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DISCOVER ASHFIELD BOARD MEETING**

**Friday 19th November 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 | X |
| 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 | X |
| 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) | X |
| Frank Horsley | Board Member | Head of Business and Innovation, D2N2 | 🗸 |
| 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 | 🗸 |
| Katie Jordan | Observer | Service Transformation Officer, Nottingham and Nottinghamshire Clinical Commissioning Group, NHS | X |
| Lee Anderson, MP | Board Member | MP for Ashfield and Eastwood | X |
| Mark Clifford | Substitute for Jean Sharpe | DWP | 🗸 |
| Mark Spencer, MP | Board Member | MP for Sherwood | X |
| Melanie Phythian | Observer | Towns Fund Policy Advisor, Cities & Local Growth Unit | X |
| Paula Longden | Substitute for David Ainsworth | Deputy Locality Director: Mid Nottinghamshire, Nottingham and Nottinghamshire Clinical Commissioning Group, NHS | 🗸 |
| Peter Gaw | Board Member | Chief Executive Officer, Inspire: Culture, Learning and Libraries | X |
| 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 | 🗸 |
| Theresa Hodgkinson | Board Member | Chief Executive, Ashfield District Council | 🗸 |
| 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 | 🗸 |
| 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** | **Minutes** | **Leads** |
| **1** | **Welcome / Introductions / Apologies** | |
|  | The Chair, Martin Rigley welcomed everyone to the virtual meeting. | |
|  | Apologies were received and it was noted that: | |
|  | * Mark Clifford, DWP representing Jean Sharpe, DWP Senior Lead. | |
| **2** | **Review of Previous Meeting – Friday 15th October 2021** | |
| **2.1** | **Board Meeting Minutes** | |
|  | Board minutes were agreed as a true and accurate record. | |
| **2.2.1.1** | **Hucknall Representatives** (27.08.2021, Minute – 6.2)  Chris Baron has invited Jane Walker, MP Mark Spencer’s Office Manager on behalf of the Board to attend future board meetings and Lana Mills had sent out the calendar invites so unsure why Jane hadn’t attended the meeting. Chris Baron to liaise with Jane. | **CB** |
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| **2.2.2.1** | **Hucknall Representatives** (27.08.2021, Minute – 6.2)Martin Rigley has approached a Hucknall business representative and meetings have taken place with Anthony Hughes of Lincoln Brewery. On Agenda 19/11/2021.   Fiona Anderson and Liz Barrett are now linked into primary meetings involving Hucknall Schools. | **MR**  **FA / LB** |
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| **2.2.2.2** | **Cultural Compact** (16.07.2021, Minute 6.2)  In the absence of Fiona Anderson, Martin Rigley updated that he will now be representing Discover Ashfield at the Cultural Compact meetings. | **FA** |
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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 will provide a further update as work is still being undertaken. | **SD** |
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| **2.2.2.4** | **Board Development Day / Board Skills Review / Policies** (27.08.2021, Minute 4.2)Delivery Group to discuss the above at a future Delivery Group meeting. At present there hasn’t been a meeting but will be discussed at the next one in November. On agenda 19/11/2021 | **Delivery Group** |
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|  | 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) | |
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| **3** | **Annual Review – Martin Rigley** | |
|  | Martin Rigley informed that there is a need to do the annual review of the Declarations of Interest and also a skills audit. Martin Rigley and Lindsey Kenworthy to work out the best way to move this forward, hopefully before the end of the year. | |
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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: | |
|  | * The first business case in the Towns Fund submission for enterprising Ashfield has now been fully approved and the funds are scheduled to be paid out, so that work can now progress with NTU. Embargoed news so not to be released outside of the Board. | |
|  | * Future High Streets Fund – the four projects within the programme are all progressing as detailed in the report. | |
|  | * Project confirmation forms were submitted in September and although still awaiting approval of the documents conversations have taken place and there are no concerns/issues. | |
|  | * Revenue request was higher than the formal limit which has been approved. This great news as it will allow for the NTU project to progress. The funding is expected to be paid to the Council by end of November. | |
