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

**Wednesday 8th February 2023   
9:00am – 9:05am start**

**Virtual Meeting via Microsoft Teams**

**& Meeting Room 1, Council Offices, Urban Road, Kirkby in Ashfield.**

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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 Christian Chapman | Board Member | Scrutiny Rep, Ashfield District Council |  |
| Cllr Helen-Ann Smith | Board Member | Deputy Council Leader, Ashfield District Council |  |
| Cllr Daniel Williamson | Board Member | Annesley and Felley Parish Council |  |
| Cllr Matthew Relf | Board Member | Portfolio Holder, Planning & Regen, Ashfield District Council | **√** |
| Cllr Keith Girling | Notts County Council Representative | Economical 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 | Head of Civic Engagement, Nottingham Trent University (NTU) | **√** |
| Gary Jordan MBE | Board Member | Executive Coach / GMJ Solutions | **√** |
| Ian Bond | Substitute for Peter Graw | Director of Learning, Inspire: Culture, Learning and Libraries | **√** |
| Jean Sharpe | Board Member | District Operations Lead DWP | **√** |
| 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) | **√** |
| Stephen Salisbury | Board Member | Idlewells Centre Manager |  |
| Teresa Jackson | Board Member | Chief Officer, Ashfield Voluntary Action | **√** |
| Tim Hepke | Board Member | ITP Aero |  |
| Theresa Hodgkinson | Board Member | Chief Executive, Ashfield District Council |  |
| Andrea Stone | Supporting Officer | Health and Wellbeing Manager, Ashfield District Council |  |
| Alastair Blunkett | Supporting Officer | Service Manager for Neighbourhoods and Environment |  |
| Bev Bull | Supporting Officer | Chief Accountant, Ashfield District Council |  |
| Chris Stephenson | Supporting Officer | Communications Manager, Ashfield District Council | **√** |
| Christine Sarris | Supporting Officer | Assistant Director – Planning and Regulatory Services | **√** |
| Hollie Maxwell-Smith | Supporting Officer | Project Officer Discover Ashfield, Ashfield District Council | **√** |
| Matthew Neal | Supporting Officer | Service Director of Investment and Growth, Nottinghamshire County Council |  |
| Paul Crawford | Supporting Officer | Senior Regeneration Officer, Ashfield District Council |  |
| Robert Docherty | Supporting Officer | Director of Place & Communities, Ashfield District Council |  |
| Sarah Daniel | Supporting Officer | Service Manager for Place and Wellbeing, Ashfield District Council | **√** |
| Trevor Middleton | Supporting Officer | Town Centres and Markets Manager, Ashfield District Council | **√** |

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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** |  |

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|  | **Action Log**   * An update from Teresa Jackson on the collaborative practice group to be added to the board agenda – Actioned. * To agree a date for the AGM / Development Day – Proposed date 17th March. * Filmmaking idea for the young people of Ashfield to be added to the Delivery Group agenda – Actioned. |  |

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|  | **New Declarations of Interest - ALL** |  |

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|  | **In-Work Progression Initiative Presentation – Jean Sharpe** |  |
|  | **Programmes and Funding Update – Sarah Daniel** |  |

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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.** | **Collaborative Practice Update – Teresa Jackson** |  |

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| **8.** | **Discover Ashfield Project Officer Update – Hollie Maxwell-Smith** |  |

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| **9.** | **Discover Ashfield Structure Update – Trevor Middleton** |  |

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| **10.** | **Board Member Updates – ALL** |  |
| **11.** | **Any Other Business – ALL** |  |
| **12.** | **Date of Next Meeting – Friday 17th March / AGM Development Day** |  |

