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DISCOVER ASHFIELD BOARD MEETING**

**Friday 7th January 2022  
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 | 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 | ü |
| Cllr Christian Chapman | Board Member | Scrutiny Rep, Ashfield District Council | ü |
| 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 | ü |
| Fiona Anderson | Board Member | Head of Civic Engagement, Nottingham Trent University (NTU) | ü |
| Frank Horsley | Board Member | Head of Business and Innovation, D2N2 | ü |
| 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 | X |
| 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 | ü |
| Matthew Neal | Supporting Officer | Service Director of Investment and Growth, Nottinghamshire County Council | X |
| Paul Crawford | Supporting Officer | Senior Regeneration Officer, Ashfield District Council | ü |
| Sarah Daniel | Supporting Officer | Service Manager for Place and Wellbeing, Ashfield District Council | 🗸 |
| Tracey Bird | Supporting Officer | Health and Wellbeing Officer, Ashfield District Council | X |
| Trevor Middleton | Supporting Officer | Town Centres and Markets Manager, Ashfield District Council | 🗸 |

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| **Agenda Item** | **Minutes** | **Lead** |
| **1** | **Welcome / Introductions / Apologies** | |
|  | The Chair, Martin Rigley welcomed everyone to the virtual meeting. | |
|  | Apologies were received and it was noted that:   * Chris Baron representing Lee Anderson, MP * Paul Crawford, ADC in attendance to presenting Business Case Work * Cllr Chapman, Pete Edwards and Fiona Anderson stated that they would need to leave the meeting early. | |
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| **2** | **Review of Previous Meeting - Friday 17th December 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** | **Risk Register**  (17.12.2021, Minute 4.2)  Sarah Daniel to feedback on the previous actions with regards to the Risk Register and that the register has been updated to include the risk of staff shortage, the risk of overspend was already included. A new risk regarding failure to meet Social Value outputs has been added. The risk owner for some risks has been changed from the Board to the Council as discussed at the last meeting. | **SD** |
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| **2.2.2.1** | **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. Post Meeting Note – see attached agreed actions from the Development day. | **MR/LKE** |
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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)  Comms Plan Update Sarah Daniel will confirm once she has liaised with Katherine Green about the plan. SD reported that this was being produced and should be ready by the end of the month. The draft plan will then be circulated to the board for review and comment. | **SD** |
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| **2.2.2.2** | **Public Consultation**  (17.12.2021, Minute 4.1)  Public consultation will be undertaken on a project-by-project basis when required. The shop in the Idlewells and library in Kirkby will provide good venues for physical displays. | **SD** |
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| **2.2.2.3** | **More to Discover**  (17.12.2021, Minute 5.3)  Trevor Middleton to arrange a Heritage meeting in 2022 with all Heritage groups; Sutton, Hucknall and Kirkby. Trevor has spoken to partners before Christmas, and a meeting will be scheduled by the end of January. | **TM** |
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| **2.2.2.4** | **Board Member Updates, Getting Ready**  (17.12.2021, Minute 7.1)  Fiona Anderson stated that David Harper is due to be in contact soon regarding an update. |  |
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| **2.2.2.5** | **Board Member Updates, Business and Innovation Patent Centres**  (17.12.2021, Minute 7.4)  Information with regards to the Business and Innovation Patent Centres was shared by Peter Gaw via Lindsey Kenworthy. Christine Sarris agreed to pass information to Senior Economic Development Officers. | **CS** |
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| **2.2.2.6** | **Any Other Business, Chair of Sherwood Hospital Trusts**  (17.12.2021, Minute 8.1)  Martin Rigley has made contact with Claire Ward, Chair of Newark and Sherwood NHS Trust and she has agreed to join the board. Claire has sent apologies for this but will attend the next meeting. LKE has sent all Board dates out and also the Development Day invite to her.  Martin Rigley is meeting Anthony Green, new board member to go through the induction pack.  Cllr Relf informed that he has been approached by a business person about joining the Board. Cllr Relf to have a discussion with Martin Rigley and he raised a concern about having too many board members. Martin agreed we needed to keep this under ongoing review. | **MR** |
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| **2.2.2.7** | **Any Other Business, High Street Task Force**  (17.12.2021, Minute 8.2)  Sarah Daniel to share the Hight Street Task Force briefing paper in a timely manner to the Board (meeting in February). | **SD** |
