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

**Friday 12th May 2023**

**9am – 11am**

**Hybrid – Meeting Room 1, Council Offices, Urban Road & Microsoft Teams**

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| **AGENDA** | **Page** |

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|  | **Welcome / Introductions / Apologies - Martin Rigley** |  |

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|  | **Reflections of Previous Meeting - Martin Rigley** |  |

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|  | **Meeting Minutes** |  |
|  | **Annual General Meeting** |  |

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| **C** | **Action Log**  **Hollie to send out the information on the Coronation Champions Awards, Big Help Out, and Coronation Big Lunch – This was done following the Development Day.** |  |

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|  | **New Declarations of Interest - ALL** |  |
| **4.** | **Discover Ashfield Priorities – Martin Rigley** |  |
|  | **Elevator Pitch**  **The elevator pitch.**  **We are inventive, can-do and hardworking and we’re ready to make the most of this hidden gem.**  **We are building on what’s best about our communities and the area’s heritage to carve out a great and sustainable future for Ashfield.** |  |
|  | **Frequency of Board Meetings** |  |
| **5.** | **Programmes and Funding Update / Risk Register – Sarah Daniel & Paul Crawford** |  |

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| **6.** | **Theme Lead Reports - Theme Leads** |  |

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|  | **Succeed in Ashfield - Martin Rigley** |  |

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|  | **Love Where You Live - Liz Barrett** |  |

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|  | **More to Discover - Darron Ellis** |  |

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|  | **Be Healthy, Be Happy - Pete Edwards** |  |

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| **7.** | **Discover Ashfield Project Officer Update - Hollie Maxwell-Smith** |  |

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| **8.** | **Board Member Updates - ALL** |  |

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| **9.** | **Any Other Business - ALL** |  |

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| **10.** | **Date of Next Meeting – 31st May 2023** |  |

