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DISCOVER ASHFIELD BOARD MEETING**

**Friday 11th February 2022  
9:00am – 9:05am start**

**Hybrid Meeting – Committee Room, Ashfield District Council and via Microsoft Teams**

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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 | ü |
| Louise Knott | **Vice Chair** | Vice Principal, West Nottinghamshire College | ü |
| Darron Ellis | Theme Lead – More to Discover | Historian, Sutton Living Memory Group | X |
| Liz Barrett **OBE** | Theme Lead – Love Where You Live | Principal, Academy Transformation Trust Further Education (ATTFE) | X |
| Pete Edwards | Theme Lead – Be Happy, Be Healthy | Chair, Ashfield Health and Wellbeing Partnership | ü |
| Callum Parr MYP | Board Member | Member of Youth Parliament for Ashfield | X |
| Chloe O’Donnell | Board Member | Shopping Centre Manager, Idlewells Shopping Centre | X |
| Christopher Baron | Substitute for Lee Anderson, MP | Office Manager, Ashfield & Eastwood MP’s Office | ü |
| Claire Ward | Board Member | Chair of Sherwood Forest Hospitals NHS Foundation Trust | ü |
| Cllr Christian Chapman | Board Member | Scrutiny Rep, Ashfield District Council | X |
| Cllr Helen-Ann Smith | Board Member | Deputy Council Leader, Ashfield District Council | X |
| Cllr Daniel Williamson | Board Member | Annesley and Felley Parish Council | X |
| Cllr Matthew Relf | Board Member | Portfolio Holder, Planning & Regen, Ashfield District Council | ü |
| David Ainsworth | Board Member | Locality Director of Nottinghamshire Clinical Commissioning Group, NHS | X |
| David Jackson | Board Member | Centre Manager, East Midlands Designer Outlet | X |
| Edward Johnstone | Board Member | Assistant Principal (Development), Portland College | X |
| Fiona Anderson | Board Member | Head of Civic Engagement, Nottingham Trent University (NTU) | ü |
| Frank Horsley | Board Member | Head of Business and Innovation, D2N2 | X |
| Gary Jordan **MBE** | Board Member | Chair, Mansfield and Ashfield 2020 | ü |
| Julia Terry | Board Member | Development Worker, Transforming Notts Together | X |
| Kathryn Stacey | Board Member | Chief Executive, Citizens Advice Ashfield | X |
| Lee Anderson, MP | Board Member | MP for Ashfield and Eastwood | X |
| Mark Spencer, MP | Board Member | MP for Sherwood | X |
| Mark Clifford | Substitute for Viki Dyer | Department of Work and Pensions | ü |
| Melanie Phythian | Observer | Towns Fund Policy Advisor, Cities & Local Growth Unit | ü |
| Paula Longden | Substitute for David Ainsworth | Deputy Locality Director: Mid Nottinghamshire, NHS | ü |
| Peter Gaw | Board Member | Chief Executive Officer, Inspire: Culture, Learning and Libraries | X |
| Robert Orgill | Board Member | Property Manager EMEA, Rolls Royce  Being replaced | X |
| Simon Martin | Board Member | Vice Principal, Academy Transformation Trust Further Education (ATTFE) | ü |
| Scott Barlow | Board Member | Director, Barlows Butchers | X |
| Teresa Jackson | Board Member | Chief Officer, Ashfield Voluntary Action | ü |
| Theresa Hodgkinson | Board Member | Chief Executive, Ashfield District Council | X |
| Viki Dyer | Board Member | District Operations Lead, Department of Work and Pensions | X |
| Andrea Stone | Supporting Officer | Health and Wellbeing Manager, Ashfield District Council | X |
| Alastair Blunkett | Observer | Service Manager for Neighbourhoods and Environment | X |
| Christine Sarris | Supporting Officer | Assistant Director – Planning and Regulatory Services | ü |
| Katherine Green | Supporting Officer | Senior Communications Officer, Ashfield District Council | ü |
| Lindsey Kenworthy | Secretary / Supporting Officer | Executive Project Officer, Ashfield District Council | ü |
| Matthew Neal | Supporting Officer | Service Director of Investment and Growth, Nottinghamshire County Council | ü |
| Paul Crawford | Supporting Officer | Senior Regeneration Officer, Ashfield District Council | X |
| Sarah Daniel | Supporting Officer | Service Manager for Place and Wellbeing, Ashfield District Council | ü |
| Tracey Bird | Supporting Officer | Health and Wellbeing Officer, Ashfield District Council | ü |
| Trevor Middleton | Supporting Officer | Town Centres and Markets Manager, Ashfield District Council | X |
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| **In attendance** | | | |
| Stephen Williams | Presenter | NTU - |  |

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| **Agenda Item** |  | |
| **1** | **Welcome / Introductions / Apologies** | |
|  | The Chair, Martin Rigley welcomed everyone to the hybrid meeting. | |