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| **Agenda Item** |  |
| **1** | **Welcome / Introductions / Apologies** |
|  | * Apologies noted from Chris Baron, Callum Parr, Stephen Salisbury, Julia Terry, Tim Hepke, Darron Ellis, Will Morlidge, Peter Gaw, Melanie Phythian, Alastair Blunkett. |
|  | * Apologies noted on the call from Paula Longden, Cllr Relf and Ian Bond as they would be leaving the meeting early due to meeting clashes. |
| **2** | **Review of Previous Meeting – Martin Rigley** |
| **a** | **Meeting Minutes** |
|  | All minutes agreed. |
| **b** | **Action Log** |
|  | |  | | --- | | * There were no actions noted from the below minutes. | |
| **3** | **New Declarations of Interest – ALL** |
|  | * No new declarations of interest were noted. |
| **4** | **In-Work Progression Initiative Presentation – Jean Sharpe** |
|  | * Jean presented on her role at DWP and the Flexible Support Funding (FSF) (attached). |
|  | * Ian Bond welcomed Jean and the initiative. He explained that partners within the board already have existing initiatives and asked if this was something that FSF could support and if it could support training colleagues who have the responsibility to support apprentices, internships etc. as he feels there is a barrier for local employers helping to upskill their supervisors to support employees. |
|  | * Jean explained she will be taking comments and ideas to her policy lead to see if these are within the scope of work they can do and, if so, Jean will be contacting partners from Discover Ashfield. |
|  | * Martin Rigley commented that as a business ambassador for Portland Training College he knows there is an untapped reserve of people there with disabilities who should be contacted. * Martin offered Jean to visit him to discuss previous experience of this. * He also explained that he chaired the Manufacturing Advisory Panel for D2N2 LEP and one of the shortages identified was that of welders. There is a company in Derby called Better Weld who teach basic welding skills however this is too far for Ashfield residents to travel. |
|  | * Edward Johnstone explained that Portland College use Access to Work and it can be difficult to navigate all the admin requirements and it does not provide the full range of tools such as disability awareness training for managers. * Edward is open to having a discussion with Jean around this. |
|  | * Louise Knott commented that there is a welding facility at the engineering centre at West Notts College and feels this can be used similarly to Better Weld. |
|  | * David Williams from DWP can assist with advertising and publication for careers. |
|  | * David Ainsworth commented that Sherwood Forest Hospitals Trust are keen to be involved and have recently announced the support of 20 apprenticeship roles within the next 12 months and they also have a scheme called Project Search which directly employs people with learning disability, ADHD and autism and there is scope to expand this scheme. * David added that the Nottinghamshire Health Care provider are looking for chefs and to direct anyone wanting to go into catering to him. |
|  | * Jean is keen to do a Podcast and have members such as David on there to explain roles that are available and progression opportunities. |
|  | * Teresa Jackson mentioned that she gets many volunteers at Ashfield Voluntary Action who are unemployed and looking for work. She also collaborates with people with disabilities who AVA would like to take on as staff however they struggle with funding to pay people. * The aim would be to get volunteering staff into a paid working environment. |
|  | * Jean offered for herself and David to visit Teresa and have a discussion around this to explore opportunities. |
|  | * Pete Edwards noted that he previously worked for Nottinghamshire County Council and there they ran a 6-year project to work with disabled people to get them into volunteering, further education or employment. * He has recently received a notification that there is an extension to the European Social Fund and wondered if this could provide a platform to look at a project to set up a scheme for a support mechanism as a partnership. |
|  | * Jean confirmed that David Williams is the contact for additional funding and that health and disability conditions are a priority within the Government. * David will contact Pete to discuss the Disability Employment Advisors work. |
|  | * Simon Martin stated that ATTFE also deliver a provider on the ESF Pathways into Health and Social care project, which includes support roles as well as main caring roles. * He is interested in exploring if there is any support to take this forward as participants in the programme have a range of barriers. * Simon had to leave the meeting but left his contact details for Jean and David to get in touch. |
|  | * David Williams updated the board that he has linked up with the business support team at Ashfield District Council and attended the Ashfield Skills Partnership meeting which has proved useful as the labour market has changed significantly since COVID. * He noted that the DWP has a strong employer engagement team in the Ashfield Job Centres who are well connected to local businesses and if there is a platform to connect these to a wider audience that would be welcomed. * He commented to Martin that the DWP runs a Sector Based Work Academy Programme where they collaborate with employers who have vacancies and then link these with training providers to offer pre-employment training to get skilled up. * He also works closely with an organisation called Qualitrain which can be looked at to explore opportunities. * He explained that some job centres are working on a flex plan, with specialist teams who can identify skills gaps. |