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| **ATTENDEES** | | | |
| **Name** | **Position on Board** | **Position/Organisation** | **Present** |
| **Martin Rigley MBE** | **Chair / Theme Lead – Succeed in Ashfield** | **Managing Director, Lindhurst Engineering** | **√** |
| **Louise Knott** | **Vice Chair** | **Vice Principal, West Nottinghamshire College – joined the meeting at 9.50am** | **√** |
| **Darron Ellis** | **Theme Lead – More to Discover** | **Historian, Sutton Living Memory Group** |  |
| **Liz Barrett OBE** | **Theme Lead – Love Where You Live** | **Principal, Academy Transformation Trust Further Education (ATTFE)** | **√** |
| **Pete Edwards** | **Theme Lead – Be Happy, Be Healthy** | **Chair, Ashfield Health and Wellbeing Partnership** |  |
| Callum Parr MYP | Board Member | UK Youth Parliament Steering Group Representative for the East Midlands |  |
| Claire Ward | Board Member | Chair of Sherwood Forest Hospitals NHS Foundation Trust |  |
| Christopher Baron | Substitute for Lee Anderson, MP | Office Manager, Ashfield & Eastwood MP’s Office | **√** |
| Cllr Helen-Ann Smith | Board Member | Deputy Council Leader, Ashfield District Council |  |
| Cllr Matthew Relf | Board Member | Executive Lead Member for Regeneration and Corporate Transformation, Ashfield District Council |  |
| Cllr Keith Girling | Notts County Council Representative | Economic Development and Asset Management, Notts County Council | **√** |
| David Ainsworth | Board Member | Director of Sherwood Forest Hospitals Trust |  |
| David Williams | Substitute for Jean Sharpe | Partnerships Manager North Nottinghamshire DWP | **√** |
| Edward Johnstone | Board Member | Assistant Principal (Development), Portland College |  |
| Ella McManus | Board Member | Mansfield & Ashfield 2020 |  |
| Fiona Anderson | Board Member | Associative Director, Civic Engagement, Nottingham Trent University (NTU) | **√** |
| Gary Jordan MBE | Board Member | Executive Coach / GMJ Solutions | **√** |
| Ian Bond | Substitute for Peter Gaw | Director of Learning, Inspire: Culture, Learning and Libraries | **√** |
| Jean Sharpe | Board Member | DWP - Lincolnshire, Nottinghamshire & Rutland Progression Champion for In-Work Progression |  |
| Julia Terry | Board Member | Development Worker, Transforming Notts Together | **√** |
| Kathryn Stacey | Board Member | Chief Executive, Citizens Advice Ashfield | **√** |
| Lorraine Palmer | Board Member | Programme Director, Mid Notts Place Based Partnership |  |
| Lee Anderson, MP | Board Member | MP for Ashfield and Eastwood |  |
| Mark Spencer, MP | Board Member | MP for Sherwood |  |
| Mark Yates | Substitute | PCN Development Managers, Nottingham and Nottinghamshire ICB |  |
| Melanie Phythian | Observer | Towns Fund Policy Advisor, Cities & Local Growth Unit | **√** |
| Peter Gaw | Board Member | Chief Executive Officer, Inspire: Culture, Learning and Libraries | **√** |
| Paula Longden | Board Member | Deputy Locality Director, Nottingham and Nottinghamshire ICB |  |
| Simon Martin | Board Member | Vice Principal, Academy Transformation Trust Further Education (ATTFE) | **√** |
| Teresa Jackson | Board Member | Chief Officer, Ashfield Voluntary Action |  |
| Tim Hepke | Board Member | ITP Aero | **√** |
| Theresa Hodgkinson | Board Member | Chief Executive, Ashfield District Council | **√** |
| Will Morlidge | Board Member | Chief Executive, D2N2 LEP |  |
| Andrea Stone | Supporting Officer | Health and Wellbeing Manager, Ashfield District Council |  |
| Alastair Blunkett | Supporting Officer | Assistant Director - Neighbourhoods |  |
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| Chris Stephenson | Supporting Officer | Communications Manager, Ashfield District Council |  |
| Christine Sarris | Supporting Officer | Assistant Director – Planning |  |
| Hollie Maxwell-Smith | Supporting Officer | Project Officer Discover Ashfield, Ashfield District Council | **√** |
| Joelle Davies | Supporting Officer | Group Manager for Growth, Infrastructure and Development |  |
| Melanie Wheelwright | Supporting Officer | Forward Planning & Economic Growth Team Manager | **√** |
| Nathan McNicholas | Supporting Officer | Senior Economic Development Officer |  |
| Paul Crawford | Supporting Officer | Investment Manager, Ashfield District Council |  |
| Robert Docherty | Supporting Officer | Executive Director Place, Ashfield District Council |  |
| Sarah Daniel | Supporting Officer | Assistant Director - Regeneration, Ashfield District Council | **√** |
| Trevor Middleton | Supporting Officer | Town Centres and Markets Manager, Ashfield District Council |  |

