



DISCOVER ASHFIELD BOARD MEETING

**Friday 8th August 2022
9:30am start**

**Virtual Meeting via Microsoft Teams & Committee
Room, Council Offices**

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	Portfolio Holder, Economical Development and Asset Management, Notts County Council	√
David Ainsworth	Board Member	Director of Sherwood Forest Hospitals Trust	√
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)	√
Frank Horsley	Board Member	Head of Business and Innovation, D2N2	
Gary Jordan MBE	Board Member	Director of The Musketeers CIC Charity	√
Ian Bond	Substitute for Peter Graw	Director of Learning, Inspire: Culture, Learning and Libraries	√
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 Manager, Nottingham and Nottinghamshire ICB.	
Mark Clifford	Substitute for Viki Dyer	Department for Work and Pensions	
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	
Viki Dyer	Board Member	District Operations Lead, Department of Work and Pensions	

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	
Tracey Bird	Supporting Officer	Health and Wellbeing Officer, Ashfield District Council	
Trevor Middleton	Supporting Officer	Town Centres and Markets Manager, Ashfield District Council	√

Attending:			
Steve Wallace	Presenting	Project Manager Sherwood Observatory	√
Katrina Crookdale	Observer	Area Lead for Nottinghamshire, Cities and Local Growth BEIS	√

Agenda Item	
1	Welcome / Introductions / Apologies
	Apologies were noted from: Louise Knott, Frank Horsley, Edward Johnstone, Kathryn Stacey, Julia Terry, Lorraine Palmer, Callum Parr, Sarah Daniel
	Introductions were made around all attendees.
	Diane Carter representing Lorraine Palmer.
	In attendance in person in the Committee Room were Pete Edwards, Darron Ellis, Paula Longden, David Ainsworth, Paul Crawford & Trevor Middleton.
2	Review of Previous Meeting – Friday 8th July 2022
a	Meeting Minutes
	<ul style="list-style-type: none"> • Paula Longden noted new job titles for herself & Mark Yates. These will be emailed to Hollie Maxwell-Smith.
	<ul style="list-style-type: none"> • All minutes agreed as a true reflection.
b	Action Log
	<ul style="list-style-type: none"> • Cllr Relf & Martin Rigley will pick up in September meeting Taylors Transport.
	Actions (these include actions from the below minutes)
	<ul style="list-style-type: none"> • Hollie to add the use of the NHS's space at Kings Mill & their social media for advertising for Board members to the Delivery Group Agenda.
	<ul style="list-style-type: none"> • Board meetings to alternate between Fridays and Wednesdays each month from September.
	<ul style="list-style-type: none"> • Mark Yates' job title updated on the attendees list on Board meeting agendas / minutes.
3	New Declarations of Interest – ALL
	<ul style="list-style-type: none"> • Martin Rigley declared his interest in regard to the Science Discovery Centre as he is the Chair of that Board and will abstain from any voting on the meeting.
	<ul style="list-style-type: none"> • Liz Barrett declared interest surrounding the Science Discovery Centre as a board member of MSAS.
	<ul style="list-style-type: none"> • Fiona Anderson declared interest from NTU for various parts of the Towns Fund and FHSF and also the ADMC project.
4	Board Meeting Days Going Forward
	<ul style="list-style-type: none"> • Martin explained that many of the Board members were unable to attend Fridays and that some MPs cannot attend Wednesdays and put forward those meetings to alternate each month between Fridays and Wednesdays.
	<ul style="list-style-type: none"> • Pete commented that Edward Johnstone also cannot attend Fridays at all.
	<ul style="list-style-type: none"> • Fiona was supportive of the proposal as it can maximise input from the range of Board members.
	<ul style="list-style-type: none"> • All in attendance agreed for the meetings to alternate going forward.
5	Theme Lead Reports – Theme Leads
	Succeed in Ashfield – Martin Rigley
	<ul style="list-style-type: none"> • Martin attended an apprentice session at Sutton Academy last month which was very well attended by students and businesses.
	<ul style="list-style-type: none"> • Attended the 2020 Pie and a Pint in Sutton in Ashfield, a networking event for employers and good attendance of around 35 businesses. Martin commented that he made some good contacts for his own business and potential users / supporters of ADMC.

