District Council	✓
Trevor Middleton	Supporting Officer	Town Centres and Markets Manager, Ashfield District Council	

Minutes

Agenda Item	Action	
1.	Welcome/Introductions/Apologies	
	The Chair, Martin Rigley welcomed everyone to the virtual meeting and in particular new board member Peter Gaw and new attendee Paula Longden.	
	Apologies were received and it was noted that: <ul style="list-style-type: none"> • Matthew Hall will be representing Viki Dyer • Paula Longden will be representing David Ainsworth 	
2.1	Board Minutes of Previous Meeting - Friday 15th January 2021	
	Board minutes from Friday 15 th January 2021 were agreed as a true and accurate record with no amendments to be made.	
2.2	Action Log	
2.2.1	Completed Actions	Lead
2.2.1.1	Towns Fund (Meeting 15/01/2021, Minute - 4.2.1) Lee Anderson, MP confirmed that he had shared Towns Fund regional projects with his colleagues in the East Midlands.	LA, MP
2.2.1.2	Towns Fund (Meeting 15/01/2021, Minute - 4.3) Sarah Daniel confirmed that Louise Knott had returned her comments about the Town Investment Plan (TIP).	LK / SD
2.2.1.3	Towns Fund (Meeting 15/01/2020, Minute – 4.3) Sarah confirmed that she had sent Lee Anderson’s office a copy of the TIP.	SD
2.2.1.4	Towns Fund: Sutton Construction Centre and Portland College (Meeting 15/01/2021, Minute - 4.4) Partners had returned the information required for extending the Sutton Construction Centre project to Portland College’s construction space.	SD / LK / EJ / LB / SM
2.2.1.5	Future Meetings (Meeting 15/01/2021, Minute – 6) Lana Mills emailed the Board invites to this year’s board meetings.	LM
2.2.2	Actions (Includes actions from below minutes)	Lead
2.2.2.1	Cultural Compact Fiona Anderson, Teresa Jackson, Liz Barrett and Sarah Daniel involved in developing the Cultural Compact for Ashfield.	FA / TJ / LB / SD
2.2.2.2	Job Match Scheme (Meeting 11/12/2020, Minute – 4.1) Carol Cooper-Smith to liaise with Lorna Masey regarding this scheme and other programmes. Update: Lisa Simpson is currently arranging a meeting for this.	CC-S

2.2.2.3	Supporting Unpaid Carers in Employment Scheme (19/02/2021, Minute – 5.4) Pete Edwards to forward Lana Mills and Business Regeneration team details of the Supporting Unpaid Carers in Employment scheme to share with Ambassadors and contacts.	PE / LM / BR
2.2.2.4	Hucknall Leisure Centre: Planning Stage (19/02/2021, Minute – 5.4) Theresa Hodgkinson to pass Pete Edwards' contact details onto Darowen Jones, Project Manager with regard to supporting the planning stage of the new facilities in the capacity of access auditor.	TH / PE
3	Declarations of Interest	
	The following declarations were noted:	
	<ul style="list-style-type: none"> • Martin Rigley - The Chair and Theme Lead for Succeed in Ashfield <ul style="list-style-type: none"> - Sherwood Observatory (Chair of the Board) - Sutton Academy (Board Member) 	
	<ul style="list-style-type: none"> • Liz Barrett – Theme Lead for Love Where You Live <ul style="list-style-type: none"> - College/further education projects (Principal at ATTFE) - Construction Centre project (Principal at ATTFE) - Sutton Centre Theatre Project (Principal at ATTFE) - Sherwood Observatory (Board Member) 	
	<ul style="list-style-type: none"> • Callum Parr <ul style="list-style-type: none"> - Sutton Centre Theatre Project (Student / Youth Councillor) 	
	<ul style="list-style-type: none"> • Simon Martin <ul style="list-style-type: none"> - College/further education projects (Vice Principal at ATTFE) - Construction centre projects (Vice Principal at ATTFE) - Sutton Centre Theatre Project (Vice Principal at ATTFE) 	
4	Towns Fund and Future High Streets Fund – Sarah Daniel	
4.1	Update on Towns Fund	
	Sarah Daniel noted the following:	
	<ul style="list-style-type: none"> • Section 1 and Section 2 of the Towns Investment Plan have now both been submitted. Section 2 consisted of a spreadsheet for each individual project. 	
	<ul style="list-style-type: none"> • Towns Fund are due to provide an initial offer by 29th March 2021. Lee Anderson, MP confirmed that he had received the same information. 	
	<ul style="list-style-type: none"> • Currently working on a delivery plan for the projects with the internal steering group. The group are focussing on ways to involve the Board with the projects once plans are underway and how details can be communicated to wider networks. 	
	<ul style="list-style-type: none"> • Recently, submitted a bid for capacity funding which will cover the business cases (£170,000), and if successful we will receive the sum mid-March. 	
	<ul style="list-style-type: none"> • Rachel Quinn noted that D2N2 convene all the Towns Fund areas and there will be a discussion at the next meeting regarding capacity funding and whether Towns Fund can collaborate with procurement for the business case assurance 	
4.2	Update on Future High Streets Fund	
	Sarah Daniel noted the following:	
	<ul style="list-style-type: none"> • Received confirmation from MHCLG regarding the 2-week extension for the business case and this will now be submitted by 12th March 2021. This deadline has been extended due to work on the Town Investment Plan. 	