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| **2.2.2.8** | Business Case Work  (07.01.22, Minute 4a)  Board agreed that these Business Cases can be progressed. Paul Crawford to action. Paul (and Sarah) to note that:   * Use the Digital Ashfield to show the Towns Fund journey – show what is to come * Link into other partners such as ‘What’s On’ – liaise with Peter Gaw * Website and augmented reality experience app accessibility – liaise with Pete Edwards * Portland Square – engagement of ASDA with the help of Christine Sarris, letter from Theresa Hodgkinson and Martin Rigley if required. * Powerpoint to be circulated by Lindsey Kenworthy. | **SD/PC**  **LK** |
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| **2.2.2.9** | Board Member Updates  (07.1.22, Minute 7)  European Exchange – Fiona Anderson to provide further information and see if Stephen Williams will attend the February Board meeting. | **FA** |
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| **2.2.2.**  **10** | Board Member Updates  (07.01.22, Minute 7)  WNC Update – Louise Knott to share with the Board the Open Day Event on automation and robotics event and Skills Conference. | **LK** |
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| **2.2.2.**  **11** | Any Other Business  (07.01.22, Minute 8)  MSAS – Paul Crawford to check funding for MSAS and liaise with Martin Rigley and Sarah Daniel about if the funding can be used for legal fees and fund raising consultant. | **PC/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 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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| **4** | **Towns Funding Update** | |
| **4.1** | **Towns Fund - Business Case Work (deadline for submission to DLUHC 14th January) – Sarah Daniel/Paul Crawford** | |
|  | Sarah Daniel stated that the focus of this item will be to discuss the two business cases; Portland Square and Visitor Digital. Paul Crawford carried out a presentation on 4th January to the Subgroup and the group agreed that the proposals were robust. Frank Horsley, Chair of the Subgroup stated that Visitor Digital as a technical appraisal and put forward for consideration today and the main discussion was about the timing of the project and the content, as it was felt that this project would be beyond the scope of a technical appraisal and would need a wider discussion with the Board and agreement. Portland Square as agreed within the appraisal, first £65k of the allocation as a design, predevelopment, and feasibility phase and then the further funding will come back following that stage so tacking a phased approach to the funding. Paul Crawford carried out a presentation on the two business cases. The following points were particularly noted: | |
|  | * Visitor Digital – to create a new Discover Ashfield website and augmented reality experience app to tell the great stories of the area, underpinning the wider Town Deal projects and enhancing Ashfield's Visitor and Tourism offer. | |
|  | * The key output of the project will be an upgraded digital platform, combining a new mobile app to promote visitor attractions, events, business and community initiatives. | |
|  | * Melanie Phythian commented that this is a brilliant outcome being able to wrap in other funding (Heritage Lottery fund) and activities. Also great linking into Visit Nottinghamshire. Is there a way to promote your Towns Deal and show the Towns Fund story and the projects that are to come. Paul Crawford stated that this will be very useful and will need to align with a good marketing strategy. | |
|  | * Peter Gaw stated that this is really important for developing Discover Ashfield and as long as objectives are known this will be a great enhancement. He also stated that it would be useful to have on the project group to have information management input. It was noted that there are also other key partners that would be useful to link into such as ‘Whats On’ run by Notts County Council as this will provide cultural information. | |
|  | * Peter Edwards raised about how accessible will this be for people with special needs, such as dyslexia, autism etc. Paul Crawford confirmed that one of the project steering group members, who is a staff member at ADC is providing input as this is her role within ADC to ensure that the website is compliant and accessible to all. Paul stated that he would ensure Pete is involved/input moving forward. Matthew Relf also stated that he has had a lot of experience building websites and was involved in ADC’s new website ensuring it was compliant and accredited this will be the same of the DA website. | |
|  | * Martin Rigley asked for the Board to consider the information and asked for agreement. Matthew Relf proposed and Louise Knott seconded to move this as the Boards submission. | |
|  | * Portland Square – to create a high-quality area of public realm in the heart of Sutton town centre, attracting more people to visit. Portland Square will be reconfigured to improve connectivity between key areas of the town, provide space for businesses to expand their offer outdoors and create an area that can be used for events and activities. The scheme will also “green up” the urban environment with tree planting and landscaped areas. | |
|  | * Trevor Middleton provided support to this project stating about the impact that developing Idlewells Market has made and that developing Portland Square will be of great benefit to Sutton town centre. | |