|  | Apologies were received and it was noted that:   * Chris Baron representing Lee Anderson, MP * Paula Longden representing David Ainsworth, NHS. * Martin Rigley welcomed Stephen Williams from NTU who would be presenting. | |
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| **2** | **European Graduate Challenge - Stephen Williams NTU in attendance** | |
|  | Stephen Williams from NTU presented the European Graduate Challenge with the following being noted: | |
|  | * 58 NTU students to travel in mainland Europe between 2 – 10 April 2022 * Students travel in groups of 7 or 8 with an academic mentor. * Students will work in cross-disciplinary teams to address an enquiry-based learning challenge that will add value to Mansfield and Ashfield. * The challenge themes are Levelling Up and Graduate Retention:   + How can Mansfield and Ashfield become more attractive places for students/graduates/ residents to live, work and play?   + What contribution can students and graduates make to the revitalisation of Mansfield and Ashfield? * Students will be representing each of the NTU’s campuses, this is a first and 24 of the 58 students are coming from the Mansfield University Hub * Students and academic mentors engaged with Ashfield and Mansfield District Councils to identify issues and Council priorities this happened on 9th February. This was great and really inspired the students. Councillor Relf represented Ashfield and was thanked for his session. * Students to participate in a discovery day to visit local Nottinghamshire initiatives (23 February) – will on site visits happening. * The trip will commence on 2nd April and then on 3rd – 4th April students, mentors and council representatives will explore local revitalisation initiatives around Lille; meeting university partners and civic leaders. Student groups and mentors will depart Lille on 5th April with Ashfield’s destination being [Ronchin](https://en.wikipedia.org/wiki/Ronchin) which is Kirkby in Ashfield Twin Town. * Student groups present their findings at a showcase event in May 2022 with District and County Councils judging the findings and enter into an ongoing dialogue with students on implementing the best recommendations. * NTU will capture outputs of the Challenge in a report on Nottinghamshire’s contribution to the Levelling Up/Graduate Retention debates. * Benefits of this trip was discussed, and it was noted by all the board that this was an amazing opportunity for students, Ashfield District Council but also for the community and businesses. * Paula Longden, NHS stated that from a health perspective like a lot of business locally, anything that can learnt from the trip with regards recruiting and retention would be of great benefit. * Pete Edwards raised that this is a brilliant project, and it was mentioned about the project being inclusive and asked how many students (percentage) have disabilities / special needs. Stephen Williams informed that this wasn’t asked as part of the application, but they were asked if they were a ‘wider participation student’ by ways of asking if the students received a bursary. There were 23 out of 58 students that were identified as being from the wider participation backgrounds. Should a student have been identified as having a disability/special needs, this would have been known but there was no notifications. Stephen Williams informed that is something that NTU do monitor and now that there is to be a new UK Disability/Educational needs scheme this should help improve and encourage more participation. Pete Edwards informed that he would be happy to provide any support in this area. * Stephen Williams thanked the Board and Councillor Relf. * Presentation slides to be circulated. Lindsey Kenworthy to circulate with the minutes. | |
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| **3** | **YMCA Presentation - Jo Bradley-Fortune in attendance** | |
|  | Martin Ridgley informed that Jo Bradley-Fortune could not make today’s meeting due to unforeseen circumstances. Lindsey Kenworthy to rearrange. | |
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| **4** | **Review of Previous Meeting - Friday 7th January 2022** | |
| **4.1** | **Board Meeting Minutes** | |
|  | Board minutes were agreed as a true and accurate record. | |
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| **4.2** | **Action Log** | |
| **4.2.1** | **Completed Actions** | **Lead** |