|  | * Martin confirmed that the programme in Derby is delivered under contract by Qualitrain. |
| **5** | **Programmes and Funding Update – Sarah Daniel** |
|  | * Sarah explained there was not a full report done as there was a board meeting recently with a full update provided. |
|  | * The first project discussed was NTU’s Enterprising Ashfield within the Towns Fund programme. * The programme has been running for over 12 months and the feedback from businesses is to extend the graduate placement schemes from 6 to 12 weeks as they feel they are not long enough. * The outputs would not be affected and the match funding from businesses would still be in place for the length that they sign up for. * To date there have been 23 enrolments and 127 to reach the required output. NTU feel if the programme is more flexible then there will be more sign ups. |
|  | * The board were asked to consider and approve the proposal which includes increasing the graduate internship budget by £78,750 by reducing the mentorship budget. |
|  | * Martin asked for a member to approve the decision. |
|  | * Louise Knott proposed, and Pete Edwards seconded. |
|  | * The next update was on the UK Shared Prosperity Fund. |
|  | * Environmental improvements to reduce crime and antisocial behaviour Coxmoor, Kirkby. This project complements the Safer Streets 4 project currently being delivered. Work was done in Sutton last year as part of a Safer Streets initiative and some alleyways were gated off which has improved the feelings of safety within the community and there is a proposal to expand the gating off to more areas in Sutton. * This is not a permanent solution and will be trialled to see if it is working. * The proposal is to reallocate £28,000 of the funding from Coxmoor Estate environmental improvements to the project in Sutton. The funding will be used to address crime and antisocial behaviour by gating and restricting access under a Public Spaces Protection Order for the following areas: * Between Bentick Street and Bramley Court, Sutton-in-Ashfield - £15,000 * Between Downing Street and North Street (Service Road – Rear of Outram Street, Sutton-in-Ashfield) - £8,000 * Between Welbeck Street and Portland Close, Sutton-in-Ashfield - £5,000. |
|  | * It is anticipated there would be a 20% combined reduction in crime and antisocial behaviour in the target areas. |
|  | * The board were asked to consider and approve the transfer of funding from Coxmoor to Sutton environmental improvements. |
|  | * David Ainsworth proposed, and Simon Martin seconded. |
|  | * Sarah went on to explain that Hucknall had been allocated funding to reduce crime and antisocial behaviour and improve feelings of safety. |
|  | * The proposal to spend the £86,000 funding is: * Safe point cameras located in Hucknall Town Centre - £11,000 * Four deployable CCTV cameras including installation costs - £31,000 * A ‘Shopwatch’ Radio System for town centre shops, allowing retailers in the area to be in instant communication with each other – £14,000 * To provide safe spaces in conjunction with the faith and community sectors, providing interfaith events and facilitate safe spaces with the Hucknall Mosque and local Churches Together – £5,000 * Environment equipment including fly tipping cameras, improvement to street lighting in key areas and QR code signage to enable easy reporting - £10,000 * Youth engagement and support for young people through sports, mentoring, counselling, and training to encourage social inclusion - £15,000. |
|  | * It is anticipated there will be a 10% reduction in crime and antisocial behaviour in the target areas with particular focus on retail crime whilst improving feelings of safety for women and girls, promoting inclusion and reporting of hate and misogyny / violence against women and girls related offences across Hucknall. |
|  | * The board were asked to consider and approve the proposals. |
|  | * Louise Knott proposed, and David Ainsworth seconded. |
| **6** | **Theme Lead Reports – Theme Leads** |
| **a** | **Succeed in Ashfield – Martin Rigley** |
|  | * Martin and Gary Jordan had met with Fardad Amirsaeedi at Nottinghamshire County Council to get an update at a County level. |
|  | * Martin continues to attend Chamber Board meetings. |
|  | * He attended a West Notts Employer event which was around the challenges they are facing. |
|  | * He is continuing to support the Science Discovery Centre project as they look to get the final part of funding for this. |
|  | * Martin had a meeting with a contact from the Manufacturing Growth Programme, which is a European funded project and discussed thoughts on actions when this funding ends. |
|  | * Martin also informed the board that he has been elected onto the Mansfield and Ashfield 2020 board. |
