**

DISCOVER ASHFIELD BOARD MEETING**

**Friday 17th December 2021
9:00am – 9:05am start**

**Virtual Meeting 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 | 🗸 |
| 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 | X |
| Liz Barrett | 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 | ü |
| Anthony Hughes | CEO  | Lincoln Greene Brewery | 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 |
| 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 | 🗸 |
| 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 | Board Member | Chair, Mansfield and Ashfield 2020 | 🗸 |
| Ian Bond | Substitute for Peter Gaw | Inspire Culture  | 🗸 |
| Jean Sharpe | Board Member | Senior Leader for DWP | X |
| Julia Terry | Board Member | Development Worker, Transforming Notts Together | X |
| Kathryn Stacey | Board Member | Chief Executive, Citizens Advice Ashfield | 🗸 |
| Lee Anderson, MP | Board Member | MP for Ashfield and Eastwood |  X |
| Mark Clifford | Substitute for Jean Sharpe | DWP | X |
| Mark Spencer, MP | Board Member | MP for Sherwood | X |
| Melanie Phythian | Observer | Towns Fund Policy Advisor, Cities & Local Growth Unit | ü |
| Paula Longden | Substitute for David Ainsworth  | Deputy Locality Director: Mid Nottinghamshire, Nottingham and Nottinghamshire Clinical Commissioning Group, NHS | X |
| Peter Gaw | Board Member | Chief Executive Officer, Inspire: Culture, Learning and Libraries  | ü |
| Robert Orgill | Board Member | Property Manager EMEA, Rolls Royce | X |
| Simon Martin | Board Member | Vice Principal, Academy Transformation Trust Further Education (ATTFE) | 🗸 |
| Teresa Jackson | Board Member | Chief Officer, Ashfield Voluntary Action | X |
| Theresa Hodgkinson | Board Member | Chief Executive, Ashfield District Council | ü |
| 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  | 🗸 |
| Christine Sarris | Supporting Officer  | Assistant Director – Planning & Regulations, Ashfield District Council  | 🗸 |
| Darowen Jones | Supporting Officer | Interim Head of Place and Wellbeing | X |
| Katherine Green | Supporting Officer | Senior Communications Officer, Ashfield District Council | X |
| Matthew Neal | Supporting Officer | Service Director of Investment and Growth, Nottinghamshire County Council | X |
| Paul Crawford | Supporting Officer | Senior Regeneration Officer, Ashfield District Council | X |
| Sarah Daniel | Supporting Officer | 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 | 🗸 |

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| **Agenda Item** |  | **Lead** |
| **1** | **Welcome / Introductions / Apologies** |
|  | The Chair, Martin Rigley welcomed everyone to the virtual meeting. |
|  | Apologies were received and it was noted. Anthony Hughes of Lincoln Greene Brewery was welcomed introduced and welcomed to the Board.  |
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| **2** | **Review of Previous Meeting - Friday 19th November 2021** |
| **2.1** | **Board Meeting Minutes** |
|  | Board minutes were agreed as a true and accurate record. |
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| **2.2** | **Action Log** |
| **2.2.1** | **Completed Actions** |  |
| **2.2.1.1** | **Hucknall Representatives**(27.08.2021, Minute – 6.2)Chris Baron stated he has liaised with Jane Walker, MP Mark Spencer’s Office Manager several times with regards to someone from the office attending the Board meetings. There is a shortage of Parliamentary staff at the Hucknall branch. Chris Baron does have a meeting with The Right Honourable Mark Spencer and will liaise with him to see if someone could attend.  | **CB**  |
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| **2.2.2.1** | **Hucknall Representatives**(27.08.2021, Minute – 6.2)Action completed as Anthony Hughes of Lincoln Green Brewery is now a Board Member. Liz Barrett confirmed that Hucknall Schools have been invited to the next Primary Schools Delivery Group meetings.  | **MR** **FA / LB** |
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| **2.2.2.2** | **Cultural Compact**(16.07.2021, Minute 6.2)Martin Rigley confirmed that he had attended his first Cultural Compact meeting and he is invited to attend the next meeting.  |  |
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| **2.2.2** | **Actions (Includes actions from below minutes)** | **Lead** |
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| **2.2.2.1** | **Stakeholder Engagement Plan – Business Support**(16.07.2021, Minute - 5)Sarah Daniel stated that awaiting on the Comms Plan from Katherine Green and hoping to launch in January. Sarah Daniel will confirm once she has liaised with Katherine.  | **SD** |
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| **2.2.2.2** | **Board Development Day / Board Skills Review / Policies**(27.08.2021, Minute 4.2)Martin Rigley confirmed that the date of the Board Delivery Day will be Friday 4th February starting at 3pm till 6pm. Lindsey Kenworthy to send ‘Save the Date’ to Board Members and then confirm venue and details later. Will also look at Declarations of Interest and completing of forms at this time.  | **MR/LK** |
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| **2.2.2.3** | **Public Consultation** (17.12.2021, Minute 4.1)Sarah Daniel to ensure Public Consultation is undertaken prior to any projects going to planning and to include existing societies. Also to note that Peter Gaw has offered facilities for this.  | **SD** |
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| **2.2.2.4** | **Risk Register**(17.12.2021, Minute 4.2)Sarah Daniel to feedback to Darowen Jones about changing Board ownership for risks to go to Ashfield District Council, ensure potential funding shortfalls are included and also staff shortages are highlighted.  | **SD/DJ** |