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| **Agenda Item** |  |
| **1** | **Welcome / Introductions / Apologies** |
|  | * Martin started the meeting to congratulate Liz Barrett and ATTFE on the win for her Outstanding Contribution award and the Commitment to the Community award for the college. |
|  | * Apologies were noted from Pete Edwards, Darron Ellis, Cllr Relf, David Ainsworth, Lorraine Palmer, Nathan McNicholas, Callum Parr, Chris Stephenson and Paul Crawford. |
| **2** | **Review of Previous Meeting – Martin Rigley** |
| **a** | **Board Meeting Minutes** |
|  | All minutes agreed. |
|  | Peter Gaw commented that Matthew Neal was no longer working at Nottinghamshire County Council so can be taken off the attendee list. |
|  | Cllr Girling commented that they are in the process of recruiting for that role and there is an interim officer, Neil Gamble, who is standing in for Matthew at the moment. |
| **b** | **Annual General Meeting** |
|  | Minutes agreed. |
| **c** | Action Log (these include actions from the below minutes) |
|  | |  | | --- | | * Hollie to send out the information on the Kirkby Library Innovation Centre opening day on 15th July to the board. | |
| **3** | **New Declarations of Interest – ALL** |
|  | * No new declarations of interest were noted. |
| **4** | **Discover Ashfield Priorities – Martin Rigley** |
|  | * Martin ran through the priorities which had been discussed at the Development Day with the Delivery Group. * The headers of these are: * To raise awareness of Discover Ashfield. * Expand the Ambassador / Champions scheme. * Develop and launch Made in Ashfield. * Strengthen private sector representation on the board. |
| **a** | **Elevator Pitch Update** |
|  | * Martin then read out the updated Elevator Pitch: * “We are inventive, can-do and hardworking and we’re ready to make the most of this hidden gem. We are building on what’s best about our communities and the area’s heritage to carve out a great and sustainable future for Ashfield”. |
|  | * Fiona Anderson commented that the priorities are great and make what Discover Ashfield is doing more tangible and gives a set of metrics to look at how this is going. |
|  | * Martin asked the Board if they all agreed with the amendments in the Constitution which was sent out. |
|  | * All agreed. |
| **b** | **Frequency of Board Meetings** |
|  | * Martin explained that the board probably no longer needed to meet every 4 weeks and that this should be increased to every 6 weeks. Board meetings were increased in frequency to monthly to ensure that the Towns Fund business cases were signed off as and when needed. Now that this process has been concluded there is no longer a need. |
|  | * Martin proposed this to the board. |
|  | * Hollie Maxwell-Smith commented that the frequency would continue to be Fridays then Wednesdays and this would happen following the next board meeting. |
|  | * Fiona Anderson proposed, and Liz Barrett seconded. |
|  | * Hollie noted that there is also an addition to the Constitution, which is that the Board acts as a Towns Deal Board and has oversight of the Shared Prosperity Fund as the local partnership group. |
|  | * Martin confirmed to the board that this amendment will be made and an updated version of this will be circulated to the board. |
|  | * Martin also commented that the board will go to every 6 weeks however if there is a need for additional meetings this will be actioned. |
| **5** | **Funding & Programmes Update / Risk Register – Sarah Daniel** |
|  | * Sarah explained that a finance update will be provided at the board meeting on 31st May within the Monitoring and Evaluation report ready for submission to DLUHC. |
|  | * Sarah gave an update on the programmes and funding update for Future High Streets and Towns Funding. |
|  | * The 14 Low Street project was completed in March and a new tenant has been secured for the whole building. The new business will be launched in mid-May. |
|  | * Tender values have been received for 9 – 11 Low Street which are higher than anticipated. The project is now being reviewed for value engineering with a review to retender later in May. |
|  | * The High Pavement building contract has now been awarded and will start in May. The completion of this project is programmed for November. A new committee has now been formed to run the Maker Space once opened. |
|  | * The tenders have been received for the combined Fox Street and Portland Square projects which were non-compliant, therefore the tender period has been extended until the end of May. |
|  | * The Sutton Academy Theatre Project design team is finalising RIBA stage 2 cost plan following some critical constraints and changes to the delivery plan which reduces the amount of new build elements and refocus on the refurbishment of existing. The new cost plan will be updated in mid-May. |
|  | * Business cases are all completed except for ADMC. * The revised ADMC business case was resubmitted earlier in the year, feedback was received this week and a meeting is set with DLUCH on Monday to discuss further. |
|  | * The Sports Hub at Kingsway is being reworked to look at costs whilst working with the Football Foundation. * The Sports Hub in Sutton is also being worked on together with the Lawn Tennis Association to improve the tennis courts. The courts will be open to the public on a pay per play programme. |
|  | * The Science Discovery Centre is in its final stage of getting funding with fundraisers coming up. |
|  | * There has now been a contractor appointed for the Kings Mill Reservoir project. |
|  | * Sarah gave an update on the UK Shared Prosperity Fund. |
|  | * Design guidance and grant details are being finalised for the Hucknall Town Centre High Street Improvement fund. |