| **4.2.1.1** | **Board Member Updates, Business and Innovation Patent Centres**  (17.12.2021, Minute 7.4)  Information with regards to the Business and Innovation Patent Centres was shared by Peter Gaw via Lindsey Kenworthy. Christine Sarris has passed information to Senior Economic Development Officers. They are aware of the Patent Centres and will distribute it more widely. | **CS** |
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| **4.2.1.2** | **Any Other Business, Chair of Sherwood Hospital Trusts**  (17.12.2021, Minute 8.1)  Martin Rigley has made contact with Claire Ward, Chair of Newark and Sherwood NHS Trust and she has agreed to join the board. Claire has sent apologies for this but will attend the next meeting. LKE has sent all Board dates out and also the Development Day which Claire attended. Completed action. | **MR** |
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| **4.2.1.3** | **Any Other Business, Chair of Sherwood Hospital Trusts**  (17.12.2021, Minute 8.1)  Martin Rigley met with Anthony Hughes, of Greene King Brewery to carry out an induction. Anthony has stated that at present he doesn’t feel he can contribute to the Board so has declined to become a Board Member. Martin and Trevor Middleton are giving thought about how to secure Hucknall Board members to ensure a good spread of all three towns. | **MR** |
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| **4.2.1.4** | **Board Member Updates**  (07.1.22, Minute 7)  European Exchange – Stephen Williams in attendance and presented at the meeting (see agenda item 2 of the minutes). | **FA** |
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| **4.2.1.5** | **Board Member Updates**  (07.01.22, Minute 7)  WNC Update – Louise Knott shared information with the Board about the Open Day Event on automation and robotics event and Skills Conference. Completed action. | **LK** |
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| **4.2.1.6** | **Any Other Business**  (07.01.22, Minute 8)  MSAS – Sarah Daniel clarified that it would be the capacity funding that MSAS required and this has been communicated to them that they can use this funding for legal fees and a fund-raising consultant. Completed action. | **PC/SD** |
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| **4.3** | **Actions (Includes actions from below minutes)** | **Lead** |
| **4.3.1** | **Stakeholder Engagement Plan – Business Support** (16.07.2021, Minute - 5)  Comms Plan Update - Sarah Daniel has received a draft comms plan which she will review and circulate in due course to the Board. | **SD** |
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| **4.3.2** | **Public Consultation**  (17.12.2021, Minute 4.1)  Public consultation will be undertaken on a project-by-project basis when required. The shop in the Idlewells and library in Kirkby will provide good venues for physical displays. | **SD** |
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| **4.3.3** | **More to Discover**  (17.12.2021, Minute 5.3)  Trevor Middleton to arrange a Heritage meeting in 2022 with all Heritage groups; Sutton, Hucknall and Kirkby. Trevor has spoken to partners before Christmas, and a meeting will be scheduled by the end of January.  Trevor to provide an update at next meeting. | **TM** |
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| **4.3.4** | **Board Member Updates, Getting Ready**  (17.12.2021, Minute 7.1)  Fiona Anderson stated that David Woolley has contact details of Martin Rigley. It was noted that no contact has been made, Fiona will liaise with David Woolley. | **FA** |
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| **4.3.5** | **Any Other Business, Board Members**  (17.12.2021, Minute 8.1)  Councillor Relf has had a discussion with Martin Rigley about a business who had approached him about wanting to join the Board. The business in question is Taylors Transport and a visit will be arranged for Martin and Councillor Relf to attend. | **MR/**  **Cllr R** |
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| **4.3.7** | **Any Other Business, High Street Task Force**  (17.12.2021, Minute 8.2)  Sarah Daniel to share the Hight Street Task Force briefing paper in a timely manner to the Board (meeting in February). This will be discussed under item 6 of the agenda. | **SD** |
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| **4.3.8** | **Business Case Work**  (07.01.22, Minute 4a)  Board agreed that these Business Cases can be progressed. Paul Crawford to action. Paul (and Sarah) to note that:   * Use the Digital Ashfield to show the Towns Fund journey – show what is to come * Link into other partners such as ‘What’s On’ – liaise with Peter Gaw * Website and augmented reality experience app accessibility – liaise with Pete Edwards * Portland Square – engagement of ASDA with the help of Christine Sarris, letter from Theresa Hodgkinson and Martin Rigley if required. * Powerpoint to be circulated by Lindsey Kenworthy – completed. | **SD/PC**  **LK** |