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| **2.2.2.5** | **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.  | **TM** |
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| **2.2.2.6** | **Board Member Updates, Getting Ready** (17.12.2021, Minute 7.1)Fiona Anderson to get David Woolley to make contact with Martin Rigley, Ian Bond and Simon Martin with regards to gathering their ideas and thoughts to support the pilot.  |  |
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| **2.2.2.7** | **Board Member Updates, Business and Innovation Patent Centres**(17.12.2021, Minute 7.4)Peter Gaw to share information with regards to the Business and Innovation Patent Centres to Lindsey Kenworthy, so that it can be shared with the minutes. | **PG/LK** |
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| **2.2.2.8** | **Any Other Business, Chair of Sherwood Hospital Trusts**(17.12.2021, Minute 8.1)Martin Rigley to make contact with Claire Ward about joining the Board. | **MR** |
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| **2.2.2.9** | **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). | **SD** |
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| **3** | **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 Chair Colleges/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)
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|  | 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)
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| **4** | **Towns Funding**  |
| **4.1** | **Towns Funding Update – Sarah Daniel** |
|  | Sarah Daniel referred to the Towns Funding Update (Appendix 1) and gave a verbal account of the report. The following points were particularly noted:  |
|  | * Future High Streets Fund – the four projects within the programme are all progressing as detailed in the report. It was noted that the Procurement Team at Nottingham are experiencing staff shortages and are struggling to meet our deadlines, so this is a risk.
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|  | * Towns Fund - The project confirmation forms have been approved by DLUHC and the 5% advance payment of £3.13m capital has been received and will be used be used for project and business case development.
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|  | * The procurement process for external project managers concluded on 15th November and Kinver Solutions have been appointed to deliver seven of the projects and to provide support in programme management. Helena Hansen-Fure joins Darowen Jones and Katie Mills in supporting of delivery. Currently focused on moving forward the Construction and Civil Engineering Centres. Helena will also be delivering the High Street Property Fund and Portland Street Sustainable Housing schemes. Kinver are currently reviewing options for establishing their Ashfield-based office
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|  | * ADMC progressing; includes engaging with businesses and developing the business case and company operating model. MACE being appointed to support development of the economic case for the business case. There is to be a land valuation obtained for the preferred site with negotiations due to commence before Christmas. Work has also progressed with branding for the new centre which will support promotion to prospective clients and partners.
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|  | * Business cases and business case assurance for the Portland Square and Visitor Digital projects have been completed. The business cases are being reviewed by the Council’s S151 officer and will then be issued to the Towns Fund Subgroup. A meeting of the group to review the business case work is planned for 4th January. A summary of the work will then be presented to the Board at the meeting on 7th January to meet the deadline for submission to DLUHC of 14th January.
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|  | * Chris Baron raised about public consultation and what is intended. Sarah Daniel confirmed that for all the projects consultation has always taken place but need visuals. Would look at carrying out consultation in Idlewells and other places. Christine Sarris confirmed that carrying out consultation prior to planning submission is the best way forward and to also important to include existing societies such as the Heritage Society. Peter Gaw offered Sutton Library as a hosting place.
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|  | * Peter Gaw also asked if he could have further information on Digital Ashfield. Sarah Daniel confirmed that this is about developing the website but will link into what Inspire are doing so will send information.
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| **4.2** | **Risk Register – Sarah Daniel**  |
|  | Sarah Daniel presented the information on behalf of Darowen Jones. The Risk Register has been updated to reflect all suggestions supplied by the Board at the meeting on Friday 19th November 2021. The Board accepted the updated Risk Register and noted the following: |
|  | * Material Supplies – risk has increased due to the inflation and also lack of materials.
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|  | * Column M is the column that will provide if a risk has moved up or down.
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|  | * Sarah Daniel has asked that Darowen Jones to revisit ownership of risks where it shows the Board but should be Ashfield District Council’s risk.