|  | * ADMC – progressing and a site visit to MTIF due on 23rd November. Purchasing of land is commencing following discussions on preferred site. | |
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| **4.2** | **Risk Register – Darowen Jones** | |
|  | Darowen Jones referred to the Risk Register (appendix 2) and explained that this is the Programme Level Risk Register which gets reviewed at monthly at the Delivery Group meetings in details. This version is update as of the end of October. There has been one change since September which is due to inflation. Risks are split in to 6 areas which are reviewed/monitored by the Delivery Group monthly and by Project Managers. The risks are also on the Council’s Pentana system which is a risk management software.  Martin Rigley raised about who decided on the risks. Darowen Jones informed that legal, procurement and finance were all involved in identifying risks. Chris Clarke who manages the councils’ risks and procurement was also involved.  Martin Rigley asked about opportunities. Darowen Jones confirmed that Risk, Opportunities and threats are all part of the risk register.  It was raised about whether all the risks needed to be provided to the Board. Discussions took place and it was agreed that: | |
|  | * The board will receive monthly the risk information. | |
|  | * The Board only need to receive the highest risks or changes to risks | |
|  | * Third party approvals – need to be included as a risk. | |
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|  | Darowen Jones to amend and bring back to the Board. | |
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| **4.3** | **Science Discovery Centre and Planetarium – Steve Wallace** | |
|  | Steve Wallace, Trustee and Planetarium Project Manager provided a presentation about the development of the Planetarium with the following update: | |
|  | * Thanks were given to all the supporters; in particular to Martin Rigley and Liz Barrett who have represented Discovered Ashfield and are also on the Planetarium Board. | |
|  | * Steve Wallace informed that there is a need to acquire some early release funding from the Towns Funding so that the project can move to RIBA stage 3 planning application stage and then RIBA 4. | |
|  | * Would need a lump sum or regular payments if the funding is agreed to be released so that invoices from suppliers is paid on time and ensuring that the account doesn’t go overdrawn as this can breach the Charities Code of Conduct. | |
|  | * Gary Jordan raised about the need to have a risk register which Steve Wallace confirmed that there is an internal risk register but he is due to speak with Darowen Jones on this matter. | |
|  | * Previously the Board agreed to release 5% of the Towns Funding (through the advance payments) which will become available shortly. Due to the project exceeding the 5% then further approval is required from the Board.   + £112,500 is 5%   + 138,500 Riba 3   + 97,000 Riba 4 * Sarah Daniel confirmed that ADC are comfortable releasing the money. The Government have confirmed that they wouldn’t claw back the money should it not be able to be progressed further, so this would be at a minimal risk to the Council. * Board agreed to go over the 5% funding. This was proposed by Gary Jordan, seconded by Simon Martin. * Board agreed to release the money early. Sarah Daniel confirmed that money can be released once received from Government which should be by the end of November and that she would confirm all in writing. * Martin Rigley invited Steve Wallace to also present at a ADMC Meeting and Steve Wallace agreed. | |
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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: | |
|  | * Interviews at Ashfield District Council – attended interviews for the Discover Ashfield Project Officer but that wasn’t successful so will readvertise early next year. Also attended the stage 1 interviews for Director of Place and Communities this has gone through to stage 2. | |
|  | * Attended a dinner hosted by NTU which will help to forge stronger links with both Ashfield and Mansfield. | |
|  | * ADMC – lots of correspondence around ADMC project this is a challenge piece of work but is progressing. | |
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| **5.2** | **Love Where You Live (LWYL)** | |
|  | Liz Barrett, Theme Lead for Love Where You Live provided the following update: | |
|  | * Staff group for a social evening from Sutton Academy and staff who don’t normally attend these events did and it was thoroughly enjoyed. Some staff are wanting to sign up and become members. | |