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| **4.3.9** | **Towns Fund**  (11.02.22, Minute 6)  Project sponsors that the Science Discovery Centre and Planetarium (MSAS) and the Library Innovation Centres (Inspire) project business case submission will be moved from the April tranche to the final submission in July. Sarah Daniel gave apologies to Melanie Pythain as she hadn’t spoken to her about the change and that information will be provided. | **SD** |
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| **4.3.10** | **Towns Fund**  (11.02.22, Minute 6)  To accommodate the timeframes for the ADMC project we will need to reschedule the next board from 11th to 18th March. This will also enable the project manager, Andy Dean to attend to present the project. Lindsey Kenworthy to action. | **LKe** |
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| **4.3.11** | **Risk Register**  (11.02.22, Minute 6.2)  Sarah Daniel to share with Melanie Pythian the construction inflation review which is highlighted within the risk register so that this can be shared with colleagues and Ministers so they can have an understanding. Sarah confirmed she would share. | **SD** |
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| **4.3.12** | **Theme Leads Reports - Succeed in Ashfield**  (11.02.22, Minute 7)  ADMC - Martin Rigley to liaise with the AMDC Board to ensure that Gary Jordan gets invited to the meetings again. | **MR** |
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| **4.3.13** | **Board Member Updates**  (11.02.22, Minute 8)  It was noted that Rafael Castro of ITP who have now taken over Rolls Royce about him joining the Board. Martin Rigley to contact Rafael and provide an update at the next Board meeting. | **MR** |
| **4.3.14** | Any Other Business  (11.02.22, Minute 9)  Declaration of Interest Form and Skills Audit – Lindsey Kenworthy to resend documents out and Board members to return by 28th February. | **LKe** |
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| **5** | **New Declarations of Interest** | |
|  | The following declarations were noted in relation to the Towns Fund and the Future High Streets Fund projects: | |
|  | * Martin Rigley, Chair and Theme Lead for Succeed in Ashfield * Sherwood Observatory (Chair of the Board)  - Sutton Academy Theatre Project (Board Member) | |
|  | Louise Knott - Vice ChairColleges/further education projects (Vice Principal, Vision West Notts College)Construction and Civil Engineering Centre project (Vice Principal, Vision West Notts College)  * Automated Distribution and Manufacturing Centre (Vice Principal, Vision West Notts College)  Learning in Skills Project (Vice Principal, Vision West Notts College)Community Renewal Fund (Vice Principal, Vision West Notts College) | |
|  | Pete Edwards, Theme Lead for Be Happy, Be Healthy  * Sutton Academy Theatre Project (Chair of Governors, Sutton Academy) | |
|  | Simon Martin, Board MemberCollege/further education projects (Vice Principal, ATTFE)Construction centre projects (Vice Principal, ATTFE)  * Sutton Centre Theatre Project (Vice Principal, ATTFE) * Community Renewal Fund (Vice Principal, ATTFE) | |
|  | Fiona Anderson, Board MemberThe Towns Fund; in particular in the ADMC project, Enterprising Ashfield Project. (Head of Civic Engagement, NTU)Community Renewal Fund (Head of Civic Engagement, NTU) | |
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| **6** | **Towns Fund – Sarah Daniel** | |
|  | Sarah Daniel provided an update on the Towns Funding update with the following being noted: | |
|  | * Slight changes to the format report which will hopefully make it easier for the Board Members to understand. Table with the report shows where each project is at. | |
|  | * Procurement Issues – the Council’s procurement partner Nottingham City Council unable to resource the Towns Fund and FHSF programme due to resourcing issues. A consultant will be appointed to support procurement activity for the next three months and framework contracts are being used where it is advantageous, to ensure delivery continues. We will be working with Nottingham City Council to secure a private sector procurement partner. | |
|  | * Business Cases – Project confirmation forms for the Portland Square and Visitor Digital projects have been submitted to Government on 14th January and which have been approved. Second stage release of funds for these projects are due in March. | |