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|  | * Simon Martin raised about potential funding shortfalls and are they highlighted as a risk. Sarah Daniel to ensure it is listed and feedback to Darowen Jones.
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|  | * Shortfall of staff was also raised and needs to be recorded. Sarah Daniel to feedback to Darowen Jones.
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| **5** | **Theme Lead Reports – Theme Leads** |
| **5.1** | **Succeed in Ashfield**  |
|  | Martin Rigley, Theme Lead for Succeed in Ashfield provided the following update: |
|  | * Chair of Hospital Trust – Interesting meeting.
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|  | * Continue to represent Discover Ashfield at various meetings such as Chamber of Commence, CIB etc.
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|  | * ADMC – meetings continue and work is progressing.
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|  | * Meeting taken place with Ben Bradley, MP of Mansfield and Leader of Notts County Council and Lee Rowley, Minister for Industry which was an interesting meeting around industry matters.
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|  | * WNC Question Time Event A-Levels – this was a great event that both Martin Rigley and Theresa Hodgkinson attended. This was 45minutes event where questions were asked about Towns Fund, the impacts and what it would mean for them etc.
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|  | * Portland College – Edward Johnstone has asked Martin Rigley if he would become the business brand ambassador for Portland. Martin has agreed.
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|  | * First Business Ambassador Breakfast Meeting Event – held on 30th November was well attended and the facilitates at Pure Officers were great. The focus around the event was live sciences and it was an interesting event. The plan is to do an event every quarter. Christine Sarris confirmed that the food by ‘Cook It Up’ was also great.
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| **5.2** | **Love Where You Live (LWYL)** |
|  | Liz Barrett, Theme Lead for Love Where You Live provided the following update: |
|  | * Primary School Meeting – had a meeting and it was really successful. The main focus is how we can embed Love Where You Live theme into the curriculum. A focus for this would be the Queen’s Platinum Jubilee and this can link into ‘Life in Modern Britain’. Any suggestions are welcome. Liz Barrett is also working with Trevor Middleton and how Ashfield can celebrate such an occasion.
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|  | * Litter Picking – this is progressing and will work in line with Ashfield District Council’s Big Spring Clean. This is will be a great piece of work.
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| **5.3** | **More to Discover** |
|  | Apologies were received from Darron Ellis, Theme Lead for More to Discover. Trevor Middleton updated that the three tourism groups, Kirkby, Hucknall and Sutton groups are working well together, and Trevor will meet with them in the New Year to continue this coordinated work.  |
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| **5.4** | **Be Healthy, Be Happy** |
|  | Pete Edwards, Theme Lead for Be Healthy, Be Happy report with the following being noted: |
|  | * Dates have been set for the Health and wellbeing Partnership, and strategic group for 2022.
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|  | * Feel Good Families delivered Halloween themed trails in priority places during October half term.  Christmas themed trails will be set up for the half term break and a craft session has been held in Kirkby, with 7 families
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|  | * The Council has organised the WinterFest for 20-23rd December 2021.  A number of providers are delivering food and activities for young people in receipt of Free School Meals (to be sent out with minutes)
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|  | * The Feeding Ashfield partnership (subgroup of the H&WB Partnership) is now fully established and has been well supported by relevant community partners to date. The partnership’s current focus is to create a Feeding Ashfield leaflet to raise awareness of existing food support opportunities available in Ashfield. We are also supporting the development of a new family food club at St Johns Church in partnership with Lets All Eat and a further club in Kirkby area in partnership with Kirkby Children’s Centre and The Festival Hall Leisure Centre.  The application submitted to the Notts County Council Covid Recovery Fund was successful for a 12-month Food Co-ordinator to accelerate the work.  £35,000 was secured to cover salary, on-costs and activity costs.
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|  | * Ashfield Community Development Grants – The Ashfield Community Fund, managed by Nottinghamshire Community Foundation has now closed and we are working through the applications.  Once agreed, we will communicate the outcome to all applicants
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|  | * New gyms at both Hucknall Leisure Centre and Lammas Leisure Centre have now opened.  Hucknall has opened a new exercise studio, spinning studio and Earth studio, as well as meeting room and health hub.  The new spinning studio at Lammas opened on 25th October, with ice rink improvements now underway.  The TAG Active arena is now being built.  Works will be complete at the end of 2021
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|  | * Christmas light switch ons took place in Kirkby and Hucknall, with a virtual event in Sutton.  Kirkby and Hucknall events were well attended
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|  | * Working close with the Nottinghamshire ICS, we have secured £200,000 for community engagement work.  £30,000 of this will be utilised in Coxmoor (Kirkby) and Broomhill/Butler’s Hill (Hucknall).  We have begun working through how the funds will be spent/allocation.  The focus of the work is hearing the resident voice, linked to how as a system we can reduce health inequalities.