|  | * Melanie Phythian asked about ASDA and has there been engagement with them. Paul Crawford stated that the project lead will fully engage with them. Trevor Middleton stated that in the past ADC have tried to work with ASDA and where there are mutual benefits they do engage. Trevor also stated that this is one of the best performing ASDAs in the country. Martin Rigley asked about engaging at Head Office level or just store level. Sarah Daniel informed that we have tried at all levels but would continue to engage and will liaise with Christine Sarris to develop working relationships further. Christine stated would be looking to work proactively with them as they have a wider ownership of the towns centre and have engaged with them in the past. Theresa Hodgkinson stated that she would write jointly with Martin Rigley to ASDA. | |
|  | * Proposed by Fiona Anderson and seconded by Simon Martin to take this project forward. | |
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| **4.2** | **Risk Register – Sarah Daniel** | |
|  | Sarah Daniel informed that all suggestions from previous meetings have been included (see above in actions) and that at the next meeting will include the risk register. | |
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| **5** | **Theme Lead Reports – Theme Leads** | |
| **5.1** | **Succeed in Ashfield** | |
|  | Martin Rigley, Theme Lead for Succeed in Ashfield stated that there isn’t anything to report further since the last meeting. | |
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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 – working with the Subgroup on the Queen’s Platinum Jubilee. | |
|  | * Theresa Hodgkinson stated that ADC have received a letter from Government that there will be some funding opportunity which has been shared with Sarah Daniel. Sarah to share information with Liz. Liz also stated that the Big Lottery were also offering funding. | |
|  | * Martin Rigley congratulated Liz on receiving her OBE. | |
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| **5.3** | **More to Discover** | |
|  | Apologies were received from Darron Ellis, Theme Lead for More to Discover. Liz Barrett informed that she had a catchup with Darron and he has some information to share and will do this at the next Theme Lead meeting. This can then be share at the Board next meeting. | |
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| **5.4** | **Be Healthy, Be Happy** | |
|  | Pete Edwards, Theme Lead for Be Healthy, Be Happy nothing to report since the last meeting. | |
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| **6** | **Discover Ashfield Officer Update** | |
|  | Trevor Middleton updated that recruitment for the Discover Ashfield Officer advert has been placed and the closing date is 31st January. Will hopefully recruit to the Discover Ashfield Project Officer’s role. | |
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| **7** | **Board Members Updates** | |
| **7.1** | NTU – European Exchange  Fiona Anderson, NTU provided an update that she has been working with Teresa Hodgkinson, colleagues at Mansfield DC and County as NTU are looking at a European Future Town Challenge. In 2019 NTU and working in partnership with Nottingham City Council some students undertook an exchange to other European Cities this was a great knowledge sharing exercise and experience for those students as NTU paid for the trip. NTU are now looking at doing this again in April 2022 starting in Leal and students will travel to other European towns similar to Mansfield and Ashfield. This will be a funded trip again and a great knowledge sharing experience between students and what these students could then bring back to our towns. This might help with future development of our towns and help to increase graduate levels within the areas. Martin Rigley stated that this would be great and how would we get this feedback to us. Theresa stated that we need to ensure we brief our students to get the best out of the students and would anyone from the Board be willing to do this. Martin stated he would. Fiona to feedback to Stephen Williams and hopefully get him to attend in February’s Board meeting. | |
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| **7.2** | WNC Update  Louise Knott, WNC stated that there will be an open house on 9th February at Oddicroft Lane site on automation and robotics. Louise to share information with the Board.  Skills Conference 25th February – held at WNC and Louise would welcome any Board members input. Martin confirmed that he has attended before and it was great event. Louise to share information with the Board. | |
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| **8** | **Any Other Business** | |
| **8.1** | Sherwood Observatory – Martin Rigley stated that he had received an email from Steve Wallace at MSAS stating that they would like to use some of the £11k funding for a funding raising consultant and legal costs. Steve asked if MSAS could submit invoices against the funding allocated. In the absence of Sarah Daniel, Paul Crawford stated that he doesn’t believe this is part of the 5% release money and that there shouldn’t be any issues for MSAS to submit as he believed it was capacity funding. Melanie Phythian stated that if the money to be used is from the Accelerated Towns Funding or the Capacity Funding then there are no restrictions on how the money can be spent. Agreed that Paul Crawford will look into this matter and the Board agreed that if the money is coming out of either of the above that invoices can be submitted and paid without coming back to the Board. | |
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| **9** | **Date of Next Meeting** | |
|  | Friday 11th February 2022, 9.00am - 9.05am start. | |
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