	<ul style="list-style-type: none"> • Had a meeting with Mark Dale and Edward Johnstone at Portland Training College to discuss supporting each other's projects.
	<ul style="list-style-type: none"> • Attended the UKSPF Subgroup meeting to run through the projects.
	<ul style="list-style-type: none"> • Had a visit to ROMO Fabrics with Pete Edwards. The architecture of the building and technology used is incredible. Martin developing links regarding them becoming a Discover Ashfield Ambassador and being involved with the ADMC project.
	<ul style="list-style-type: none"> • Attended a Skills Round Table to discuss recruiting people for STEM based careers. Present was the Skills Minister, and a number of Nottinghamshire employers.
	<ul style="list-style-type: none"> • Attended a business meeting with Mentor City in Ohio, and educators to potentially start a 'twinning' with businesses in Nottinghamshire.
b	Love Where You Live – Liz Barrett
	<ul style="list-style-type: none"> • ATTFE are focusing on positive LWYL comments. Liz commented that Kirkby Leisure Centre is being actively promoted on social media - it is a great thing for the young people of Ashfield to be proud of.
	<ul style="list-style-type: none"> • Ashfield Day is coming up and aiming to have this positively endorsed within the LWYL theme.
	<ul style="list-style-type: none"> • Liz has been pulling together thoughts for a primary school children network for Autumn, if anyone has any ideas, please contact Liz. They are looking for free resources to support schools and their curriculum.
	<ul style="list-style-type: none"> • Work is also underway for the Remembrance and Christmas events within the LWYL scope.
	<ul style="list-style-type: none"> • Paula Longden commented that the NHS would like to link in with Ashfield Day.
c	More to Discover – Darron Ellis
	<ul style="list-style-type: none"> • Darron, Trevor and Hollie went to Teversal Visitors Centre to visit Debbie, who has recently started as the centre manager. She has made a noticeable difference in developing the offer and in giving the centre a freshen up. Debbie very keen to hold community and heritage themed events embracing the local community
	<ul style="list-style-type: none"> • Work ongoing to bring together Heritage Centres/ Groups so their events and activities do not clash or repeat.
	<ul style="list-style-type: none"> • Working on a request from the Events Officer at ADC regarding ideas for commemoration events,
	<ul style="list-style-type: none"> • The More to Discover Group is also looking at what information can be used on the new Discover Ashfield website.
	<ul style="list-style-type: none"> • The Mills Water Café TV is now operational and will be used for promoting local events.
	<ul style="list-style-type: none"> • Darron has had great interest in the Observatory project and Portland Square refurbishment. All very positive comments from visitors from far and wide who have called into the shop in the Idlewells centre.
	<ul style="list-style-type: none"> • Teresa Jackson commented that the inequalities programme that looks at health issues on Coxmoor, Butlers Hill and Broomhill is progressing well.
d	Be Healthy, Be Happy – Pete Edwards
	<ul style="list-style-type: none"> • The Partnership Group met in July with two workshops, COVID kids and Ageing Well and Long-Term Conditions. General feedback was that there are still challenges post pandemic.

	<ul style="list-style-type: none"> Pete has begun an access audit of the New Kirkby Leisure Centre and overall its good, with some points raised and will complete the audit once work is complete
	<ul style="list-style-type: none"> Pete has now stepped down for Cavell Stakeholder Reference Group
6	Discover Ashfield Project Officer Update
	<ul style="list-style-type: none"> Ashfield Day plans are going well.
	<ul style="list-style-type: none"> The Photography Competition has now closed, the submissions will be collated and sent to the Delivery Group prior to the judging panel. There were 140 photograph entries.
	<ul style="list-style-type: none"> The Awards nominations are also closed, thank you to everyone who nominated candidates
7	Programme Budget / Inflation Risk Review (Verbal Update) - Paul Crawford
	<ul style="list-style-type: none"> No details of the updated programme and any critical decisions are ready to be made as there are currently three projects progressing through the assurance process.
	<ul style="list-style-type: none"> North Kirkby Gateway, West Kirkby Gateway and Portland Street Sustainable Housing Projects will all have an impact on the programme finances. Once the financial modelling is finalised the outcomes will be reported back to the Board.
	<ul style="list-style-type: none"> These three project business cases are being finalised this month and will be presented to the Board once complete and have been through the assurance process with the subgroup.
	<ul style="list-style-type: none"> Martin Rigley made comment that within his business he has noticed the rate of acceleration of inflation has steadied slightly.
8	Planetarium Business Case Update – Steve Wallace
	<ul style="list-style-type: none"> Steve presented on the Science Discovery Centre and Planetarium – attached.
	<ul style="list-style-type: none"> Steve noted that the Business Case has been updated from the one circulated previously, as there has been work on the Levelling Up Bid Round 2 submission, and some assessment guidance has changed, so these have been addressed.
	<ul style="list-style-type: none"> Teresa Jackson asked if there would be more open days. Steve confirms there is one a month and there is a link on their website to book.
	<ul style="list-style-type: none"> Paula Longden asked if due diligence had been done with regards to the financing of the project.
	<ul style="list-style-type: none"> Steve confirms this had been undertaken by Pete Hudson at ADC.
	<ul style="list-style-type: none"> Paul Crawford explained that the assurance process is that Steve Wallace developed the business case, with support from external consultants, and then this case came to the Council. The Council appointed a third-party consultant for the assurance process who reviewed and scrutinised this. The case had already been taken to Pete Hudson and our legal team to ensure they were comfortable with the proposal. It was noted to the Board that all projects are phased and there are steps to take to deliver a project. The next phase is to scrutinise the design and costs.
	<ul style="list-style-type: none"> It was raised by David Ainsworth that upon the implementation phase of the Observatory, that it would be beneficial to think wider than the Observatory as there are opportunities for Science and Technology roles within the future. The NHS has lots of roles in Engineering and Scientific roles. If the NHS could tie in a piece of work to be based at the Observatory and then get some hands-on work in a hospital setting, David would be in support of that.