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| **6** | **Discover Ashfield Officer Update** |
|  | Trevor Middleton updated that recruitment for the Discover Ashfield Officer position will be readvertised in January.  |
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|  | Hucknall Food Festival – second event of this nature and it works really well. Promotion on FaceBook reached 50,000 people. Trevor commented that this event idea came from Anthony Hughes to replica an event that Belper town held. Anthony commented that Trevor’s team delivered this, and it was exceptionally well done. The feedback from the general public has been positive. Martin Rigley asked if this could be replicated at other towns. Trevor stated that this is something that could be looked at but at present Sutton Town centre holds a plant fayre which is well received and attended so need to focus on what works for each of our towns.  |
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| **7** | **Board Members Updates** |
| **7.1** | Fiona Anderson, NTU provided an update that the university coordinates an education and skills group which looks at how partners can work together to help to raise educational attainments within schools. Working with partners, NTU has undertaken a research looking at social mobility and education within Primary Schools in Ashfield and Mansfield area. There are three main areas of focus:* Life Skills
* Structural Support
* Lobbying and reforming funding.

NTU have now crafted a pilot scheme called ‘Getting Ready’, which has three parts to it:* Getting School Ready (early years Primary)
* Getting Secondary Ready
* Getting Work Ready

Just beginning to pilot Getting School Ready with two schools one in Mansfield and Ashfield. Both schools have nurseries feeding into them. Martin Rigley mentioned about ‘Little Geniuses’ and this involved Year 6 students transiting to Secondary School. Fiona Anderson to provide information to David Woolley her colleague who is the lead contact for this project to contact Martin Rigley. Ian Bond of Inspire Learning stated that they would be really interested in supporting the 'Getting Ready for Work' strand of the project. They deliver programmes to young people aged 16 to 18 who would otherwise be at risk of being NEET, and feel that Inspire could help with this project. Inspire could also offer support with the Getting Ready for Secondary School project as Inspire have Family Learning that is focused upon supporting parents and young people for secondary transition to using our Adult Community and Family Learning funding support. Fiona Anderson to link Ian Bond with David Woolley. Simon Martin raised that Sutton Academy would be interested in participation in this project. Simon also raised that it would be good for a study pilot to look at separate nurseries feeding into Primary and see if there are differences. Fiona to liaise with David Woolley to make contact.  |
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| **7.2** | Groups of Learners – Fiona Anderson updated that the groups of learners being attracted to the NTU hub in Mansfield. There is a much higher proportion of mature learners there is 40% and normally would only get 9% at NTU. 25% of learners from a widening participation from a disadvantage background but have 49% of learners at NTU hub in Mansfield.  |
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| **7.3** | Inspire Learning – Peter Gaw informed that Inspire hosts the Local Culture Educational Partnership in Ashfield and Mansfield. Inspire have in partnership with Notts County Council have put in a cultural bid into the Arts Council for £90K grant drawing in a £180K which to further develop Cultural Education in local schools. This will be great if this is successful.  |
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| **7.4** | Business and Innovation Patent Centres – Inspire are working in partnership with the British Libraries and there are three set up in Beeston, Mansfield and Sutton which are up and running and will be launched in 2022. These will provide free access to businesses and individuals to some of the British Library databases and their patented databases which can be costly. Information to be circulated with minutes this will also of use to the Business Support team.  |
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| **7.5** | Hucknall Cavell Centre – Pete Edwards met with Project Chair Carol Knott and Katie Swingburn Engagement Officer and he has now been invited onto the Project Board Stakeholder Reference Board as Chair. Pete has asked that they join the H&WB Partnership Board.  |
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| **8** | **Any Other Business** |
| **8.1** | Sherwood Hospital Trust – Martin Rigley met with Claire Ward, Chair of Sherwood Hospital Trust last week and one aim is to get routine screening into the community. Martin is linking this into Portland College where residents can get their blood pressure checked and cholesterol checks etc this is in its early stages.Martin would like to suggest that Claire comes on to this Board as she would be of benefit and bring something different to David Ainsworth. Proposed by Martin and seconded by both Pete Edwards and Fiona Anderson. Martin to make contact with Claire.  |
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| **8.2** | High Streets Task Force – this is a Government initiative and we have been contacted in November for the task force to come into your Town to carry out a health check. They will only do this for one town, and it has been agreed for this to be undertaken for Sutton which will be carried out in February. Martin Rigley and Liz Barrett along with local businesses to attend this meeting. Sarah Daniel will do a briefing paper which will be circulated to the Board.  |
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| **9** | **Date of Next Meeting**  |
|  | Friday 7th January 2022, 9.00am - 9.05am start. |
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