|  | * There has been an events management company hired to assist with Ashfield Day for 2023 due to the size of the event. |
|  | * The Cycling and Walking pilot programme in Hucknall has been successful and this is being developed for year 2 and year 3. |
|  | * Sarah explained that is has been identified that there is a need for additional resources for up to 18 months for a temporary graduate post to support the Economic Development team with the delivery of projects in the Supporting Local Businesses and People and Skills themes. The postholder will be responsible for supporting the delivery of projects within the funding streams and assist with programme management arrangements, ensuring adherence to funding requirements. |
|  | * Melanie Wheelwright commented that the role would support the local business theme and events side and provide much needed additional capacity. * It would be an excellent opportunity for a graduate. |
|  | * The board was asked to consider and approve the reallocation of £10,000 from the events funding and £40,000 from the workforce skills area to recruit a temporary graduate post to support the delivery of the projects within the Supporting Local Business and People and Skills themes. |
|  | * Liz Barrett proposed, and Louise Knott seconded. |
| **6** | **Theme Lead Reports** |
| **a** | **Succeed in Ashfield – Martin Rigley** |
|  | * Martin, Gary Jordan and Claire Hitchings from ITP Aero met to discuss the Work Experience framework to assist schools and businesses with a structure on work experience. |
|  | * Louise commented that she had been to a D2N2 Vice Principals meeting where they looked at likely actionable priorities coming from the local skills improvement plan and work placement / experience is a priority within this. * There is a potential opportunity to bid in for funding towards this. |
|  | * Martin will feed back to Louise the work that has been done on this to take to the meeting. |
|  | * There was an Ambassadors meeting, now Champions, with a range of the community attending. |
|  | * Martin attended a business networking event at Nottingham Trent University which focused on apprenticeships. * This was a good event with high attendance. There were speakers who had been through the apprentice scheme themselves. |
|  | * Martin has now become a Board member at Mansfield & Ashfield 2020. His drive will be to support businesses in Ashfield. |
|  | * He attended a business lunch at West Nottinghamshire College Engineering Centre. * Many of the businesses were able to see the facilities at the College. |
|  | * Martin has been involved in the Automation event on 17th May which has over 60 attendees confirmed. |
|  | * Martin explained they had secured further funding for the Sherwood Observatory and were seeking more through bids alongside fundraising. |
|  | * Martin attended the Manufacturing Advisory Panel meeting, organised by the LEP, to discuss manufacturing and to develop an industrial strategy moving forward. |
| **b** | **Love Where You Live – Liz Barrett** |
|  | * Liz had attended the Mansfield and Ashfield 2020 Awards and commented that there was a great buzz around Ashfield, with many Ashfield businesses attending and being able to celebrate their success. |
|  | * Under the theme Love Where You Live, Liz is celebrating and promoting the Towns Funds projects which are underway to capitalise on having Champions within the communities so people within the district know about these projects. |
|  | * The King’s Coronation was celebrated by ATTFE at events and the community all came together. |
|  | * The Primary School group met to discuss local resources available to them which are appreciated by the schools. |
|  | * Liz explained that the Love Where You Live and Be Healthy, Be Happy themes have come together, the strategy is focused on listening to the community needs. |
|  | * The Made in Ashfield project is progressing, and Liz thanked Trevor Middleton and Louise for their work on this. |
| **c** | **More to Discover – Darron Ellis** |
|  | * Darron was not in attendance and no update given. |
| **d** | **Be Healthy, Be Happy – Pete Edwards** |
|  | * Pete was not in attendance and no update given. |
| **7** | **Discover Ashfield Project Officer Update – Hollie Maxwell-Smith** |
|  | * Hollie explained that the next Champions evening has been scheduled for the end of the month. |
|  | * Ashfield Council held the Coronation Event at Titchfield Park in Hucknall which was well attended, until the rain came. However, families all looked to have fun with their picnic blankets watching the big screen. |
|  | * Louise has sent Hollie some Made in Ashfield design drafts so these will be looked at to develop this project. |
|  | * Hollie shared images of Low Street in Sutton with the board where vinyl window stickers have been put onto a shop front showcasing the Discover Ashfield YouTube videos and website, with QR Codes to lead the public to these sites. |
|  | * Martin commented that the vinyls look great. |
| **8** | **Board Member Updates – All** |
|  | * Ian Bond updated the board that the Kirkby Library Innovation Centre will be opening on Saturday 15th July and board members are welcomed. |
|  | * Martin asked Hollie to send this information to board members. |
| **9** | **Any Other Business – ALL** |
|  | * Martin just confirmed again that the board meetings will go to every 6 weeks following the next board meeting. |
|  | * Peter Gaw offered to host one of the future board meetings at Kirkby Library in the main room as this has video conferencing and would give board members a chance to visit and see the new facilities. |
| **10** | **Date of Next Meeting – Wednesday 31st May. Please note that this meeting will focus on the M&E monitoring returns for DLUCH.** |