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

**Friday 14th July**

**9am – 11am**

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

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

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

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

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|  | **Meeting Minutes** |  |

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| **b** | **Action Log**  There were no actions from the board meeting. |  |

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|  | **New Declarations of Interest - ALL** |  |
| **4.** | **Funding Update – Sarah Daniel & Paul Crawford** |  |

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|  | **Risk Assessment Management Map Programme Level** |  |
|  | **UKSPF Risk Assessment** |  |

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| **5.** | **Theme Lead Reports – Theme Leads** |  |
|  | **a Succeed in Ashfield – Martin Rigley** |  |
|  | **b Love Where You Live – Liz Barrett** |  |
|  | **c More to Discover – Darron Ellis** |  |
|  | **d Be Healthy, Be Happy – Pete Edwards** |  |

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| **6.** | **Discover Ashfield Project Officer Update – Hollie Maxwell-Smith** |  |

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| **7.** | **Board Member Updates – All** |  |
| **8.** | **Any Other Business – All** |  |
| **9.** | **Date of Next Meeting – Wednesday 23rd August** |  |

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

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| **Agenda Item** |  |
| **1** | **Welcome / Introductions / Apologies** |
|  | * Apologies were noted for Theresa Hodgkinson, Pete Edwards, David Ainsworth, Cllr Relf, Julia Terry, Callum Parr, Paul Crawford, Nathan McNicholas, Trevor Middleton and Clare Hitchings. |
|  | * Introductions were made to Cllr Julie Gregory, the new Scrutiny Representative at Ashfield District Council. |
| **2** | **Review of Previous Meeting – Martin Rigley** |
| **a** | **Board Meeting Minutes** |
|  | All minutes agreed. |
| **b** | Action Log (these include actions from the below minutes) |
|  | |  | | --- | | * Hollie to send out Makerspace open evening information to the board. * Melanie / Hollie to get October’s Careers Fair information to the board to promote and attend if possible. * Hollie to move the October 6th board meeting to October 13th. | |
| **3** | **New Declarations of Interest – ALL** |
|  | * No new declarations of interest were noted. |
| **4** | **Funding Update – Sarah Daniel** |
|  | * Sarah Daniel explained the format of the report had been updated following feedback from an internal audit and comments from the board. There is now more financial information and clarity on risk. |
|  | * Across the Towns Fund, Future High Streets, Levelling Up Fund and UKSPF programmes there is a delivery of £104 million of direct investment into Ashfield. |
|  | * Sarah explained that the table within 1.1 of the funding updates sets out the approved profile income from DLUHC and associated co-funding for each Future High Streets project and that the table in 1.2 shows the programme progress and risk level for Future High Streets. |
|  | * Paula Longden commented that the risk table is helpful in seeing how the risk has moved and also asked what the magnitude of the risk moving for the Theatre project is. |
|  | * Sarah explained there have been delays in the project due to costing errors by the original cost consultants when this project was agreed in 2018 and there has also been significant inflation. There has also been continued work to ensure the project works for the public, school, college and trust and there is now an agreement going forward for all. The next few months will be critical getting through the next RIBA stages and DLUHC reviewing the revised delivery programme. |
|  | * Paula asked if the project would slip into 2024 / 2025. |
|  | * Sarah confirmed it may and Towns Fund can be spent up until 2025. |
|  | * Sarah continued onto Fox Street, explaining that there are issues getting contractors to quote for the work as it is classed as a smaller job. They are now looking at a framework to deliver this project, which does incur more costs. The project manager, Caterina, is working on the value engineering on this. |
|  | * Sarah moved onto Towns Fund, 2.0 of the agenda pack, which shows all the expenditure of the projects, and 2.4 projects highlight report. |
|  | * Kirkby Sports Hub risk has gone up however there has been a new design team appointed to review and finalise RIBA stage 2 and address budget risks to ensure the scheme remains within the budget envelope. There are continued budget issues with the Sports Hub projects as costs have increased significantly and there is work continuing with the Football Foundation. |
|  | * Sutton Lawn Sports Hub is the same, with the costs increasing by around 30% on 3Gs. The same design team has been appointed. The risk is again showing as having risen however the project is moving forward. |