	<ul style="list-style-type: none"> MHCLG will confirm the funding offer mid-end of April and we will be able to start developing the projects once the offer has been received.
	Martin Rigley commended the handwritten letter Lee Anderson, MP had received from the Secretary of State regarding the Future High Streets Bid.
	The board thanked Sarah for her work on these two funds.
5.	Reports Back from Delivery Group
5.1	Succeed in Ashfield
	Martin Rigley, Theme Lead provided an update:
	<ul style="list-style-type: none"> Supported Sarah Daniel and team with check and challenge and Towns Fund submission
	<ul style="list-style-type: none"> Continues to represent Discover Ashfield at the East Midlands Chamber of Commerce Board
	<ul style="list-style-type: none"> Has worked with ADC Communications to create a video at the Lammas Leisure Centre in Sutton to promote the Lateral Flow Testing Centre for community testing.
	<ul style="list-style-type: none"> Succeed in Ashfield: Education and Industry meeting is on Wednesday 24th February which will bring together secondary school teachers, careers advisors, Discover Ashfield Business Ambassadors and partners. This meeting will help to strengthen the relationship between schools and businesses in the area.
5.2	Love Where You Live
	Liz Barrett, Theme Lead provided an update:
	<ul style="list-style-type: none"> Love Where You Live Project Group is now set up and has held its first meeting.
	<ul style="list-style-type: none"> One of the project group's initiatives going forward is engaging primary schools in a community project where children can express what they love about where they live.
	<ul style="list-style-type: none"> Setting up a Discover Ashfield Schools Sub-group with Lana Mills, Tracey Bird and Dianne Holmes (ADC officers) which will take place on 27th April 2021 - there are seven teachers from seven primary schools signed up. This group will allow us to recruit more ambassadors from schools and increase engagement in community projects.
	<ul style="list-style-type: none"> Recent partnership work between organisations and officers has increased opportunities and support for the community. Liz thanked Teresa Jackson, Edward Johnstone and others involved in this work.
	<ul style="list-style-type: none"> Let's All Eat foodbank referrals have increased with 75 new referrals from professionals from the past two weeks. The increasing levels of need the organisation is now facing has not been experienced before.
	<ul style="list-style-type: none"> Let's All Eat and partners are committed to helping develop progression opportunities, for instance, helping families and residents learn how to budget for food and manage resources.
	<ul style="list-style-type: none"> Carol Cooper-Smith noted some national campaigns which could be reinforced locally to help with this progressive learning.
	<ul style="list-style-type: none"> Lee Anderson, MP said that he will be working on a project with a local chef which will provide guidance to help families batch cook and budget for food. He would like Ashfield District Council to help with this project.
	<ul style="list-style-type: none"> Teresa Jackson stated that the voluntary sector is experiencing some burn out at the moment, but all volunteers continue to do tremendous work in our communities.
5.3	More to Discover

	Apologies were received from Darron Ellis and Lana Mills gave the following update:
	<ul style="list-style-type: none"> A project group is being organised which aims to link tourism and heritage groups in Hucknall, Sutton and Kirkby. This project group will help to move the More to Discover theme forward.
5.4	Be Healthy, Be Happy
	Pete Edwards, Theme Lead provided an update:
	<ul style="list-style-type: none"> The Health and Happiness Strategy has been taken through Ashfield District Council's cabinet. The strategy will be launched at the next Health and Wellbeing Partnership meeting on 23rd February 2021 and will be sent out to board members in due course.
	<ul style="list-style-type: none"> Theresa Hodgkinson suggested working with Katherine Green from Communications regarding the launch and Cllr Barsby, Portfolio Holder for Health and Leisure, could help with the publicity.
	<ul style="list-style-type: none"> Jayne Davies from Nottinghamshire Carers Association noted in a presentation at a subgroup meeting that no businesses in Ashfield had signed up to the Supporting Unpaid Carers in Employment scheme.
	<ul style="list-style-type: none"> Dianne Holmes is raising awareness of this scheme in the district and is encouraging companies in Ashfield to sign up.
	<ul style="list-style-type: none"> *New Action* Please see above action log - 2.2.2.3
	<ul style="list-style-type: none"> Cllr Relf suggested approaching Mansfield and Ashfield 2020 regarding the scheme.
	<ul style="list-style-type: none"> Teresa Jackson said that they could approach businesses regarding supporting the Changing Places funding as well through Mansfield and Ashfield 2020.
	<ul style="list-style-type: none"> Theresa Hodgkinson confirmed that both the new leisure centre at Kirkby in Ashfield and the planned new facilities at Hucknall leisure centre will be fully accessible.
	<ul style="list-style-type: none"> *New Action* Please see above action log - 2.2.2.4
	<ul style="list-style-type: none"> Attended the Sport England 10-year strategy webinar and 54% of attendees voted health and wellbeing as their priority.
6	Discover Ashfield Officer Update – Lana Mills
	Lana noted the following:
	<ul style="list-style-type: none"> Discover Ashfield Awards nominations close on the 28th February 2021 and all board members are able to vote for organisations, businesses and residents.
	There were a few nominations so far in the following categories:
	- Business Improvement Award
	- Science Award
	- Best of Ashfield
	- Pub of the Year
	- COVID-19 Young Hero
	- COVID-19 Community Organisation
	- Carer Award
	- Health and Wellbeing Project Award
	<ul style="list-style-type: none"> The Board Constitution and Terms of Reference will be updated. The updated documents will be presented to the Board at the upcoming Annual General meeting (19th March 2021) alongside a report of the changes made. The Board will be asked to vote on the updated documents.
7	Any Other Business
	Nothing to note.

8	Date of Next Meeting
	Annual General Meeting - Friday 19 th March 2021, 9.00am to 9.15am start.