|  | * Consultants have been appointed to complete all of the business cases, with the exception of the Walking and Cycling project which is due within the next two weeks. All business case assurance consultants have also been appointed. | |
|  | * Project sponsors that the Science Discovery Centre and Planetarium (MSAS) and the Library Innovation Centres (Inspire) project business case submission will be moved from the April tranche to the final submission in July. Sarah Daniel gave apologies to Melanie Pythain as she hadn’t spoken to her about the change and that information will be provided. | |
|  | * The ADMC business case will be taken through the local assurance process before being submitted to DLUHC for review. | |
|  | * To accommodate the timeframes for the ADMC project we will need to reschedule the next board from 11th to 18th March. This will also enable the project manager, Andy Dean to attend to present the project. Lindsey Kenworthy to action. | |
|  | * Following a review of resources and issues in recruiting to the Regeneration Officer and Place and Project Officer roles it has been concluded that an additional post is required for the management of the Towns Fund/ FHSF programmes. Following a review of the options for external support it has been concluded that the most cost-effective option is to increase the project management contract with Kinver Solutions. | |
|  | * Martin Rigley raised are the issues about procurement and recruitment reflected in the risk register. Sarah Daniel confirm that the issues are reflected within the report. | |
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| **6.2** | **Risk Register – Sarah Daniel** |
|  | Sarah Daniel reported on the changes to the Risk Register |
|  | * External Support Consultants Risk - not recruited at the correct stages so increase in risk. |
|  | * Financial Risk – this risk indicator has increased. |
|  | * Brexit Effects – this risk indicator has increased. |
|  | * Covid Effects – this risk indicator has increased. |
|  | * Paula Longden reported that there are certain projects, if they go ahead, that would need to go through the NHS Governance process as this is set in statue too, so needs to be reflected in one of the risks. Sarah Daniel and Paula Longden are meeting next week where this will be discussed further. |
|  | * Gary Jordan reported that this is a comprehensive risk register and thanked all the staff involved. |
|  | * Gary Jordan raised about mitigation of Brexit effect and is there any businesses who can provide support. Sarah confirmed that there are mitigation details within the risk register which is developing detailed cost plans. Working with four different consultants and asked all of them to provide information on inflation and what costs will be. Also developing project risk registers which will also provide further information and detail. |
|  | * Melanie Pythian raised about the construction inflation review which is highlighted within the risk register and asked if this could be shared with her, as this is something that could be shared with colleagues and Ministers so they can have an understanding. Sarah confirmed she would share. |
|  | * Performance and Assurance reporting - Melanie Pythian asked Sarah Daniel about the Performance and Assurance reporting document that has been sent through for completion and that if there is anything that she is unsure of to contact her. |
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| **7** | **Theme Lead Reports – Theme Leads** |
| **7.1** | **Succeed in Ashfield** |
|  | Martin Rigley, Theme Lead for Succeed in Ashfield stated provided the following update: |
|  | * Delivery Group meetings – all four chairs met and it was great meeting. |
|  | * Schools Partnership work – Martin working with Nathan McNicholls to ensure these start up again. |
|  | * D2N2 Board – continue to represent Ashfield at various board. |
|  | * Intereg Group/Project which is Europe wide project locking at five cities across Europe and how do they drive business grow within businesses. Nottingham has been chosen as the UK representative. The growth hub at NTU has been leading on this and it has been really interesting. |
|  | * DA Project Officer – interviews taken place and have recruited. Awaiting start date. |
|  | * WNC Robot Automated event – Martin Rigley attended, and it was an excellent event. The feedback was great from attendees, and they all stated they wanted the ADMC sooner rather than later! It was noted Gary Jordan had been missed from the meetings and Martin will pick this up with Board. |