|  | * Primary Schools meeting are going from strength to strength and trying to add further primary schools to this network. | |
|  | * Litter Picking – Alastair Blunkett and Liz Barrett have met and this will be progressed in line with Ashfield District Council’s Big Spring Clean. We need to get young people involved so that this will really reinforce the message of ‘Love Where You Live’. | |
|  | * Queen’s Platinum Jubilee – this is something that would be good how Love Where You Live could celebrate this through the district. Liz Barrett will be putting a project group together for this. | |
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| **5.3** | **More to Discover** | |
|  | Apologies were received from Darron Ellis, Theme Lead and a More to Discover update will be reported at the next Board meeting. The main focus has been around the Heritage display and Observatory display in the Idle wells which is receiving lots of footfall. | |
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| **5.4** | **Be Healthy, Be Happy** | |
|  | Martin Rigley present Pete Edwards, Theme Lead and Andrea Stone’s report with the following being noted:: | |
|  | * Feel Good Families delivered Halloween themed trails in priority places during October half term. | |
|  | * PlayFests – The council organised a Playfest in each of the 3 priority areas within the Be Healthy, Be Happy Strategy.  Numerous organisations came together to promote their services to residents, and families enjoyed a number of fun activities.  125 children and young people attended the events with their families.  Many commented on how brilliant it was to have something on their local park.  Through the Feel Good Families project, we will look to run more events like this in the future. | |
|  | * The Premier League Kicks programme continues to be successfully delivered by Nottingham Forest FC, Notts Police and Sutton Academy on Sutton Lawn.  Participation has been as high 50 per session. A SEND session is also delivered weekly at Portland College as well as a female only session. | |
|  | * 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. | |
|  | * New gyms at both Hucknall Leisure Centre and Lammas Leisure Centre have now opened. | |
|  | * A new Events and Place Officer has been recruited and started on 14th October 2021.  Successful remembrance parades were delivered across the district by local groups and organisations.  Christmas light switch ons will take place in Kirkby, Hucknall and Sutton (poster to be circulated). | |
|  | * Tracey Bird has successfully secured a permanent role with Ashfield District Council.  The recruitment process for a second Health and Wellbeing Officer will start on Monday 22nd November. | |
|  | * 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. | |
|  | * Active Notts have launched a new 10 year strategy ‘Making Our Move’ [https://www.activenotts.org.uk/making-our-move](https://protect-eu.mimecast.com/s/eIiMCDR07t53AmwHWhKaO?domain=activenotts.org.uk).  They had some great speakers at the launch event, and we would encourage you to take a look.   Donna Hall [https://youtu.be/NJ6j-3dPksE](https://protect-eu.mimecast.com/s/jSmICElP7i3pxGOSwP7Wy?domain=youtu.be)  Rachel North [https://youtu.be/RwOK6O9dzBA](https://protect-eu.mimecast.com/s/EaGqCGZ97U1A4lEfpWQe8?domain=youtu.be)  Chantelle Stefanovic [https://youtu.be/u20yKXY6aUU](https://protect-eu.mimecast.com/s/i4usCJZPjUqKwzlCLI0GJ?domain=youtu.be)  David Ainsworth [https://youtu.be/bVqUtvI6N4A](https://protect-eu.mimecast.com/s/tboQCKO6kc24WwPFpfoDz?domain=youtu.be) | |
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| **6** | **Discover Ashfield Officer Update** | |
|  | Trevor Middleton thanked everyone for their contributions to the autumn newsletter which will be circulated soon once finalised. Ashfield Food Festival in Hucknall taking place Sunday 21st November everyone is welcome to attend. | |
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| **7** | **Board Members Updates** | |
|  | Martin Rigley proposed Anthony Hughes of Lincoln Brewery Hucknall invited to join the Board. Board agreed. | |
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| **8** | **Board Development Day – Martin Rigley** | |
|  | Discussed and agreed for a Board Development Day. Martin Rigley and Lindsey Kenworthy to have a discussion and look at dates. | |
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| **9** | **Any Other Business** | |
|  | Nothing to note. | |
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| **10** | **Date of Next Meeting** | |
|  | Friday 17th December 2021, 9.00am - 9.05am start.  Future dates will be circulated. | |
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