|  | * Chris Baron raised concern about issues and shortfalls on projects and how this will affect the ADMC (Automated Distribution and Manufacturing Centre) with the rising costs, and if this carries on with all projects then how will this affect the Distribution Centre. Chris asked what safeguards were in place to ensure there is no budget cuts from the ADMC. |
|  | * Sarah confirmed the budget for ADMC had not been touched and there had been some funds added to it due to the Portland Street Sustainable Housing not being viable and the funding being redistributed to other projects. Since the budgets and projects were set two years ago there have been shifts between all the projects as many were at the early stages and have evolved in time, with some costs going up or down. Sarah confirmed there are challenges across the programme, just like all Towns Fund Deals across the country, with all of them having increased costs for construction however there is no plan to take any funding from the ADMC project as it is the flagship project. |
|  | * Chris questioned what the projected spend and shortfall for each project will be, as he expects the board will have to make some decisions going forward due to lack of funding for all the projects. He does not believe it is right that Ashfield District Council should use the taxpayer’s money to fund the shortfall. |
|  | * Sarah explained that borrowing is only used when there is a payback and with the projects all being developed at different stages then any funding shortfalls will be identified during the RIBA stages. She further explained that funding has been reallocated following reports being brought to the board and that there are still some projects which may have funding surplus to move however the team are confident the projects can be delivered. |
|  | * Jas Hundal commented that he understands the board are keen to have all the funding information. He explained there is a piece of work to be done over the next few weeks in regard to the position of ADMC and which site will be taken forward and the overall financial projections of this. Jas and the Director of finance from ADC will be doing this work and will be able to present this at the next board meeting. * Jas expects there will be short- and long-term financial challenges, with the upfront infrastructure costs and the income stream will not come in until further down the line. There will be a clear strategy and plan, including any flexibilities. |
|  | * Chris thanked Jas for the information and questioned what the priority projects would be, whether it would be the Planetarium or Kings Mill Reservoir project or the employment and sustainability that the ADMC project will give to the people of Ashfield? Chris asked that the projects should be scaled in priority starting with the ones which are achievable and cost effective and feels the projects with employability prospects should be a higher priority. |
|  | * Sarah confirmed that there are no priority projects as such, they are moving at different paces and there have been issues for land acquisition for ADMC. There has been a lot of work in the background on the work to launch a virtual ADMC to assist businesses with automation so they can benefit from it now in advance of the building being completed and operational. |
|  | * Sarah informed the board that the ADMC business case has been approved by DLUHC so the risk for this has gone down and is also a key milestone for the project. |
|  | * Sarah explained that DLUHC have issued changes within their Project Adjustment Requests to make decisions at local level easier. * To expedite delivery, DLUHC are delegating decision on project changes to Accountable Bodies within a 30% threshold as follows:  1. Up to 30% change to agreed project outputs and outcomes. Changes to the type of outputs are not in scope i.e., changes from transport outputs to public realm outputs which would be considered a material change in the type of project; 2. changes to project spend timetable with up to 30% flexibility between financial years; 3. moving money between projects within a Town Deal, FHSF programme or Levelling Up Fund bid provided i) the change does not exceed 30% of the project value ii) the project remains good value for money as per the requirements of each fund and iii) outputs, outcomes and spend timetable do not move by more than 30%. |
|  | * Sarah ran through the communications updates and noted that for the Science Discovery Centre, they had made a contract award for the construction works. She congratulated the team on fundraising and that they were able to sign the main design and build contract the previous week. |
|  | * Ashfield Council have a project manager looking at the flat conversion above Moor Market as part of the High Street Property Fund. |
|  | * Sarah briefly ran through the Risk Register and Procurement register. |