	<ul style="list-style-type: none"> Steve agreed and explained that in the development phase there were students from Nottingham Trent University and University of Nottingham and currently have students from West Notts. College working on this at the moment. There has also been work with the specialist planetarium provider to provide wider STEM content, such as a beating heart on the planetarium screen.
	<ul style="list-style-type: none"> Martin commented that when Lee Anderson MP visited the Observatory, it was discussed that there are developing opportunities for young people in Ashfield.
	<ul style="list-style-type: none"> Christine Sarris raised the importance of the links being made with local communities and travel networks, such as tram and bus networks and how these can be linked with other visitor strategies.
	<ul style="list-style-type: none"> Decision to take the project forward for submission. Fiona Anderson voted to put this forward, Teresa Jackson seconded this decision. Project agreed for submission by the Board.
	<ul style="list-style-type: none"> Martin Rigley requested approval from the Board on him signing off the submission, as he is also the Chair of the project board. All agreed for Martin to sign off the submission.
9	Board Member Updates – ALL
	<ul style="list-style-type: none"> Simon Martin raised that he chaired the Funding Subgroup, which reviewed the UKSPF projects and all were approved to go through with another meeting to look at the business cases for the Towns Fund projects for the planetarium and the construction centre.
	<ul style="list-style-type: none"> Pete Edwards made the Board aware that the Integrated Children and Disability Service at NCC are running an event called Preparing for Adulthood on November 19th in Mansfield. This will be aimed at young disabled people and may be of interest to other Board members. This information will be shared with the Board.
	<ul style="list-style-type: none"> David Ainsworth commented that the Board is continuously doing great work and understands that communication is key. David offered the Board members use of high footfall areas within Kings Mill Hospital, Ashfield Health Village Community Hub for leaflets, banners, or advertising. David also explained they have a social media account which can be utilised.
10	Any Other Business – ALL
	<ul style="list-style-type: none"> Martin explained that the regeneration team at ADC want voluntary skilled workers to help with the Maker Space project at High Pavement House, Sutton in Ashfield. The skills required are woodworking, textiles, metal working, Cad / Cam, computing, and 3D printing. The information and contact details for this will be sent out to Board members who are interested.
	<ul style="list-style-type: none"> Teresa Jackson explained that AVA have also started a project under a CIC trading arm where they make items from wooden pallets such as garden furniture. They also have a team who make crafts for sale which generates funds for social prescribing events. AVA would be interested in looking at the Maker Space project.
	<ul style="list-style-type: none"> Christine Sarris commented that it would be a good idea to contact ROMO Fabrics to see if they can donate materials or support in relation to the Maker Space.
	<ul style="list-style-type: none"> A message was given on behalf of Melanie Wheelwright by Hollie – “We appreciated the support of Discover Ashfield and the enthusiasm of all

	<p>stakeholders and partner organisations in the development of the bid. We will look to arrange future stakeholder sessions to carry on the conversation of how we can all work together to promote and develop Hucknall. The next stakeholder session will be in autumn / winter and should hopefully coincide with an announcement on the bid decision. In the meantime, please look out for the Council's "Ashfield Matters" magazine which will be published on the Council website in September. It will contain an article on the Levelling Up bid."</p>
	<ul style="list-style-type: none"> • Christine Sarris made comment that there had been a great input and support for both the Hucknall Levelling Up Fund and the Town Centre Masterplan. There was also an article in the Nottingham Post to say how the local population of Hucknall were getting behind the bid.
11	Date of Next Meeting – Friday 9th September