|  | * Martin also met with Hollie Maxwell-Smith to discuss the Annual General Meeting and Board development day as well as ambassador meetings coming up. |
| **b** | **Love Where You Live – Liz Barrett** |
|  | * Liz thanked Jean Sharpe for her presentation. |
|  | * Liz explained she has been working with Andrea Stone from Ashfield District Council to look at realigning the work of Love Where You Live and Be Healthy, Be Happy to raise issues such as social isolation, the impact within communities etc. * Liz will update the board more on this as it progresses. |
| **c** | **More to Discover – Darron Ellis** |
|  | * Darron was not in attendance, but an update had been given to Hollie to report to the board. |
|  | * Darron plans to meet with the More to Discover members to discuss implementing an action plan, assign roles to group members and pick a venue for the next meeting at a visitors’ centre. |
|  | * He had met with Liz to discuss work around ATTFE’s 50th anniversary coming up and the remembrance event. |
|  | * He had also met with Inspire staff at Sutton Library to discuss opportunities to hold joint public events. |
|  | * Heritage coffee mornings have started at the ATTFE hub in Idlewells giving him the opportunity to engage with the public on heritage and Discover Ashfield. |
| **d** | **Be Healthy, Be Happy – Pete Edwards** |
|  | * Pete updated the board that the Be Healthy, Be Happy management group had met to look at the structure of the subgroups and the current projects and programmes to see if they are still relevant. * There is another meeting later in the month to finish this work and he will update the board accordingly. * They are looking at the direction of the management group and the wider partnership group. |
|  | * Paula Longden added that she had been working alongside Nottingham Energy Partnership as part of the Fuel Poverty work. * The aim of this work is to identify residents most at risk of cold related harm such as respiratory issues. * To date there have been 29 residents identified being given support and the total financial benefit to date is £120,000. This does not include the ongoing savings after year one. * David Williams asked Paula if there was the opportunity to work together to ensure no residents had been missed. * Paula offered to pass on a colleague’s details for David to liaise with. |
| **7** | **Collaborative Practice Update – Teresa Jackson** |
|  | * Teresa added that AVA have funding for Fuel Poverty and asked Paula to contact her. |
|  | * Teresa went on to say the voluntary sector is struggling and many times one organisation will receive funding and one will not and therefore a collaborative practice has been put forward. |
|  | * She explained they are looking at opportunities through the National Lottery Funding for a shared investment pilot as part of this collaborative working. |
|  | * Teresa has had other organisations and people come forward who would like to join this, and meetings will be organised shortly. |
|  | * There is a showcase event at NTU to look to recruit people and undertake engagement for this. |
|  | * She is also engaging with partners across Mansfield and Ashfield to support each other and minimise duplication. |
|  | * She is currently inducting the person who will take over her role at AVA and will have more time to focus on the collaborative work shortly. |
|  | * Fiona Anderson expressed that NTU are also looking to join in the collaborative work with Teresa. |
| **8** | **Discover Ashfield Project Officer Update – Hollie Maxwell-Smith** |
|  | * Hollie explained she had met with Martin to discuss the AGM / Development Day. |
|  | * She also let board members know there are digital flyers with Discover Ashfield and ambassador information which she will share with members so they can use these. |
|  | * As the weather is improving, Hollie explained that herself and Trevor are looking to attend events with partners and asked for them to contact her as and when these come up. |
| **9** | **Discover Ashfield Structure Update – Trevor Middleton** |
|  | * Trevor updated the board that there has now been a company appointed to give legal advice on the structure of Discover Ashfield. * They will be looking at the framework of this, how the Council can avoid conflicts of interest in terms of trustees and how any new structure would be administrated and by whom. * There is an updated expected within the next few weeks and Trevor will update the board as and when. |
| **10** | **Board Member Updates – ALL** |
|  | * David Ainsworth noted that £20 million has been allocated for a Community Diagnostics Centre in Mansfield. * Whilst this is not in Ashfield, it will still be a great benefit to the people of Ashfield with many opportunities. * David will be collaborating with the company who are doing the build and it has been asked that there is a percentage of local workers for this and also a percentage of material to be bought locally. The centre will be a low carbon build. * The centre will also provide around 160 jobs for residents. * David will update the board as this progresses. |
| **11** | **Any Other Business – ALL** |
|  | * Martin noted congratulations to Lee Anderson MP as he had been made Vice Chair of the Conservative Party. |
| **12** | **Date of Next Meeting – Friday 17th March Board meeting / AGM / Development Day** |