|  | * It was reported to the board in May that the Council had obtained advice in relation to the recoverable VAT for Towns Fund 02 Construction Centre. The VAT advice outlined that where the Council directly delivered the Towns Fund investment, the VAT could be recovered. * The VAT allocation within the project budget is £757,000. The RIBA stage 2 development has identified that the scheme remains within the estimated budget envelope without using the VAT allocation after factoring in contingency and inflation. * The Council therefore recommend that £381,200 is retained as a risk contingency sum and or considered to support any residual funding gap within the Towns Fund programme and the balance of £375,800 to be reallocated to the Towns Fund 18 Cornerstone Theatre project. * Decision 1: To note and approve that £381,200 is retained as a risk contingency sum and or considered to support and residual funding gap within Towns Fund and the balance of £375,800 to be reallocated to Towns Fund 18 Cornerstone Theatre. |
|  | * Gary Jordan proposed, and Tim Hepke seconded. |
|  | * Sarah moved onto the Shared Prosperity Fund update. The Council submitted its year-end report to DLUHC and that the Credible Plan was accepted. |
|  | * 3.1.1 Communities and Place - Most community infrastructure projects are either on track for delivery or have been delivered. The Hucknall High Street Improvement Fund will launch jointly with the High Street grant on 31 July. There will be a focus on diversifying the high streets. |
|  | * 3.1.2 Supporting Local Businesses – Sarah explained Melanie Wheelwright is leading on this work alongside Nottinghamshire County Council for services to support local businesses. The framework has been awarded to the East Midlands Chamber of Commerce and some of the smaller projects are also being delivered by Ashfield Council including events such as the automation event. |
|  | * E6 Visitor economy – Sarah explained there was a total allocation of £150,000 for the three years. Due to underspending in Year 1, £48,590 was carried to the Year 2 budget. This has created a budget for Year 2 of £88,590. A plan is being developed to maximise spend but it is unlikely that the whole budget will be spent. In Year 2 it is proposed to reallocate £40,000 as match funding for an Arts Council Place Partnership Funding Bid. |
|  | * Peter Gaw expressed disappointment that Inspire were unable to draw any funding from the Business Support allocation within UKSPF for the BIPC (Business and Information Points Centre) service. He had attended a national event where there was a discussion on the return on investment from BIPC services for supporting and developing young entrepreneurs. * He questioned the decision 2 in the agenda pack around the reallocation of £64,000 from E13 Financial Resilience Support for Local Communities to E34 Basic Skills programme and if there was more information on what this funding will be used for. * Peter also gave support on the Arts Council funding reallocation and agreed that the cash match will assist with the funding bid. |
|  | * Sarah explained that the Council are facilitating the Arts Council Funding Bid for partners such as Inspire, Portland College and ATTFE to benefit from the funding, the Council will act as the Accountable Body. * She explained that when the UKSPF was allocated, ADC held workshops where partners were invited to discuss project ideas. There was then a consultant who scored the projects, and she believes BIPC did not score as highly from this. Sarah invited Melanie Wheelwright into the conversation to discuss if there was any potential for Business Support to assist Inspire with funding for the BIPC. |
|  | * Melanie explained there is a programme of projects and is happy to meet with Peter to see if there is any way of working together. * Business Support will be going to tender for the Skills projects so there will be an opportunity to bid into that funding. She explained there are funding arrangements with the County Council for some projects but there are individual opportunities for other projects. |
|  | * Decision 1 of UK Shared Prosperity Funding: the board agreed to the reallocation of £40,000 to be used as match funding for the Arts Council funding bid. |
|  | * Fiona Anderson proposed, and Gary Jordan seconded. |
|  | * E9 Green Social Prescribing – In March, the board agreed the Year 2 allocation for green social prescribing community growing and allotments of £10,000. The project has been reviewed and it is proposed to bring forward £20,000 from the £60,000 in Year 3 (2024-25) into this financial year. A detailed proposal will be brought to the August Board meeting for consideration. |
|  | * E10 Cycling and Walking – The project in Hucknall is delivering further cycling for fun and maintenance sessions and will develop a cycle hub and deliver a walking course with volunteers. In May, the Board agreed the Year 2 funding of £20,968 which reduced the Year 3 allocation to £59,857. The Hucknall project is very popular with residents, and the proposal will identify how we can capitalise on momentum and deliver the project in a second area. A detailed proposal will be brought forward to the August Board meeting for consideration. |