|  | * High Street Task Force Meeting – Martin Rigley, Liz Barrett, Councillor Relf, Darron Ellis, Melanie Pythian and Sarah Daniel met with a consultant from the High Street Task Force. The feedback from the day was positive and we are awaiting a report which will then provide recommendations and support. |
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| **7.2** | **Love Where You Live (LWYL)** |
|  | Martin Rigley provided an update on behalf of Liz Barrett, Theme Lead for Love Where You Live provided the following update: |
|  | * The monthly Primary School meetings are working well and are well attended by schools throughout the district, this is mainly down to Tracey Bird. Thanks were given to Tracey. There are guest speakers who attend the monthly meetings this is of great benefit and helps the schools support their students, parents and staff. |
|  | * Queen’s Jubilee – things are being looked at by the Council such as Beacon’s being lit on Thursday 2nd June, Big Lunch being hosted in a Park on Sunday 5th June and Tree Planting which is a Queens green canopy incentive. Cream Tea event being undertaken at ATTFA and this will involve the Primary Schools as well. |
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| **7.3** | **More to Discover** |
|  | Apologies were received from Darron Ellis, Theme Lead for More to Discover. Nothing to note. |
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| **7.4** | **Be Healthy, Be Happy** |
|  | Pete Edwards, Theme Lead for Be Healthy, Be Happy reported the following: |
|  | * Partnership meeting held on 26th January. Started the meeting by informing partners that a template would be sent out for them to complete. This will help to link into the strategy and what parts of the strategy they will collaborate and possibly lead on. |
|  | * Values were discussed; these are:   + Collaboration   + Respectful   + Inclusiveness   + People Centred   + Ambitious   + Innovative   + Committed |
|  | * Priority Places – Coxmoor, Leamington and Broomhill and Butlers Hill. Funding is being sort for two out of the three areas. |
|  | * AGM being held on 27th April and Pete has offered to stay as chair. . |
|  | * Hucknall Health and Wellbeing Centre – first stakeholder group meeting is being held on 2nd March and then Pete will attend the next programme board meeting as well. |
|  | * Paula Longden gave apologies to Pete as she is conscious that updates haven’t been provided, this is due to priority of covid vaccinations that have had to take priority but that there is now a need to get back involved in the Health and Wellbeing partnership. |
|  | * Paula Longden - National Scheme the Winter access fund that all practices have received additional funding to provide additional services which will see additional appointments for patients. |
|  | * Coxmoor priority area – Paula Longden informed that **Dr Balakrishnan** from Lowmoor Road Surgery is linked into the Coxmoor group and that she is part of the national NHS England project around population management so this will hopefully add value to the Coxmoor area and link into the Health and Wellbeing Partnership. Teresa Jackson reported that she is currently working with the South Notts CCG about population management and that she would link with Dr Balakrishnan. |
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| **8** | **Discover Ashfield Officer Update** |
|  | Light Night – this is happening in Sutton in Ashfield tonight 7th and 8th February 2022. |
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| **9** | **Board Members Updates** |
|  | Rolls Royce – Robert Orgill will step down from the board. Christine Sarris stated that she had made contact with Robert Orgill and that he had provided a suitable replacement. Rafael Castro of ITP who have taken over Rolls Royce Hucknall plant. Rafael is based in Madrid. Martin Rigley will make contact and thanked Christine for her assistance. A further update will be provided at the next Board meeting. |
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| **10** | **Any Other Business** |
| **10.1** | Declaration of Interest Form and Skills Audit – Lindsey Kenworthy to resend documents out. |
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| **11** | **Date of Next Meeting** |
|  | Note Change of Date:  Friday 18th March, 9.00am - 9.05am start. Post meeting note: meeting to be held at **WNC, Derby Road Campus that will be hybrid.** |
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