|  | * E13 Financial Resilience Support for Local Communities – This initiative was to support people with money management, an open tender process was undertaken recently but no bids were received. There are similar programmes through Nottinghamshire UKSPF Multiply programme. In consideration of the success of the programme in money management and to deliver the Council’s Education and Skills Improvement Plan 2022-2031 it is seen as more beneficial to increase the investment in E34 Basic Skills Programme money management. |
|  | * Melanie gave an outline on the E34 Basic Skills Programme and delivering English, Maths, IT and Life skills in priority wards in the district to upskill them and give them the basics in place. |
|  | * Decision 2: the board agreed the reallocation of £64,000 from E13 Financial Resilience Support for Local Communities to E34 Basic Skills Programme. |
|  | * Simon Martin proposed, and Gary Jordan seconded. |
|  | * E13 Community Vertical Farming Initiative –This will potentially be at the Kings Mill Reservoir site, so it is on the boundary of the two districts. The project has not been able to progress until Mansfield District Council were able to confirm funding so the revenue commitment for this year is therefore reduced and there has been a slight reduction in capital costs. The cost reduction creates an opportunity to reallocate £13,631. It is proposed that £10,000 be reallocated to the Arts Council bid and £3,631 retained for a contingency until the project is up and running. |
|  | * Decision 3: the board agreed the revised Year 2 allocation from £85,175 to £71,544 and approved the reallocation of £10,000 to the Arts Council bid. |
|  | * Martin commented this is an exciting project as he has seen the Brackenhurst demonstrator project. |
|  | * Simon Martin proposed, Louise Knott seconded. |
|  | * E16 ADMC Pre-opening Support – Due to underspend in Year 1 of £25,000, these funds were carried forward to Year 2. A new programme to stimulate interest and support businesses prior to the building being operational has been developed. The programme has been developed by the project manager for the ADMC and will be delivered jointly by the project manager and a specialist consultant to include a series of events to introduce businesses to automation and connections with suppliers. |
|  | * Martin commented he has had welcome feedback from businesses in wanting to get involved in automation and understand this more. |
|  | * Fiona agreed that with the delays, any assistance to build up interest and help businesses now is a positive. She also mentioned that Enterprising Ashfield can support automation and automation readiness, so there should be promotion of this in line with the new programme to work together and maximise this. |
|  | * Sarah agreed and is keen not to duplicate work. |
|  | * Decision 4: the board agreed the revised allocation to a total of £142,000 for the project and to retain £8,000 as a contingency for Year 2. |
|  | * Tim Hepke proposed, and Gary Jordan seconded. |
|  | * E18 Business Advice and Support for digital technologies – This service is being procured through the Nottinghamshire County Council joint framework and will provide specialist advice and support to businesses to become more productive, more competitive and / or to enter new markets by adopting new (to company) technologies. As a result of the joint procurement, we can obtain more value than originally anticipated and therefore have a surplus of £27,000. It was recommended that the surplus £27,000 is reallocated to the decarbonisation grant programme. |
|  | * Melanie added that this gives Business Support an opportunity to bolster the grant pot. They will be providing a lot of advice to businesses towards a decarbonisation plan and the extra funding will assist the businesses. |
|  | * Decision 5: the board agreed to approve reallocating E18 Business Advice for Digital technologies funding of £27,000 to Decarbonisation Grants in Years 2 and 3. |
|  | * Louise Knott proposed, and Jas Hundal seconded. |
|  | * E24 High Pavement Incentives – In March, the Board agreed to split the funding with £35,000 towards rental incentives for High Pavement offices and Low Street developments and £35,000 towards a Makerspace Co-ordinator. The two activities have been reprofiled and this will require £3,000 of Year 2 spend to be carried forward into Year 3. |
|  | * Decision 6: the board agreed to approve the proposed Year 2 and Year 3 allocations for E24 High Pavement incentives and carry forward £3,000 of the Makerspace co-ordinator’s allocation from Year 2 into Year 3. |
|  | * Simon Martin proposed, and Fiona Anderson seconded. |
|  | * Melanie added that the business support programmes, as they are linked with a few local councils, and an initial premeeting with the Chamber have been held. There will be a meeting within Ashfield Council shortly following this. |
|  | * E33 Effective Sign Posting – As part of developing the people and skills E33 support package for the economically inactive it was seen as important to have a programme that would help signposting potential service users. Currently E33 services are being produced through the Nottinghamshire County Council collaboration framework. To be consistent with partners it was recommended that the £40,000 identified in Year 3 for this element be included in E33 Support package. This will not change the overall outputs and outcomes. |
|  | * Melanie added that initially the funding was for a post specific for Ashfield however this is being put back into the joint funding to make this a stronger offer. |
|  | * Decision 7: the board agreed to approve reallocating the total funding for Year 3 £40,000 to E33 Support package for the economically inactive. |
|  | * Louise Knott proposed, and Simon Martin seconded. |
|  | * Martin added that as there have been discussions at the board today on funding being put aside for contingency then it would be helpful for the board to see sight of this. |
|  | * Sarah confirmed these are appendix items for the board’s review. |
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| **5** | **Theme Lead Reports – Theme Leads** |
| **a** | **Succeed in Ashfield – Martin Rigley** |
|  | * Martin explained his business, Lindhurst Engineering, has now been sold to a business in Huthwaite, ECS Group. |
|  | * He attended the Science Discovery Centre fundraiser at the house of Sir John Peace. He thanked ATTFE for all their hard work in organising this as it was superb and Sir John Peace for offering his facilities. |
|  | * Martin was also involved in the interviews for the new Director of Place at Ashfield Council |
| **b** | **Love Where You Live – Liz Barrett** |
|  | * Liz also attended the fundraiser event and thanked all partners involved. |
|  | * Ashfield Day is on 5th August and there is a lot of work to ensure the event is celebrated by all residents. |
|  | * She explained that she is looking to set up a CIC (Community Interest Company) to raise funding for Ashfield events such as Remembrance Day. |
| **c** | **More to Discover – Darron Ellis** |
|  | * There were no updates from Darron. |
| **d** | **Be Healthy, Be Happy – Pete Edwards** |
|  | * There were no updates from Pete. |
| **6** | **Discover Ashfield Project Officer Update – Hollie Maxwell-Smith** |
|  | * Hollie updated the board that two more Discover Ashfield plaques had gone up in the district. * Jeremiah Brandreth has been put up behind ATTFE, and the Dr Jepson next to Rendezvous café. These join the Civil War plaque on Church Street, Sutton and there are plans to put up the Miriam Bramley plaque in the café at Titchfield Park, Hucknall. |
|  | * There is one week left on the Discover Ashfield Photography Competition. Hollie will send this around the board to circulate in their organisations. |
|  | * Ashfield Day is approaching, and Hollie is contacting partners on the board to gain any promotional material to give to residents. |
|  | * Makerspace has an opening evening towards the end of the month and Hollie will send out the information to the board on this. |
| **7** | **Board Member Updates – All** |
|  | * Peter Gaw gave a reminder of the Kirkby Learning Centre official opening at the Library for residents to try activities and sign up for summer courses from 10am on Saturday 15th July. |
| **6** | **Any Other Business - All** |
|  | * Fiona Anderson explained that when NTU started working with stakeholders across Mansfield and Ashfield in 2018, in 2018 and 2019 there were two stakeholder conferences. * She explained that, as the last was 4 years ago and there has been so much progress, she feels it would be ideal to reconvene a conference in 2024 to think through the future visions for Ashfield and Mansfield also thinking through other areas such as sustainability of works and scaling up activities. * Fiona plans to form a steering group to look at planning for the conference, who to invite, content etc. |
|  | * Martin agreed that there has been so much work in the last 4 years and thinks a conference is a great idea to share successes. |
|  | * Louise also agreed and put herself forward to be part of the steering group. |
|  | * Fiona confirmed they will start looking at this. |
|  | * Hollie explained that since the board meetings have moved to six weekly there is now a clash with a Business Support Careers Fair on October 6th. * Hollie proposed to move the board meeting to Friday October 13th and will send updated invites to this. |
|  | * Melanie Wheelwright asked board members to promote the Careers Fair to students and graduates to ensure high uptake. |
|  | * Fiona Anderson asked to have the information sent to her. |
|  | * Hollie offered to get the information and send across to all board members. |
| **10** | **Date of Next Meeting – Wednesday 23rd August** |